

**2019-2020**

**BOYS' LATIN OF PHILADELPHIA MIDDLE SCHOOL STUDENT**  
**HANDBOOK**

Code of Conduct • Uniform Policy • Academic Policy

**Boys' Latin of Philadelphia**  
A Pennsylvania Charter School  
[www.boyslatin.org](http://www.boyslatin.org)





Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

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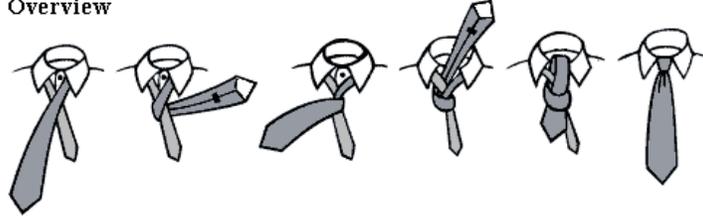
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## Tying a Necktie: Four-in-Hand Knot

**Tying a Necktie:** The Four-in-Hand Knot is the most popular type of necktie knot and easiest to learn; over 80% of tie wearers knot their ties with this. The knot is long and straight but slightly lopsided.

Overview



1. Begin with the wide end on your right and extending about a foot below the narrow end of your tie. (Pictures are mirror images, in other words images are what you would see if you were looking in a mirror.)
2. Bring the wide end of the tie over the narrow (right side to left side).
3. Bring the wide end underneath the narrow end (left side to right side).
4. Bring the wide end of the tie over the narrow again (right side to left side).
5. Bring the wide end of the tie through the back of the loop (left side to center).
6. Hold the front of the knot loose with your index finger; pass the wide end down through the loop (created in step 4) in front.
7. Remove your finger and tighten the knot.
8. Hold the narrow end of the tie and slide the knot up to the collar.

**Boys' Latin of Philadelphia Student**  
**Pledge**  
***English***

- ❖ Education is my birthright. Education is the birthright of all children. Education is the pathway to freedom, the freedom to achieve my personal dreams.
- ❖ Education is the path to justice, justice for every man, woman, and child. Education is the path to power, the power to change the world.
- ❖ Education is the path to joy. The joy of learning is a privilege. Education is my full-time job. It requires hard work.
- ❖ I commit myself this day to focus on my studies, to be an active participant in my learning process, and to always seek guidance from my teachers whenever I need help.
- ❖ I commit myself this day to respect myself and my fellow students; to honor my teachers and the entire school community.
- ❖ I commit myself this day to scholarship and to train my mind and push myself to work hard.
- ❖ I commit myself this day to my family and my community. I make these commitments freely and publicly.

**Boys' Latin of Philadelphia Student P**  
**ledge**  
*Latin*

- ❖ Educatio ius genere ortum meum est.
- ❖ Educatio ius e genere ortum liberorum omnium est.
- ❖ Educatio ad libertatem via est, quae libertas ut possim conficere proposita privata datur.
- ❖ Educatio ad iustitiam via est, quae iustitia viro cuique et feminae et puero debetur.
- ❖ Educatio ad potestatem via est, qua potestate mutare mundum possum.
- ❖ Educatio ad gaudium via est. Gaudium discendi privilegium est.
- ❖ Educatio officium perpetuum meum est. Dedicationem et opera gravia requirit.
- ❖ Hoc die spondeo intendere animum meum ad studia mea atque me promittere in ratione discendi atque semper quaerere consilium a magistris meis quandocumque egeo auxilii.
- ❖ Hoc die spondeo observare me et condiscipulos meos atque honorare magistros meos et totam civitatem scholae.
- ❖ Hoc die spondeo me eruditioni atque exercere animum meum atque me impellere ut laborem graviter.
- ❖ Hoc die spondeo me familiae meae et communitati meae. Haec oblige libere et aperte.

# **OFFICIAL RULES OF CONDUCT**

## **BOYS' LATIN OF PHILADELPHIA MIDDLE SCHOOL PROGRAM**

### **OUR CORE VALUES**

#### **Curiosity (*Curiositas*)**

Asking questions is at the heart of learning. Students should pursue new knowledge and understandings as part of the learning process.

#### **Compassion (*Misericordia*)**

True learning can only occur in an environment that is nurturing and accepting of individual differences and experiences. We will celebrate uniqueness and will only employ language and actions that are grounded in respect. Each student is responsible for maintaining a welcoming environment for all.

#### **Perseverance (*Constantia*)**

We will operate under the assumption that it does not take special ability to learn but that it does often require hard work and persistence.

#### **Integrity (*Integritas*)**

A man is whole when he is honest with himself and others. Put forth a total effort in and out of class each day.

#### **Courage (*Virtus*)**

Living by the four aforementioned values often requires the courage to live and lead by example and the courage to stand up for what is right when others are not. We will also take risks and view mistakes as learning opportunities.

## **I. SCOPE OF RULES OF CONDUCT**

THESE RULES SHALL APPLY TO ANY CONDUCT:

- (a) On school grounds during the school day or immediately before or after school hours;
- (b) On school grounds at any other time when the school is being used by a school group;
- (c) On or off school grounds at any school activity, function or event;
- (d) Traveling to and from school, including actions on any school bus, van or public conveyance;
- (e) Away from school if resulting from school, including but not limited to fighting, personal, telephone, or web-based threats, harassment, or stalking;
- (f) On any school bus operated by the Boys' Latin of Philadelphia Charter School;
- (g) Any time you are in the Boys' Latin school uniform, which extends yourself as a representative of the school.

## **II. DEFINITIONS**

THE FOLLOWING DEFINITIONS APPLY TO THE CODE OF CONDUCT:

**Student** – a person, adult or minor, enrolled in the Boys' Latin of Philadelphia Charter School.

**Parent** – Legal care-giver of a minor child or court-appointed guardian, including DHS workers and/or group home employees as identified at time of admission or amended in writing thereafter; or an emancipated minor (DHS/court proof required).

## **III. EXTENSIONS TO THE RULES OF CONDUCT**

- A. Search and Seizure: For the safety of the entire school community, the Boys' Latin of Philadelphia C.S. reserves the right to search students and their belongings and/or lockers in the event the school reasonably suspects that a prohibited substance or object is contained in the person, or in their locker or belongings. In addition, students may be asked to empty pockets, etc. If a student is found in the possession of items that are illegal or prohibited, the student will be charged with the appropriate school offense, and the Philadelphia Police Department may be notified. The student may be held for the police, and charges may be pressed. Any student who refuses to cooperate with school authorities is subject to expulsion from the Boys' Latin of Philadelphia C.S. Students may be randomly searched at the entrance with a metal detector wand.
- B. Conduct of Friends and/or Family: A student may be held responsible for the conduct of friends or family who drop off the student in the morning or pick him up after school or hang around the building. Advise friends and family that loud music, obscene or offensive language, and displays of threatening behavior may result in disciplinary action against the student.
- C. Transpass Policy: Students who reside in Philadelphia and meet eligibility requirements will receive a weekly transpass from School District of Philadelphia. Although Boys' Latin is responsible for distributing the transpasses, the School District of Philadelphia is responsible for determining eligibility and then issuing passes to the school for distribution. Boys' Latin does not determine eligibility, nor do we have authority over transpasses; however, we still encourage parents/guardians to contact us with questions or concerns. We will work to resolve any outstanding issues.
  - a. Process for Determining Eligibility
    - i. At the beginning of the school year, the District will process the addresses of all students attending Boys' Latin.

- ii. The students who are deemed eligible by the District will be placed on a list that is sent to the school.
  - iii. The District will provide Boys' Latin with a list of eligible students and a transpass for only those students whose names appear on the list.
  - iv. The process takes up to a month or more before the District has coordinated all of the information. During this period, Boys' Latin relies on parents to ensure that students have transportation to and from school.
- b. Transpass Responsibility
- (a) Students will sign off confirming they have received their transpass each week and are responsible for keeping track of it.
  - (b) In the event of a lost transpass, students and families are responsible for figuring out transportation to and from home. Tokens or money will not be provided by the school.
- D. No outside food nor drinks will be permitted in the school building unless stowed away in a bookbag and stored in a locker. Any visible food and/or drink outside of the dining hall will be confiscated and thrown away.
- E. Cell use is prohibited during the school day, even during lunch periods. Cell phones should not be visible while school is in session. If visible, students risk the chance of their cell phones being confiscated by a teacher and/or administrator. Cell phones may only be used at the end of the day upon exiting the building.
- F. Bookbags may only be worn to and from school. During the school day, bookbags should be stored in lockers. Students are allowed to carry trapper keeper style totes to hold their belongings. See the following link for an example of an approved bag: [https://www.amazon.com/Case-Mighty-3-Inch-Zipper-D-146-BLK/dp/B007SQZHKW/ref=ice\\_ac\\_b\\_dpb?s=office-products&ie=UTF8&qid=1528118961&sr=1-1&keywords=trapper+keeper](https://www.amazon.com/Case-Mighty-3-Inch-Zipper-D-146-BLK/dp/B007SQZHKW/ref=ice_ac_b_dpb?s=office-products&ie=UTF8&qid=1528118961&sr=1-1&keywords=trapper+keeper)

#### **IV. RULES OF CONDUCT**

*General Statement:* No student may engage in any conduct, or encourage any other person to engage in conduct that jeopardizes the health, safety, or welfare of any member of the school community or in any conduct that disrupts or undermines the basic educational mission of the school. Any student who acts in disorderly way or interrupts the educational process is subject to arrest for disorderly conduct and other disciplinary action. Any student who engages in a fight, or encourages others to fight, is subject to arrest and other disciplinary action for disorderly conduct, simple to aggravated assault including terrorist threats, etc.

Act 26 of 1995 (The Safe Schools Act): Act 26 creates a mandatory one-year expulsion for the possession of weapons on school property, including buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in a school as to whether the child had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

Act 29 of 1995 (Truancy): Act 29 provides for a \$300 fine and allows the court to impose parent education classes and community service sentences for parents of a truant child who do not show that they took responsible steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. Act 29 also provides a truant student may lose his driver's license for 90 days for a first offense, 6 months for a second offense.

Act 33 of 1995 (Delinquent vs. Criminal Acts): Act 33 provides that any person age 15 or old who commits a violent crime and either (a) committed the crime with deadly weapon or (b) has previously been adjudicated delinquent for a violent crime, will automatically be tried as an adult in the criminal justice system.

Act 93 of 1995 (Blood Alcohol Content of Minors): Act 93 creates a summary offense with a fine of \$100 for any person under the age of 21 who operates a motor vehicle with any alcohol in their blood stream. The new summary offense is in addition to the loss of driving privileges and other sanctions allowable under current drunk driving laws.

ii. The students who are deemed eligible by the District will be placed on a list that is sent to

**V. SCHOOL HOURS**

- a. The earliest that students will be permitted in the school building is 7:25 am.
- b. The school will be closed 1 hour after the final bell of each day. Students waiting to be picked up after the school has closed will be taken to the 19th precinct, where they can wait to be picked up (Philadelphia Police 19th District 6059 Haverford Avenue Philadelphia, PA 19151; 215-686-3190)
- c. Student-athletes will abide by the contract written by the coach that season.

## DISCIPLINARY CODE: OFFENSES/CORRECTIVE ACTIONS

### LEVEL ONE OFFENSES

1.1 **Disruption of School:** A student shall not use language in any classroom, dining hall, hallway, yard, or school-related venue, school publication, bulletin board, public address system, or on a bookbags, books, buttons on his body, etc., which is profane, obscene, racist, sexist, homophobic, intentionally disruptive, libelous or offensive to other students, faculty or the community. A student shall not by use of force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally or recklessly cause the substantial and material disruption or obstruction of the lawful mission, purpose, or function of Boys' Latin of Philadelphia Charter School.

Neither shall a student use as an excuse for the use of profane language or racial slurs, epithets, sexist, homophobic or intolerant language that he was "only kidding" or that "we use this language all the time."

Neither shall the student urge other students or outsiders to engage in such conduct as expressed in this rule.

1.1a **Disrespect of Teachers and Adult Personnel:** At no time may a student express with words, gestures, or body language disrespect for a teacher, SSO, adult supervisor, employee or volunteer of Boys' Latin of Philadelphia, or on a school-related activity, any adults taking part in the activity. Nor may a student's disrespectful behavior damage the reputation of Boys' Latin of Philadelphia (see Scope of Rules). The teacher, SSO, etc., will be the interpreter of the disrespectful actions.

1.1b **Three (3) or More Uniform Violations:** A student who arrives to school unprepared (no book bag, books, or in violation of any of the uniform policy) will be required to serve a one-day out-of-school suspension. Students who are repeat offenders of this rule may be subject to disciplinary action according to Level 2 corrective actions (refer to Uniform Policy).

1.1c **Three (3) or More Class Disruptions:** If the student continuously disrupts class, disrespects teachers, and distracts other students from learning he may be removed from class to the climate team to do class work and will also receive a detention after school. Repeated infractions will be subject to Level 2 corrective action.

1.1d **Code of Conduct Book/Assignment book:** Each student is required to have in his possession a copy of the latest edition of the school's Student Handbook, located in the front pages of his Assignment Book. His name and homeroom should be printed on the inside cover. Replacement books may be purchased from the school office (cost is \$5.00).

1.1e **Identification Cards:** Each student must display a school ID when on school property or at any school function. For certain school functions, a waiver of this rule may be obtained by the Principal/Dean or his/her designee. If an ID is lost, a replacement must be purchased from the school office (cost is \$5.00). ID's must be worn with the lanyard (breakaway string) with the school logo. Students may not alter, cut, puncture, or add anything to school ID's, including stickers, pen marks, etc. Replacement lanyards are available from the school office.

1.1f **Student Pledge:** Each student is required to know the English version of the Student Pledge of Responsibility in its entirety beginning November 1<sup>st</sup> of his freshman year at the upper school, or November 1<sup>st</sup> of his 6<sup>th</sup> grade year at the middle school. New students will be required to know the pledge by the end of their first full trimester. Students must be able to recite it upon request.

- 1.2 **Disobedience to the Lawful Instructions of a Teacher:** A student shall not disobey the lawful instructions of a teacher, administrator, tutor, student support officer (SSO), or any adult staff member or volunteer of the Boys' Latin of Philadelphia. Consequences include, but are not limited to, individual detentions or suspensions.
- 1.2a **Refusing to Accept a Demerit:** No student may refuse to accept a demerit when given by a staff member.
- 1.3 **Missing Homework or Class Work:** A student may not refuse to do assigned homework or class work. Usually, a school does not include this item in its disciplinary code; however, the special nature of the Boys' Latin of Philadelphia Charter School's mission requires us to emphasize the importance of classroom concentration and hard work to achieve our academic goals. It is the student's right and responsibility to retake assessments.
- 1.3a **Failure to upgrade failed test(s):** A student must make every effort to achieve a proficient understanding of all subject matters.
- 1.4 **Sleeping in Class:** Sleeping in class is considered a violation of this Code of Conduct.
- 1.5 **Skipping Detention or Leadership Academy:** Skipping a detention/Refocus issued by a faculty, staff member or Boys' Latin personnel will result in a rescheduled detention, and then suspension.
- 1.5a **Cutting Class/Out-of-Bounds:** No student may be in any part of the building or grounds including bathrooms, at lockers, other classrooms, library, computer lab, schoolyard, elevator, etc., unless specifically scheduled to be there or has received permission from an appropriate authority. Such actions are considered class-cutting. Any student exercising his right to see the Principal, Assistant Principal, or Social Worker/Counselor must report immediately to the main school office.
- 1.6 **Graffiti/Inappropriate Written Material:** A student shall not deface property; particularly, but not limited to graffiti or references to drugs, drug corners or gangs, sexual conduct, or other illegal activities.
- 1.6a **Inappropriate Written Material:** A student may not have in his possession any written or inappropriate materials using violence, weapons, sex or drugs. All notes and inappropriate written materials will be confiscated.
- 1.7 **Overt Signs of Sexual Affection:** A student shall not express in the school building, on school grounds, on a school-sponsored trip or at any school activity overt sexual affection; this includes, but is not limited to, kissing, hand holding, notes, suggestive dancing, etc. The prominent display of "hickeys" or passion marks is prohibited (also see Rule 3.1).
- 1.8 **Uniforms/Dress Code Violations:** (See Uniform Regulations)
- 1.9 **Prohibition Against the Wearing of Hats Indoors:** A student shall not wear a hat, cap, or other head covering in school or indoors during any school-sponsored activity whether in uniform or not in uniform. This rule may be waived only for religious or medical reasons; however, the Principal/Dean may demand evidence of the religious or medical restrictions. This would include, but is not limited to, a signed note on official stationery, by an officially recognized pastor, rabbi, or imam. Students asserting a medical reason must provide a doctor's note signed by a PA-licensed M.D. or D.O.
- 1.10 **Assignment Book:** Each student will be issued an assignment book which must be carried with him every day. Every student must copy all assignments in his assignment book (homework, projects, test & quiz dates).
- 1.11 **Eating or Drinking in Classrooms:** Eating, drinking, or chewing gum is never permitted in classrooms, the lobby or hallways, before class, during class, or after class. Eating is permitted only in the dining hall during designated lunch periods and before and after school. Students may not leave trash or food in the dining hall.

- 1.11a **Chewing Gum**: Gum, even in a sealed wrapper, is never permitted in any part of the building or school grounds, including the dining hall and schoolyard.
- 1.11b **Seeds**: No eating or spitting seeds (pumpkin, sunflower, peanut) allowed in the building.
- 1.11c **Spitting**: To safeguard public health, spitting is prohibited.
- 1.12 **Dining Hall Violations**: Students must demonstrate proper conduct in the Dining Hall. More specifically, students should: refrain from loud noises; clean up spills and refuse; clear their tables; and be respectful of other students' space and belongings. Additionally, the Dining Hall ceases serving breakfast and students must exit when dismissed by the Student Support Officer. The Dining Hall will reopen for food service during the lunch periods.
- 1.13 **Dishonesty**: A student may not violate the Core Value of integrity by lying to staff. This includes any form of dishonesty, untruth, or deceit within the Boys' Latin community.
- 1.14 **Possession of Prohibited Items**: A student may not have in his possession, in a school bag or coat, or in a locker any of the following:
- Portable televisions
  - Lasers
  - Headphones (in class and in the hallway)
  - Large markers or spray paint
  - Gum or seeds in any area and food or beverage in unauthorized areas
  - Cameras, camcorders, or other electronic recording devices (unless the student has written permission from the Principal/Dean in the case of a special event, etc.)
  - Any other item(s) that from time to time may be added to this list by the Principal.
- If any of these items are confiscated more than once, it will result in an automatic suspension.
- 1.14a **Use of Cellular Phones**: We understand the need for proper and effective communication that needs to occur between students and families, both to and from school. However, upon arrival to school all cellular phones must be turned off. Students are not permitted to use their cellphones in class for any reason unless their instructor gives them permission to utilize the device for instructional purposes. If a student violates this rule and a faculty member asks for the cell phone, the phone must be turned over to the faculty member immediately. The cell phone will be returned in 24 hours. Refusal to turn over the phone may result in a suspension. Students are urged to comply with this rule and not escalate these issues into a larger problem. Lastly, cell phones should never be seen or heard in the hallways of the school or used for telephone calls, texting, social networking, or other unsanctioned means of communication without expressed permission from the Principal/Dean.

**LEVEL ONE – APPROVED CORRECTIVE ACTIONS:**

- Interview with the Assistant Principal/Dean
- Temporary assignment to a “cooling off” area, or temporary disciplinary assignment with the school
- Before/after school detention
- Suspension of privileges, including the dining hall and extra-curricular activities
- Letter or phone call to parents
- Mandatory Parent Meeting with the Assistant Principal/Dean
- Referral to mandatory counseling
- Referral for mandatory drug screening, and/or to a substance abuse program
- Restitution
- For Rule 1.9, the hat or other head covering will be confiscated and returned to the student at the end of the day; for repeated offenses, Corrective Action 11 below shall apply.

11. For Rule 1.14 and 1.14a the items will be confiscated, and depending upon the circumstances, may be returned only in person to a parent or guardian. If the parent/guardian refuses to come to school within 30 calendar days during normal working hours to pick up the item, the item will be destroyed or donated to a local charity or organization.\*

**Note: The school does not accept responsibility for confiscated items.**

\*These items will be confiscated and usually will not be returned and may be destroyed. In the case of weapons, such items may be turned over to the police or will be held for one year as evidence and then destroyed.

## **LEVEL TWO OFFENSES**

### **2.1 Blatant Disrespect:**

### **2.2 Inappropriate postings, pictures, videos, possession - holding or showing prohibited items:**

- 2.2a Pornographic, obscene, or suggestive material
- 2.2b Racist, sexist, homophobic, and/or other material offensive to any ethnic or religious segment of the community
- 2.2c Any weapon or sharp object including scissors
- 2.2d Items associated with drug use, such as blunts, “roach clips,” pipes, rolling papers, “baggies,” etc.
- 2.2e Cigarettes or tobacco products, if student is under 18 years
- 2.2f Alcohol, drugs, or paraphernalia associated with drugs
- 2.2g Mace containers/Pepper spray or stink bombs

**2.3 Posting Unauthorized Materials:** No student may post unauthorized photos or videos taken on Boys’ Latin school grounds, transportation, or trips, or in the Boys’ Latin uniform (i.e. Internet, hardcopy, cell phone, video, etc.).

**2.4 Horseplay:** No student shall engage in reckless activities including playfighting, running, or jumping on school grounds, or any other inappropriate contact with another student (including slapping, hitting, grabbing, pushing, etc.).

**2.5 Leaving School Building Without Permission:** No student may leave the school premises without the permission of the Chief Executive Officer (CEO), Principal/Dean, Assistant Principal or their designees and permission from a parent/guardian in writing. Early dismissal forms must be obtained at the school office. No student may leave school during the lunch period.

**2.6 Damage, Destruction, Graffiti, or Theft of School or Private Property:** A student shall not, either on school grounds or during a school activity or school function, or school event off campus, or coming to or from school cause material damage to school or personal property, or attempt to steal school or personal property. Damage resulting in a cost of more than \$25.00, repeated damage, or theft shall be considered an act of serious misconduct (see Rule 3.4g).

**2.7 Smoking in the Building:** A student shall not smoke in any part of the building. The City Fire Code prohibits it; moreover, common sense and health concerns dictate that no smoking is permitted in Boys’ Latin of Philadelphia buildings. Additionally, no smoking is permitted on school grounds; this includes the schoolyard, and the steps or sidewalk on any side of the property. No student may have in his possession any cigarettes or tobacco products.

**2.8 Cheating and Plagiarism:** A student may not cheat or plagiarize material in class work, homework, tests, quizzes, reports, projects, or any other graded assignment. Cheating and/or plagiarism will be determined by the classroom teacher. See Academic Integrity Policy for more information.

**1.11a Forging Signatures and/or Passes:** Students must never misrepresent the authorization of a teacher, parent, or other student through forgery on tests, school passes, and/or assignment book signatures.

**2.9 Repeated School Violations:** A student shall not repeatedly fail to comply with the provisions of the rules as expressed in Level 1 Offenses above, Academic Policies, or with any other reasonable directions of the Principal/Dean, Assistant Principal, teachers, or other authorized school personnel at any time when the student is properly under the authority of school personnel. Any student acquiring three (3) suspensions in an academic year, and on any one suspension thereafter if reinstated, is subject to expulsion for cause. Any student who has been expelled from the School District of Philadelphia and repeats the same category of offense while at the Boys' Latin of Philadelphia C.S., e.g., fighting, weapons violation, possession or sale of a controlled substance, etc., is subject to expulsion for cause, even if it is a first offense at Boys' Latin of Philadelphia C.S.

**2.10 Recklessly Endangering or Threatening/Intimidation of School Personnel, Students or Other Persons:** A student shall not recklessly engage in conduct which places or may place any school employee, fellow student or other person, i.e., visitor, etc., in danger of bodily harm. Nor shall a student attempt to by physical menace or threat (oral or written) put a school employee, fellow student, or other person in fear of imminent bodily injury, including but not limited to, posturing, mimicking, drawings or replicas of weapons, inappropriate actions, etc.

**2.11 Banned Items**

**2.11a Possession of Drugs or Alcohol:** A student may not possess, use or be under the influence of any narcotic drug, hallucinogenic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. If the school has reasonable belief or concern that a student is under the influence of such drugs or alcohol, a drug screening, at the parent's expense, at a licensed medical doctor's office or hospital may be required upon returning to school or prior to returning to school. This measure is taken to ensure that students' safety and to ensure that students receive appropriate support services and interventions based on their individual needs.

**2.11b Consumption of Drugs or Alcohol:** A student may not arrive at or become intoxicated or high in school, at a school activity, or coming to or leaving from school. The initial determination will be done at the discretion of the Chief Executive Officer (CEO) or Principal in consultation with the Assistant Principal and/or Social Worker, Psychiatrist, or Nurse. A drug screening, at the parent's expense, at a licensed medical doctor's office or hospital may be required upon returning to school or prior to returning to school. This measure is taken to ensure that students' safety and to ensure that students receive appropriate support services and interventions based on their individual needs.

**2.11c Drug Related Images or Paraphernalia:** A student may not glorify or celebrate drug culture by possessing images or paraphernalia associated with drug culture. Such displays qualify as the school having reasonable belief or concern that a student is experimenting with drugs or alcohol. A drug screening, at the parent's expense, at a licensed medical doctor's office or hospital may be required upon returning to school or prior to returning to school. This measure is taken to ensure that students' safety and to ensure that students receive appropriate support services and interventions based on their individual needs

**2.12 Violation of Fire Drill Instructions:** No student may impede the safe exit of students in fire drill or other emergency situation. This includes, but is not limited to, disruption of fire drill by talking, disobedience or inattentiveness. No student may make a false report of an emergency situation.

**2.13 Fighting:** No student may fight, push, strike, hit, or use violence, in any manner, against a fellow student, nor may any student encourage another student to violate this rule. No student may hold another in order that the student be hit or be the "second person in" a fight. All combatants will be held to disciplinary action.

- 2.13a **Encouraging Fighting**: Any person who verbally encourages a fight, including through gossiping and spreading rumors, whether before, during, or after a fight will be held liable under this rule. This rule also includes verbal arguments (Reminder: See “Scope of Rules of Conduct—1”)
- 2.14 **Hazing**: Hazing of any sort is forbidden at all times within the scope of the Rules of Conduct. Hazing is defined as “To initiate or discipline fellow student(s) by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals.
- 2.15 **Harassment, Intimidation and Bullying**: (see complete Bullying Policy for further detail) Bullying of any sort is forbidden at all times. Bullying is defined as any gesture, written, verbal or physical act, or electronic communication reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on or off school property, at any school-sponsored function, on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students. Bullying is any gesture, written, verbal or physical act that:
- a reasonable person should know will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing the student in reasonable fear of physical or emotional harm to his person or property; or
  - has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school;
  - creates a hostile environment at school for the student; or
  - infringes on the rights of the student at school.
- 2.16 **Abuse**: Physical or psychological abuse or threats of such abuse of any person within the scope of the Rules of Conduct is forbidden. This includes, but is not limited to picture and video messaging, cyber-bullying, phone calls, voicemails, text messages, emails, social media.
- 2.17 **Detainment or Obstruction**: Physically detaining or restraining any other person or removing such person from any place where he is authorized to remain, or in any way obstructing the free movement of person or vehicles on school premises or at school activities is forbidden.
- 2.18 **Inciting Disorder**: Participating in or inciting a riot or an unauthorized or disorderly assembly is forbidden. This includes, but is not limited to inviting, bringing, or otherwise assembling family, friends, etc. to school to fight, harass, or otherwise threaten other students.
- 2.19 **Posting/Selling Materials**: No student may post, sell, solicit or distribute materials or raffles without permission of the Principal on Boys’ Latin School grounds or to/from Boys’ Latin school grounds.
- 2.20 **Violating the Law**: Violation of any local, state, or federal law is prohibited and will result in school sanction and appropriate disciplinary action.
- 2.21 **Encouraging Others to Violate Rules**: Willfully encouraging others to commit any of the acts which are prohibited by these Rules of Conduct is forbidden.
- 2.22 **Excessive Absence/Lateness**: Any student violating the Attendance Policy is subject to disciplinary action as a Level 2 violation. See Attendance Policy for details.

2.23 **Truancy:** Truancy is defined as three (3) or more school days of unexcused absence during the current school year. Habitual truancy is defined as six (6) or more school days of unexcused absences during the current school year. When a student is truant, the attendance officer will notify parents or guardians in writing within ten (10) school days of the child's third unexcused absence that the child has been truant. If the student continues to incur additional unexcused absences, a student attendance improvement conference will be held with the school principal (or designee), school social worker, student, and parents or guardians.

Boys' Latin procedures when a child is habitually truant consists of the following: The school social worker will (1) refer the student to a school-based or community-based attendance improvement program or (2) refer the student to the Department of Human Services (DHS) for services. Boys' Latin does not suspend, expel, or transfer a student due to truancy. Boys' Latin may also file a citation against the parents or guardians of a habitually truant student in a magisterial district court. Parents or guardians may be subjected to the following penalties per Pennsylvania Law:

- Discretion for Judges: The law provides local judges with considerable discretion to impose appropriate penalties in individual cases. For instance, judges now have discretion on whether to forward a student's conviction for truancy to the Department of Transportation (DOT) for automatic license suspension.
- Fines up to \$750. The law significantly increases the amount of money a judge may fine a student or parent for habitual truancy. The law states that a person convicted of habitual truancy may be fined (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 for the second offense; and (3) up to \$750 for the third and any and all subsequent offenses.
- Jail reduce to three days. The law reduces jail time from five days to three days and adds additional safeguards to ensure that poor families are not jailed for their inability to pay. A judge may jail a parent only if (1) the court makes specific findings that the parent had the ability to pay the fine or complete the community service and (2) the court finds that parent's non-compliance was willful.
- Referral to DHS for second conviction in three years. If a parent or student is convicted a second time for habitual truancy within three years, the court must refer the child to DHS for services or possible disposition as a dependent child under the Juvenile Act.

2.23a **Cutting School:** Any student who misses a day of school without the permission of parent/legal guardian/medical excuse, etc., will be considered truant from school. Students are provided with a daily schedule/roster. Students shall not miss/skip a class without permission or valid reason. Students who are absent without a valid excuse are forbidden from coming on school grounds later that day, e.g. truant students may not arrive on school grounds for dismissal, to attend sporting events or other activities, etc.

2.24 **Theft:** A student may not steal money or property from a student, faculty/staff member or visitor.

2.25 **Acceptable Use Policy Violations:** A student may not violate the Acceptable Use Policy governing all technology affiliated with Boys' Latin of Philadelphia. This includes posting lewd and inappropriate conduct; referencing drugs and drug use; and cyberbullying.

**LEVEL TWO – APPROVED CORRECTIVE ACTIONS:**

1. Suspension (with the exception of truancy)
2. Restitution (with the exception of truancy)
3. Referral to mandatory counseling, mandatory drug screening, and/or to a substance abuse program

4. Any corrective action stated in Level 1 Offenses (with the exception of truancy)
5. Expulsion (with the exception of truancy)

### **LEVEL THREE OFFENSES**

- 3.1 **Violation of Discipline Contract:** A student shall not violate any standards of expectations stated in a Disciplinary Contract.
- 3.2 **Indecent Assault or Indecent Exposure:** A student shall not touch any other person or cause another person to touch him on any intimate or sexual part of the body for the purpose of arousing or gratifying sexual desire in either person or to intimidate that other person. Further, a student shall not expose his genitals under circumstances likely to cause affront or alarm to others. (Also see Aggravated offenses 3.6 below)
- 3.3 **Assault on School Personnel:** A student shall not cause or attempt to cause physical injury to any school employee, nor shall any student make threats to cause physical injury to any personnel.
- 3.4 **Possession of a Weapon Capable of Causing Death or Serious Injury:** A student shall not possess on his person, in his personal effects, or in any storage area provided by the school, any weapon capable of causing death or serious injury. Such weapons shall include, but are not limited to, firearms, knives and blades two-inches or greater in length, razors, box cutters, BB guns, stun guns, tasers, throwing stars, baseball bats, scissors or explosive or incendiary devices.
- 3.5 **Knowledge of Danger to School Community:** If a student becomes aware that a fellow student is in possession of firearms, weapons, illegal substances or any items that could danger his/her safety or the safety of others, that student has a duty to inform an adult such as a parent, teacher, counselor, SSO, or administrator.
- 3.6 **Aggravated Offenses:** A student shall not engage in or attempt to engage in conduct or encouraging others to engage in conduct which threatens the health, safety or welfare of any members of the school community:  
**Conduct in violation of this rule shall include, but is not limited to:**
  - a. Deliberate assaults on school personnel where injury results or where a substantial likelihood of serious injury was present, including but not limited to use of a weapon;
  - b. A sale or distribution of any narcotic, drug, hallucinogenic, amphetamine, barbiturate, steroid, growth hormone, marijuana, alcoholic beverage or intoxicant. Possession of any of the above substances in a quantity inconsistent with possession for personal use, or under circumstances indicating that possession was with the intent to sell or deliver, is subject to the same disciplinary penalties as are actual sale or delivery;
  - c. Arson;
  - d. Rape, molestation, voluntary or involuntary deviate sexual intercourse;
  - e. Robbery or extortion;
  - f. Assault on another student or school visitor which results in serious bodily injury or involves the use of a weapon, as defined in 2.4 above;
  - g. Vandalism which results in the damage to or destruction of school property which substantially disrupts or prevents the school from carrying out any of its primary educational responsibilities or program;
  - h. Retaliation or threat of retaliation against a school employee, witness or other for their part in any school investigation, academic or disciplinary proceeding, or in the course of their lawful responsibilities, in which the students or student's parent(s)' conduct takes the form of intentional

assault, threats of bodily injury or death, repeated telephone, written, email and/or physical harassment or stalking, or property damage;

- i. Theft of money or property from student, faculty/staff, or visitor valued in excess of \$50.00;
- j. Racist, sexist, or homophobic statements verbal or written, displays, tattoos, or other actions designed to cause severe psychological or physical harm to intimidate students, faculty/staff or visitors.

3.7 **Possession of Illegal Substances and/or Drug Paraphernalia**: A student shall not possess on his person, in his personal effects, or in any storage or other area in the school any illegal substances of any nature including prescription medications not prescribed to the student or any items associated with drug use, such as blunts, roach clips, pipes, rolling papers, baggies, etc. Such actions will give the school reasonable belief or concern that a student is experimenting with drugs or alcohol. Consequently, the student may be required to submit to a drug test upon returning to school or prior to returning to school. This measure is taken to ensure that students' safety and to ensure that students receive appropriate support services and interventions based on their individual needs. The student and his family are responsible for the costs of the test.

3.8 **Pos ting I mages of Stud ents , Sch ool Per s onn el or Boys ' Lat in Bran d**: Students should never upload a photo/image/video of school personnel, students, the school building or classroom and spaces within. No such video or images should be taken, kept on students' individual cell phones, or posted online and/or on social media outlets without expressed written permission from the principal.

3.9 **Sexual Harassment on School Personnel**: The creation of/or maintaining of a sexually hostile environment and/or any sexual "quid pro quo" is forbidden. This may include but is not limited to making such comments verbally or in writing, displaying obscene or sexually suggestive photos, drawings, language, signs, features, tattoos, etc. Any purposeful contact with a teacher, in specific regards to invading a teachers personal space, groping or touching any part of a teacher or staff member will be taken to the highest degree of our discipline code.

#### **LEVEL THREE – APPROVED CORRECTIVE ACTIONS:**

1. Expulsion
2. Notification of the Philadelphia Police Department

**Note:** Internal school disciplinary action shall not in any way deprive Boys' Latin of Philadelphia, a Pennsylvania Charter School, or an individual victim from pursuing any legal remedies available in the Criminal or Delinquency Courts of the Commonwealth.

## **VI. SUSPENSION**

Suspension is the disallowance for a time of permission to attend classes, activities, and all other privileges of attendance at the Boys' Latin of Philadelphia.

A student may be suspended "Out of School," in which case he will be excluded from school, until the parent/guardian or their designee is present for the Reinstatement Meeting. The student must be in full uniform at the Reinstatement Meeting and have a letter of reflection to present to the school Assistant Principal, Principal, Dean, and/or CEO. For "Suspension with Intent to Expel," only a parent or guardian may attend the Reinstatement Meeting. The reinstatement appointment should be made within three days, and unless otherwise determined by the Assistant Principal, may be made for the same day. **REINSTATEMENT MEETINGS ARE BY APPOINTMENT ONLY.**

At the High School, "In-School" suspension results in exclusion of classes, the lunchroom activities, and all other privileges but requires daily attendance in school. At the Middle School, "In-School Suspensions" results in exclusion from classes, dining hall activities, and all other privileges. It is served the same day it is issued (see *Level One* and *Level Two Approved Corrective Actions* for specifics on behaviors that qualify). Students on In-School

Realign may attend school normally the following day. In-School Suspension does not require a parent/guardian meeting, but the school may request a meeting.

### **REINSTATEMENT MEETING**

Any student suspended from school shall be given the opportunity for a Reinstatement Meeting. **STUDENTS MUST ATTEND THE MEETING AND BE IN FULL UNIFORM.**

A Reinstatement Meeting is an informal hearing at which the student and his parents/guardians can meet with school officials to discuss the circumstances surrounding the event for which the student is being suspended; to prepare for the student's transition back to school; and to allow the student to present his written reinstatement letter which is to demonstrate his understanding and learning. The Reinstatement Meeting must be held within the first three (3) school days of the suspension. The student and his parents will be notified of the reason for the suspension, and given notice of the time and place of the Reinstatement Meeting.

The school may allow, for Level One hearings, an alternate adult representative with a signed letter from the parent or guardian that gives consent and can be verified by the school office. Level Two and Level Three suspensions must be attended by a parent or guardian.

Students are required to make up all class work and tests missed during a time of suspension. This shall, in all likelihood, require make-up work after school. The time period to make up all missed work may not exceed one (1) week from the date of reinstatement unless otherwise stated by the Assistant Principal or Dean.

**Reinstatement Criteria:** A student may be reinstated from suspension after he meets the following conditions:

- a. Explains the infraction
- b. Completes the reinstatement letter
- c. Acknowledges responsibility for the behavior
- d. Accepts any punishment given
- e. Agrees to additional conditions imposed, if any

### **VI(A). LATENESS**

**Lateness Hearing:** For the middle school, if a student is late eight (10) times or more, parents/guardians will be required to attend an informal hearing regarding solutions for improving student arrival time.

### **VII. EXPULSION**

#### **Expulsion Process**

A student and the parents/guardians of a student recommended for expulsion is entitled to receive written notice of the reason for suspension and recommendation for expulsion. This written notice will indicate the time and place of an informal hearing, which is an opportunity for the student and their parents/guardians to explain the circumstances surrounding the incident for which the student was suspended. Parents/guardians will have sufficient notice of the informal hearing; it will be set at a time agreed upon by both school administration and the parents/guardians. The student may question witnesses who are present at the hearing, and/or the student may produce witnesses. Tape recording is not permitted at this informal hearing. Similarly, no retained attorneys are permitted to participate in an informal hearing.

Students receiving Special Education services and/or students being evaluated for Special Education services at the time of their expellable offense are entitled to a Manifestation Determination Hearing, prior to an Expulsion Hearing, because expulsion constitutes a change of placement. At a Manifestation Determination Hearing, the school, parents/guardians, and

relevant members of the IEP team conduct a review to decide if the behavior of concern is a manifestation of the student's disability. The team must determine if the behavior was caused by, or directly and substantially related to the student's disability, or if it was a result of improper IEP implementation.

As part of continued due process, a formal hearing is required in all expulsion actions, unless waived by the student and his parents/guardians. The student and his parents/guardians will be notified of the charges against the student and the basis for the recommendation for expulsion. Notice of the hearing will be provided in writing, via certified mail, at least 3 days' prior to the date of the hearing. The following due process requirements apply to the formal expulsion hearing: (1) the hearing shall be held in private unless a public hearing is requested; (2) a stenographic record will be made of the hearing, which the student or his parents/guardians can request a copy of at their expense; (3) the student has a right to be represented by counsel; (4) the student has the right to cross-examine any witness presented by the School, the right to testify, the right to present witnesses, and the right to review any written statements made by witnesses against the student. The Expulsion Hearing will be held before the Board of Trustees or an authorized committee of the Board, or a qualified hearing examiner appointed by the Board. The Expulsion Hearing will generally be held within 15 days of the initial notification of charges against the student.

An expulsion decision will be provided to the student and their parents/guardians as soon as practicable following the Expulsion Hearing. Where the student disagrees with the results of the 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 in the appropriate federal district court.

### **VIII. Sexual Harassment Policy**

Sexual harassment is any conduct that is sexual in nature and unwelcome as perceived by the victim. Conduct is unwelcome if an individual did not request or invite it and regarded the conduct as undesirable or offensive.

In certain situations, the conduct or the failure to complain does not always mean that the conduct was welcome. (For example, in fear of retribution, a student fails to report an incidence of sexual harassment.)

The following are some actions and behaviors that constitute sexual harassment:

#### Verbal

- Comments about an individual's body (i.e., referencing the size and shape of another person's body parts)
- Spreading sexual rumors (i.e., talking about giving someone an "oop", suggesting two or more individuals had sexual contact, etc.)
- Sexual remarks or accusations (i.e., referring to another person as a hoe/whore, derogatory language that references someone's sexuality like the word "catta", objectification of girls/women by calling them words like "thots")
- Dirty jokes or stories (i.e., Stories about hooking up with another individual)

#### Physical

- Touching (i.e., forced hugs with students/faculty, using body parts or other objects to touch a staff member/student's body, general unwanted physical attention), including but not limited to:
  - Grabbing, rubbing, flashing, mooning, groping, etc.
- Looking at someone in a suggestive way (i.e., to look up and down an individual's body)

- Inappropriate facial expressions
- Sexual assault (i.e., sexual advances on students/faculty)

#### Visual

- Display of naked pictures or sex-related objects (i.e., pictures of exposed individuals on electronic devices, sexually suggestive videos or images, shared photos of individuals whose bodies are exposed, drawings of exposed individuals or private body parts, etc.)
- Obscene gestures (i.e., dry humping the air to simulate a sexual experience, accusing a student of femininity by flicking the wrist, miming sex, etc.)

#### Cyber-bullying

- Taking a photo/video of someone that is sexual in nature (i.e., taking photos or videos of individuals that are sexually suggestive, photos/videos with zooming in on certain body parts, etc.)
- Writing a caption alluding to something of a sexual nature (i.e., use of emojis to represent anatomy or sexual acts, writing captions that include sexual commentary with regards to a photo/video)
- Manipulation of a photo/video to create an image of a sexual nature (i.e., taking a photo and adding emojis/words that imply something sexual in nature)
- Distributing photo/video that is of a sexual nature (i.e., using text messaging and snapchat/imgur/instagram/facebook/any other social media to share photos/videos in which individuals are exposed, sharing of existing videos/images that are pornographic in nature with other individuals, viewing pornography on personal/school devices, etc.)

Sexual harassment may be violent or aggressive, but they can also be non-violent and non-aggressive. Sexual harassment may be face-to-face and/or through cyber-bullying. Sexual harassers can be fellow students, teachers, principals, custodial staff, coaches, and other school officials. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be of the same sex. In some cases, tangible or obvious injuries may occur. However, an incident of sexual harassment may have occurred even if there is no tangible injury to the individual.

Sexual harassment is generally defined by the government as repeated offenses of unwelcome sexual behaviors. However, as an educational institution, it is important to equip our students with the knowledge of what constitutes sexual harassment. Thus, any infractions as described above will be considered a Level 3 offense and appropriate consequences will follow.

## **IX. DISCIPLINARY PROBATION**

The word probation derives from the Latin word *probare*, which means "to test." At Boys' Latin, it serves as an official warning that something a student has done has required the school to pay special attention to his behavior lest that behavior be repeated. In effect, the student is being "tested" to show that he has learned from his prior experience and will not repeat it. A student's time at Boys' Latin is conditional on his good behavior; pass the test and he is welcome as a member of the community. If he fails the test, he may not be allowed to remain at Boys' Latin.

A student will be placed on Disciplinary Probation after he has accumulated an excessive number of detentions/Refocuses, has been suspended an excessive number of times, or if he has been reinstated after an Expulsion Hearing. The terms of Disciplinary Probation are determined for each student in his Disciplinary Probation Contract. Both the student and his parent/guardian must sign the contract during a Disciplinary Probation meeting. The contract will be reviewed frequently in a meeting with the Assistant Principal or Dean, the student, and his parent/guardian. **DISCIPLINARY PROBATION CONTRACT MEETINGS ARE BY APPOINTMENT ONLY.**

If a student breaks his contract by violating one of the code of conduct items outlined in the contract, he has chosen to demonstrate that his membership in the Boys' Latin community is less important than his actions. Such violations will either (a) extend the length of time of the contract's terms; or (b) result in an Expulsion Hearing.

At the conclusion of the Disciplinary Probation period, the file which contains information about the contract and the student's circumstances will remain in the office of the Assistant Principal or the Dean, typically for the balance of the *following* school year.

## X. POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

### BOYS' LATIN LEX: THE THREE BE'S

The Boys' Latin Middle School PBIS system is anchored in our Lex, or law. The BLMS Lex is structured as Three Be's—Be Respectful, Be Responsible, Be a Problem Solver. These Three Be's, as outlined below, are displayed in various areas throughout the building. They are written intentionally in positive language. You will not see any mention of behaviors in which a student *cannot* engage. Instead, we consider the Three Be's to be our students' "rights."

<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be a Problem Solver</b>
<ul style="list-style-type: none"><li>● Be trustworthy</li><li>● Be honest</li><li>● Be mindful of personal space</li><li>● Treat others the way you would like to be treated</li><li>● Be understanding</li></ul>	<ul style="list-style-type: none"><li>● Be mindful of your environment</li><li>● Be prepared</li><li>● Care for your materials and school property</li><li>● Participate actively</li><li>● Follow directions the first time they are given</li></ul>	<ul style="list-style-type: none"><li>● Keep small problems small</li><li>● Stay positive</li><li>● Recognize patterns in your behavior</li><li>● Be flexible and creative</li><li>● Ask for support</li><li>● Admit mistakes and grow from them</li><li>● Offer feedback</li></ul>

### X1. MERIT SYSTEM

It is important to us that our Warriors develop a sense of intrinsic motivation; however, we would be remiss if we left out extrinsic motivators during our daily operations. Therefore, we have developed a system in an effort to maintain the idea of an incentive for following the school rules and living up to school expectations.

Students will receive a Warrior Merit when they are seen going above and beyond the call of duty in order to live the Core Values. The Faculty, along with student input will determine prizes and awards given for receiving a certain number of Warrior merits. All agreed-upon actions will be combined to form the school-wide incentives for students who exemplify our core values.

### X11. DEMERIT SYSTEM

At Boys' Latin Middle School, we value individual teaching styles and modalities; however, it is essential that all teachers follow a prescribed set of core behavior expectations. Consistency in expectations will guarantee consistency in student behavior across the school, from classroom to classroom.

Preventative Strategies: Consistency in expectations begins with consistent use of strategies that prevent behaviors from happening by promoting the behaviors among students that we want to see. Preventive strategies include, but are not limited to:

1. Class reminders of behavior expectations
2. Positive behavior narration and praise
3. Use of proximity in the classroom

Steps for a Demerit: Boys' Latin Middle School uses a simple demerit system for issuing consequences to students for negative behaviors. However, there are several steps that should be taken before a demerit is issued in an

effort to limit the number of demerits we issue school-wide. However, in certain instances a demerit will be issued automatically due to the severity of the student action.

1. Give a personal verbal redirection. Make sure it is as private as possible. Keep a small problem a small problem as often as possible.
2. If the behavior persists, the student should receive a visual warning. This can be in the form of writing the student's name on the board.
3. On the third occasion of a student's misbehavior, he must be asked to step outside and "take 2" on the red dot located just outside the classroom exit door. (If the student does not return in two minutes, invite him to rejoin the classroom community with a positive phrase, such as, "We'd like for you to rejoin us.")
4. If the behavior continues, a demerit is issued.

BOYS' LATIN MS – DEMERIT CARD					
		Student:		Advisory:	
Demerit Codes			CODE	STAFF	DATE
Uniform	UN	1			
Late	LT	2			
Disrespectful	DR	3			
Disruptive	DP	4			
Language	LG	5			
Banned Item	BI	6			
Unprepared	UP	Refocus Served:			

Demerit Details: If a student receives six (6) demerits in a trimester, at the sixth demerit, the staff member will take the student's demerit card and give the card to the grade level SSO. The student will then be required to attend detention. It is important to note, that if a student is given a demerit for "disrespect" this will result in an automatic detention. The student will receive another demerit card for the rest of the trimester. Starting in September 2018, in the event that a student loses a demerit card, the card will be replaced with a "temp" card, or a demerit card containing five (5) demerits.

Once a demerit is issued, several other teacher actions must be taken to complete the process.

1. The demerit must be marked on the student's Demerit Card.
2. The demerit must be logged in PowerSchool with the log title "Demerit."

**Six (6) demerits will trigger a Detention. When a detention is issued, it must be logged in PowerSchool, and the student's family must be contacted. Detention counts will be tracked, and an excessive accumulation may result in a family meeting and/or Disciplinary Probation contract.**

When do I need an SSO? Our Student Support Officers are invaluable resources at BLMS. Therefore, their efforts must be leveraged on a sparing basis. Relying too heavily on SSOs for assistance will lead to lost instructional time. To maximize time spent on learning, SSO assistance is requested when:

1. If the behavior continues after steps for a demerit have been taken.
2. If a student threatens physical violence or is violent.
3. If a student uses inappropriate language or gestures.

**When an SSO is called after a demerit, the same teacher steps must be taken—documentation in PowerSchool and a phone call home—unless otherwise notified.**

When do I need the School Counselor? Some behavioral incidents require the assistance of our School Counselor. These incidents include instances of:

1. Emotional meltdown

2. Student hygiene issues
3. Group/classmate verbal conflict
4. Student appears withdrawn, or a teacher observes concerning behavior
5. Student reports home issue

### **XIII. EXECUTION AND INTERPRETATION OF THESE RULES**

The first line of execution and interpretation of these rules and regulations is always the individual classroom teacher or supervising adult. All adult employees and volunteers are charged with the carrying out of these rules (see Rule 1.4).

The Assistant Principal or Dean is the primary disciplinarian and shall be responsible for the execution of the Rules of Conduct, Uniform Regulations, and Academic Policy through reviewing and interpreting actions referred to him/her and is the school official responsible for the meting out of approved corrective actions, including suspensions and suspensions with intent to expel, as described in Section V Suspension above.

The Principal of the Boys' Latin of Philadelphia assumes the role of interpreter of the Rules of Conduct, Uniform Regulations, and Academic Policy. The Principal will determine the disciplinary action and recommend final disposition to the CEO, who will then report the recommendation to the Disciplinary Committee of the Board of Directors. The Board will review CEO conclusions to ensure that each case has received due process.

#### **UNIFORM REGULATIONS**

*“For the apparel oft proclaims the man.” –William Shakespeare*

NOTE: The following represents an extension of the Code of Conduct. See Code of Conduct Rule 1.9. Waivers of certain Uniform Regulations for medical or religious reasons may be requested in writing from the Chief Executive Officer (see Rule 1.10). Uniforms are mandatory for all students. No student may attend class out of uniform.

All official uniforms may be purchased at Flynn & O'Hara. If purchasing elsewhere, contact school officials for advice. Only purchases made at the official school uniform provider, Flynn & O'Hara, guarantees that the uniform is acceptable.

#### **A. The Following are the Winter Uniform Regulations for Students Grades 6-8:**

1. **Burgundy Sweater:** A burgundy sweater with the Boys' Latin of Philadelphia emblem sewn on the left breast. These sweaters may be purchased exclusively from Flynn & O'Hara.
2. **Blue Dress Oxford Shirt:** Blue dress oxford shirt (buttoned down collar, no logo on the chest), with long sleeves, tucked in. Shirts may be purchased from Flynn & O'Hara. If the shirt is purchased elsewhere, the parent should get pre-approval from the Discipline Office.
3. **Navy & Burgundy Striped Tie:** Ties that are not clip-ons are preferred. If not purchased at Flynn & O'Hara, the parent should get pre-approval from the Discipline Office.
4. **Khaki Dress Pants:** No jeans, Chinos, or slacks, etc. If purchased elsewhere the parent should get pre-approval from the Discipline Office.
5. **Black Belt:** Pants must be worn with a plain black belt: no studs, ornamentation, logos, braids, etc. The belt buckle should also be plain and standard size.
6. **Black Dress Socks:** No white or tan socks.
7. **Black Dress Shoes:** Shoes must be black. We recommend Eastlands.
8. **Boys' Latin Lanyard:** lanyard includes student ID, merit card, and demerit card.

*\*During Summer Uniform period, students may substitute Oxford, Tie, and Sweater for official BLPCS “golf” shirt. All other uniform regulations apply.*

*\*Excessive jewelry is not permitted. Earrings no larger than a dime.*

#### **B. General Instructions for Students in Grades 6-8:**

1. Full uniforms are to be worn from the first day of classes to the last day of classes and on all school trips unless otherwise notified by the Principal, Assistant Principal, or Dean.
2. School sweaters, white dress oxford shirts, and official school ties are to be worn based on the dates designated in the school calendar, unless notified of any change by the CEO, Principal, Assistant Principal, or Dean.
3. No “buttons,” pins or ornamentation may be worn on the school uniforms, unless provided by, or approved by, the school.
4. Students may not wear hats in the school building. Health or religious waivers may be obtained (see Rules of Conduct 1.11).
5. No outside coats may be worn in the hallways (except during dismissal), in the classroom, in the Dining Hall, or at assemblies.
6. Uniforms are always required for school trips, etc., unless notified otherwise by the Principal, Assistant Principal, or Dean. If advised that uniforms are not required for a school trip, then appropriate dress clothes may be required. All other dress code rules such as jewelry restrictions, etc., still apply.
7. For regulations regarding labs, sports, or other special circumstances, guidelines will be provided by the teacher or coach.
8. Uniforms must fit properly and may not be worn baggy/oversized. Pants may not be “cuffed” at the bottom.
9. Summer Uniform shirt must be buttoned to the top.

#### **C. APPROVED ACTIONS FOR UNIFORM REGULATION VIOLATIONS GRADES 6-8:**

1. A student who is out of uniform may be excluded from the classroom. “Out of uniform” is a school violation under this Code of Conduct (see Rule 1.9). Students are advised that repeated violation of these uniform regulations is a Level Two violation (2.1).
2. Students who on rare occasion may forget or lose uniform components may receive a loaner on a first-come-first-served basis, if available from the Counselor’s Office.
3. If a loaner is not available or if a student has abused the loaner policy by three or more incidents, then disciplinary action may be taken. Students may not attend class out of uniform and therefore may 1) be sent home to return with the appropriate uniform within a time deemed appropriate by Assistant Principal, Dean, or his/her designee, 2) be given a detention, 3) be suspended outside-of-school. Violations deemed minor by the Assistant Principal or Dean may receive a one-time, one-day waiver at the discretion of the Administration.
4. Repeated violations of the uniform regulations in excess of three times in a quarter may result in a disciplinary suspension. A student may be suspended if he refuses to abide by the dress and uniform code included but not limited to absences exceeding three consecutive or non-consecutive days for missing uniforms or part of the uniform, i.e., improper shoes, no blazer, no ties, etc. Please reference Code of Conduct 2.1 “Repeated School Violations.”

5. All visible body-piercing (except as defined above) must be removed. All visible tattoos are forbidden under Rules 1.1, 2.8, and 3.4. Students must make all attempts to cover tattoos so they are not visible to other.

## **ACADEMIC POLICY**

### **I. ACADEMIC INTEGRITY**

Boys' Latin is an institution dedicated to continued academic, personal, and social growth. This can only be achieved when individual members of our institution commit to the community ideal of academic integrity. Academic integrity requires the devotion of all students and staff members. It requires that we understand the connection between true academic growth and honest academic endeavors.

The Boys' Latin community acknowledges the important role of personal integrity in all academic endeavors. In establishing our tradition of academic excellence we must ensure that our accomplishments take place within a climate of honesty, respect, and trust. Therefore, it is our goal that every constituent of our school—students, parents, and educators—abide by an honor code that binds us to the goals of academic integrity.

#### Tips to Support Student Learning and Growth with Academic Integrity

- Seek the advice and wisdom of parents, mentors, counselors, and teachers when establishing academic goals.
- Set reasonable academic goals. Write them down and review them periodically. Make adjustments when appropriate.
- Plan and develop an academic schedule that will challenge you without imposing unreasonable demands on your time, interests, and academic ability.
- Balance academic and extracurricular goals.
- Take readable notes. Review and correct them after class. Rewriting your notes reinforces what you learned from the lesson.
- Ask the teacher for clarification of expectations for all work if you are unsure.
- When collaborative activities are permitted, work together to ensure that responsibilities are clearly and equitably distributed among all members of the group. Consult with the teacher early in the process if the group is experiencing difficulty in meeting the requirements of the assignment.
- Start long-term assignments ahead of time. Create a plan for what you expect to complete each day.
- If you know ahead of time that you will have difficulty meeting a deadline discuss the matter with your teacher well in advance of the deadline.
- Establish a consistent time and place to do your homework and studying.
- When possible, complete course requirements and prepare for class in a manner that works best for you.
- Take advantage of supportive opportunities available to you.

#### Honor Code

Academic Integrity is a commitment to being responsible for my role in the learning process. It is my commitment to the values of honesty, respect, and trust. It is my commitment to demonstrating true character in the learning process and in learning interactions in the classroom. Academic integrity is about building a tradition of academic excellence honestly, justly, and fairly. It ultimately empowers me to be a stronger student, an integral member of our school culture, and a productive member of our society. By committing to academic integrity, I maximize my fullest potential in the areas of academic excellence and personal character.

I recognize that academic integrity must serve as the foundation to my academic and social learning. I understand that an education without integrity has less value and provides me with fewer opportunities to

develop into a critical thinker and responsible citizen. Likewise, education with academic integrity gives me the chance to develop character, fortitude, and excellence in learning. I understand that academic integrity at our school is only as powerful as I, my peers, my parents, and my educators collectively make it, and I am committed to making it part of the social fabric of our school.

Moreover, I recognize the difference between collaborative learning and academic dishonesty. That is, we at Boys' Latin value working together and learning from one another. We recognize the importance of every learner putting forth effort and contributing to collective purpose. We know that putting our minds and thoughts together can be powerful when done so responsibly and respectfully.

It is important that every member of the school community has a clear understanding of not only academic integrity, but also **VIOLATIONS OF THE HONOR CODE**. I understand the goals and qualities of academic integrity as well as acts of academic dishonesty. These include the following:

1. Copying another student's work.
2. Copying homework verbally, in written form, or by electronic means.
3. Sharing my homework with a peer so he/she can copy it.
4. Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means, whether that occurs at home, in the car, on the bus or train, in the classroom, or any other part of the school.
5. Bringing in unauthorized information during class time, including information stored in a calculator or cell phone (i.e. cheat sheets).
6. Offering or receiving information under circumstances when information is not to be shared (i.e. asking about/sharing information that is on a test).
7. Selling answers or study guides to peers.
8. Being part of a learning group and allowing other group members to do all the work.
9. Being part of a learning group and not permitting others to contribute.
10. Having anyone, including parents, complete assignments and submitting the work as my own.
11. Copying answers from answer guides in texts.
12. Fabricating data, information, or sources.
13. Presenting non-original work as my own.
14. Plagiarizing passages or sentences from texts, reference books, or the Internet.
15. Using unauthorized translation tools such as *Google Translator*, *Babblefish*, or other translation tools.
16. Pressuring other students to violate the Honor Code.

To assist me in abiding by the Honor Code, my teacher will work to state clearly the expectations for all work. However, if I am still unsure of the requirements for any activity or assignment, to avoid a violation of the Honor Code, I am responsible for checking my understanding with the teacher.

In an effort to uphold the ideals of academic integrity, and in turn, the ideals of academic excellence, I vow not to engage in any of the above listed infractions nor any other action that may be considered academically dishonest. If I do, I understand that I will be subject to the following consequences. More importantly, I understand that I will be sabotaging my own opportunities for continued growth and learning.

**WHEN RECEIVING THIS HANDBOOK, BOTH STUDENT AND PARENT ARE AGREEING TO THIS PLEDGE AND TO THE CONSEQUENCES FOR VIOLATING IT.**

Consequences for Academic Dishonesty

**First Offense in a Class:**

1. Student will receive the lowest possible score if the offense pertains to homework.
2. Student will re-do the assignment or, if the teacher desires, an equivalent alternative assignment, if the offense pertains to a test, quiz, major assignment, or project. A minimum of a 30% reduction will be applied to the student's new score/grade. It is the student's responsibility to appear for the re-test or submit the re-assigned work. If the student fails to appear for the re-test or fails to re-do the assignment, no credit will be given for the work, and the student will receive the lowest possible score. Students will not be reminded to follow through after the initial arrangement is made.
3. The teacher will notify the parent/guardian of the student.
4. The student (at teacher discretion) may meet with the school counselor to discuss the behavior.

5. The student may be referred to an administrator – possible disciplinary consequences may be imposed.

**Additional Offense(s) in a Class:**

1. No credit will be given for the work.
2. The teacher will contact the parents of the student. A conference with the student, teacher, parent, school counselor, Assistant Principal, Dean, and/or Principal may be conducted.
3. The student may be referred to the Assistant Principal, Dean, and/or Principal for further disciplinary action.

If academic dishonesty is documented in multiple classes, it can result in suspension or expulsion.

**II. CURRICULUM CONTENT**

The skills and areas for instruction are contained in the curriculum guidelines prepared for each level. The guidelines are written and revised periodically by a committee of teachers and administrators. Approved national standards and educational research are included in the curriculum guides.

Academic and development reports are distributed for students every trimester. Progress reports are made regularly by teachers. Parents are encouraged to contact the school for an appointment with the teacher to discuss progress at any time.

**III. HOMEWORK**

Homework, which includes both written and study assignments as well as independent projects, is intended to expand and reinforce learning concepts presented in class. Assuming the responsibility for completing homework assignments is part of the maturing process for every student. Though parental interest and care never wane, it is in the interest of the student to take responsibility for the completion of his homework, the development of his student skills, and the development of his organizational systems. Homework is assigned daily and successful completion of each assignment in its entirety is required of every student.

**IV. GRADING POLICY**

1. At the end of each trimester, a grade appropriate report card is prepared for each child in grades 6-12.
2. A progress report is sent to the parents or guardians of each child midway through each trimester as designated on the calendar.
3. A minimum of three assessments for each subject will be used to determine final grades.
4. Each faculty member evaluates a student's work according to the standards established within academic departments and by the individual teacher. These standard expectations include a high level of class participation, attendance, and a demonstration of the ability to use the concepts that have been taught, as well as consideration of the quality of a student's work and performance on assessments and projects, etc. The faculty uses the following grading scale:

A+	100-97
A	96-93
A-	92-90

B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
F	69-below

5. Honors Designations:

First honors is awarded to a student who achieves a minimum GPA of 3.5 and no grade below B.

Second honors is awarded to a student who achieves a minimum GPA of 3.0 with no grade below C.

6. GPA Scale:

Grade	Numeric Range Equivalent	GPA Equivalent
A	93 – 100	4.000
A-	90 – 92	3.667
B+	87 – 89	3.333
B	83 – 86	3.000
B-	80 – 82	2.667
C+	77 – 79	2.333
C	73 – 76	2.000
C-	70 – 72	1.667
F	0 – 69	0.000

7. Honors Forfeitures: Students with any “Unsatisfactory” grade in conduct will forfeit their honors designation and any honors privileges.

8. Academic Probation: Students failing two or more classes will be on academic probation.

9. Students who fail any major academic course on the final report card (June) may be recommended to make up the credit in summer school at their own cost unless the course is offered by the school.

10. Students who fail four or more courses may be recommended to repeat the year.

11. Membership in the Boys' Latin of Philadelphia Honor Society is determined by the first and second trimester grades each year.

12. All grades are calculated using our computerized grading program.

**V. ACADEMIC PROMOTION**

In order to achieve promotion to the next grade level, students must fulfill the following requirements:

- If a student is in jeopardy of failing, they must not have a daily attendance rate less than 90%.
- Pass 3 of 5 Core Classes (English, Math, Science, History, Prima Lingua/Latin)
- Declamations
  - o 6<sup>th</sup> Grade: Boys' Latin Pledge of Responsibility

**VI. ATTENDANCE POLICY**

It is important for students to appreciate the correlation between regular attendance and academic achievement. Boys' Latin of Philadelphia has set a 90% attendance requirement for students. All absences for all reasons, inclusive of full-day and individual class absences, are recorded and charged toward a student's attendance record. Absences occasioned by religious observances or school sponsored activities are recorded but are not charged toward a student's attendance record. For an absence to be excused, a written note signed by a parent or guardian and specifying a legitimate reason must be presented to the office. Unexcused absences (truancy) are also recorded and charged toward a student's attendance record. At any step in the attendance procedure the student and/or parent may appeal any charged absence.

More than **EIGHTEEN (18) CHARGEABLE ABSENCES** from a full-year course and more than **SIX (6) CHARGEABLE ABSENCES** from a trimester course **MAY RESULT IN DENIAL OF CREDIT FOR THE COURSE.**

The Assistant Principal or Dean will consider requests for appeals of the policy when absences are occasioned by cases of extended illness or extenuating family circumstances. The presence of unexcused class absences (truancy) in an attendance record under appeal/review will adversely affect the school's decision to grant leniency in such cases.

**Absences Defined**

<b>Type of Absence</b>	<b>Definition</b>	<b>Example</b>
Excused Absence	An absence for which the school is notified by a parent or guardian via telephone or excuse note. These absences are still charged toward a student's attendance record (unless they are excused AND non-chargeable).	Illness Medical/Dental Appt. Death in the Family Legal Obligations Motor Vehicle Obligations Family Illness Family Visitations
Unexcused Absence	Any absence for which the school does not receive a telephone call or excuse note. These absences are charge toward a student's attendance record and may lead to a more immediate loss of school credit.	Class Cuts School Cuts
Excused and	An absence that the school does not count toward a student's attendance	College Visits

Non-Chargeable Absence	record due to the nature of the absence.	School Approved Professional Obligations School Sponsored Events
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**VII. EARLY DISMISSAL**

Students are permitted to have an early dismissal with written permission from the listed parent or guardian. Parents must email the front office or student must present parent note to the front office. Inherent in the presentation of the note granting student permission to be dismissed is the parent’s understanding that the school is not liable for the welfare of the student once he exits the school. The front office will inform faculty of student’s early dismissal. It is student’s responsibility to report to the main office prior to early dismissal to sign-out.

**VIII. SCHEDULE CHANGE REQUESTS**

Boys’ Latin of Philadelphia recognizes the importance of creating learning environments in which the spirit of community is valued. Teachers and students must work collaboratively to build relationships that bolster student learning. We believe that students learn best in an environment that is consistent; we believe that students benefit from a classroom community that is stable; and we believe that part of the educational process is learning how to interact and collaborate with a variety of different personalities. Therefore, at Boys’ Latin of Philadelphia, we work hard to maintain stable classroom communities without changing students’ schedules from one class to another based on teacher or stylistic preferences. Once the school year begins, we do not want to interrupt the learning process or the classroom community by switching students from one class to another. Instead, each of our teachers will work diligently with students to provide them with the guidance and nurturing they need to find success.

There are some times compelling reasons for schedule changes, and these requests will be presented to the Principal or Dean. However, before contacting the Principal or Dean, it is the expectation that the student and/or the parents have discussed concerns with the classroom teacher. If parent/student concerns are not met, parents should notify the Principal or Dean in writing. At that time, the Principal or Dean, teacher, parent(s), and student will meet to determine the cause of concern and to develop an action plan to remedy the situation.

**IX. ATHLETIC AND EXTRACURRICULAR ELIGIBILITY**

Boys’ Latin provides an extensive array of extracurricular activities to its student body. These activities are an important component of a student’s education, growth, and maturation, and the school seeks to encourage participation to the fullest extent possible. However, as part of the learning experience, students must understand that participation in extracurricular activities is a privilege not a right, and that continued participation carries with it certain obligations. There are stringent academic requirements to remain eligible for athletic and extracurricular programming. Participating students will receive a three-week review to determine eligibility. The review will access academics, attendance, and conduct.

**Academics** – Students failing one or more subjects will be ineligible for participation until the next review period. Moreover, students failing even a single class are required to attend all grade recovery sessions until the failing grade(s) is rectified.

**Attendance** – Students may not participate in extracurricular offerings if they have excessive absences or lateness as determined by school administration. Additionally, no student may participate in an athletic game if he was absent the day of the event.

**Conduct** – Extracurricular participants are expected to behave at both official school functions, at or beyond our community, at private social functions, and within the surrounding community with the same high standards we expect at school. Athletic and certain extracurricular activities take on a significance to which additional responsibilities attach. Generally, these activities include leadership responsibilities (often where one must apply or be selected or elected to a position) and/or activities where students represent the school in competitions

and other performances viewed by people beyond the immediate school community. For those students who choose to aspire to such positions, there should be the recognition that such participation comes with additional responsibilities. Failure to embrace that leadership and refrain from appropriate conduct, in and out of school, may result in the loss of the privilege to participate in athletic or extracurricular activities.

### **Technology Acceptable Use Policy**

Technology provides Boys' Latin of Philadelphia Charter School students with a tool to expand their learning opportunities. With such opportunities comes responsibility. The use of the Boys' Latin of Philadelphia Charter School's network and its related computer facilities is a privilege afforded to the students of Boys' Latin. Boys' Latin of Philadelphia provides a set of guidelines for computer security and acceptable use, and violations of these guidelines will be handled by the Boys' Latin of Philadelphia's Security Office and Information Technology Department. The underlying principle of adherence to these guidelines is an understanding that the manner in which students use technology reflects their strength of character. The Honor Code states that all Boys' Latin of Philadelphia students **must uphold the values of honesty and integrity**. This is true for all areas of life at Boys' Latin of Philadelphia, including use of the technology. All students of Boys' Latin of Philadelphia must understand that this tool should be used with good judgment, common sense, and integrity.

#### **General Computer Use**

##### **Chatting**

During class, students may not use any chat or collaboration program to communicate with others through the Boys' Latin of Philadelphia's computer network unless a teacher or the Information Technology (IT) Department expressly authorizes them to do so. This prohibition includes the use of e-mail during class time.

##### **Audio**

Because computer audio can be distracting and disruptive, students are not allowed to listen to music, watch videos or other items that take their attention away from their teacher. The volume setting on the laptops should be completely turned off while students are in class.

##### **Games**

Games should never be played during class. Although students may play games during their free time (e.g. lunch time), such activity is discouraged. If a student is using common resources such as an outlet to play games, he must yield to a student who is pursuing legitimate work. Network games are not allowed at all while on school grounds and using the school network.

##### **Network Access**

Students may not access information on any of the School's non-public servers without permission from the IT Department, nor may they use any other student's assigned laptop, regardless of whether they have permission from that student. Also, no student may change school information or portray himself as another person over the Internet. In addition, students may not monitor Boys' Latin of Philadelphia's network activity or attempt to damage Boys' Latin of Philadelphia's network. This action is illegal, as well as unacceptable, and will be dealt with severely.

##### **School Software Information**

Boys' Latin of Philadelphia student laptops need to maintain a certain amount of space on the hard drive for school software and information. After systems are prepped with all necessary software applications, the Boys' Latin of Philadelphia IT Department will freeze (lock the hard-drive) so that no other changes can be made to the laptop unless through the IT Department. Students will have one (1) gigabyte of reserved space so that they can store their class work. Keep in mind that the Boys' Latin of Philadelphia IT Department may erase everything on the hard drive and reinstall the default school programs if software problems or conflicts are found. Therefore, students should **develop the habit of regularly backing up all their work**.

##### **Downloading**

Boys' Latin of Philadelphia has over 300 students that will have wireless laptops within its network during school hours. This means that downloading large files over the Internet should be avoided during school hours. Users

should not deny or interfere with service to other users by “resource hogging.” Behavior that may cause excessive network traffic or computing load is not permitted.

### **Printing**

All Boys’ Latin of Philadelphia students should print only essential material and may have a paper limit imposed during each semester. Paper is a valuable resource and should not be wasted in printing every email received or every website visited. Print responsibly. Limitations will be placed on students’ permission to print if they abuse this privilege. Students should retrieve their printed material immediately, as the pages are thrown away within a certain amount of time. Students must put their names at the top of all pages printed.

### **Distributing Files / “MP3’s and Warez”**

No computer programs (executables), MP3’s, pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through email, as well as setting up “servers” on a student’s laptop or by any other physical or electronic means. Also, students should not download copyrighted MP3’s or non-shareware programs. The use of virus programs or other intentionally harmful programs is prohibited and will be dealt with seriously.

### **Internet Use**

#### **Inappropriate Use**

The Internet is to be used for scholarly research and as a means of obtaining needed information. The Internet offers access to inappropriate sites such as those that are pornographic, militant/extremist, racist, and gambling-related.

#### **Evaluation**

Because websites can be put up by anyone, no information or content should be taken at face value. Boys’ Latin of Philadelphia students need to determine the source of the information before using it.

#### **Documentation**

Boys’ Latin of Philadelphia students must properly document all material obtained through research on the Internet for use in academic work.

#### **Sharing Email Addresses**

The owners of a site can obtain any information that is entered into websites; however, a website cannot get an email address or name unless it is provided. Boys’ Latin of Philadelphia students should not give out their home phone numbers or addresses to anyone over the internet.

#### **Disclosing Information**

Boys’ Latin of Philadelphia students should be very cautious about disclosing any personal information over the Internet. No Boys’ Latin of Philadelphia student should ever disclose another student’s or faculty member’s personal information without his or her express consent. In addition, e-mail addresses of students, alumni, faculty, and staff should not be published without explicit consent.

#### **Social Networking**

Boys’ Latin of Philadelphia students who access social network sites should act responsibly and show respect for the rights and feelings of others. Gossip, insults, and libelous, demeaning, or derogatory pictures or comments about others, especially students, faculty, staff, and the School, are strictly prohibited. Threatening or harassing statements or pictures are also prohibited. The Boys’ Latin of Philadelphia IT Department offers the following guidelines:

- Students should exercise appropriate discretion when using social networks for personal communications with the knowledge that behavior on social networks may result in disciplinary action.
- Students should exercise care with privacy settings and profile content. Content should be placed thoughtfully and periodically reviewed. Privacy settings can be changed at any time to limit access to profiles and content, and these changes should be made accordingly. Change settings of Facebook, MySpace, YouTube, Twitter, and blog accounts to “private.” Students need to control who views this material. College admissions counselors across the country can and will use this information. In addition,

any profile pages or other means of identification should not use the logos or other intellectual property of Boys' Latin of Philadelphia Charter School without permission of the Principal of Boys' Latin of Philadelphia Charter School.

- Profile pictures are most effective when tasteful. Students should never upload a photo/video with references to alcohol, drugs, immoral behavior, violence, or anything revealing or sacrilegious. Colleges and future employers may interpret the information in an unfavorable way.
- Students should never upload a photo/image/video of school personnel, students, the school building or classroom and spaces within. No such video or images should be taken or kept on students individual cell phones without expressed written permission from the principal.
- Students should not list complete birthdays, home addresses, or phone numbers online. Listing this information may result in identity theft or harassment. In addition, students should never befriend someone they don't know, and they should create a limited profile for people they do not trust.
- Some colleges are now communicating with students via Facebook, MySpace, Twitter, and other social networks. Students are advised to use this communication with caution. It is inappropriate for students to add admission counselors as a friend if not in an official capacity. Students should avoid sending messages to an admission counselor via Facebook. This allows him/her to view a student's profile for 30 days.
- Students should associate with social networking groups consistent with healthy, pro-social activities and the mission and reputation of the School, acting with sensitivity within the context of a diverse educational environment in which both students and adults practice tolerance and accept competing views.
- The most effective use of communication with college reps is through their school address (ending in .edu) and the student's Boys' Latin of Philadelphia email address. Students with Gmail, Hotmail, and other accounts must use acceptable names and avoid references to appearance in personal addresses. For example, musckid2009@aol.com are inappropriate. Boys' Latin of Philadelphia gives students an email address for professional communication and communication with colleges.
- Online information is public. Unsuitable information may result in disciplinary action at Boys' Latin of Philadelphia or admission denial from a university of choice. Parents and students may contact the Principal of Boys' Latin with questions about the consequences in terms of discipline or college admission.

## **E-mail**

### **Etiquette**

As a rule, one should never say something through email that he would not say in person or would be embarrassed to see printed in a newspaper. In addition, personal or highly charged exchanges are best handled in person. Generally, e-mail should be reserved for the exchange of information and not for emotional correspondence. Anonymous e-mail is prohibited. Remember that when a Boys' Latin of Philadelphia student sends e-mail, he is acting as an ambassador of the School. The correspondence should be courteous and appropriate.

### **Bulk Email**

Boys' Latin of Philadelphia students should not send out bulk email, including chain letters, advertisements, or any other message that includes many different recipients without their consent. The Principal of Boys' Latin of Philadelphia must approve beforehand all email that is being sent to the entire School or an entire class.

## **Security**

### **Laptop Responsibility**

Boys' Latin of Philadelphia students are responsible for their computers. They must keep their laptops with them or locked in their hallway lockers at all times. Boys' Latin of Philadelphia students involved in after-school activities need to ensure that their computers are secure. Laptops may remain locked in their owners' hallway lockers, but not in their athletic lockers. Students should make arrangements for their computers to be monitored by an adult at all off-campus events. The computers must be kept in approved cases and not placed in conventional book bags. Students must notify the Boys' Latin of Philadelphia IT Department immediately if a computer is missing. Unattended computers in the halls will be picked up and taken to the Boys' Latin of Philadelphia IT Department for safekeeping (with demerits or detention pending). Only the student assigned to the computer may retrieve the computer from the IT Department.

## **Laptop Computer Security**

Although Boys' Latin of Philadelphia Charter School has a trusting and open campus and will continue to maintain such a community, reality dictates that our students must take responsibility for ensuring the security of their laptops. All too often, students either leave their laptops unattended or misplace them. A time of special concern is after the academic day, when students are engaged in after-school activities. All unsecured laptops will be picked up by school personnel and may be reclaimed in the IT Department office.

To promote student responsibility and to increase laptop security, the following policy is in effect:

- The first time a laptop is picked up, the student will be issued a detention.
- The second time a laptop is picked up, the student will be issued a Saturday detention, and the Assistant Principal will place a phone call to the parents.
- The third time a laptop is picked up, the student will meet with the Principal or Assistant Principal of Boys' Latin of Philadelphia Charter School.

## **Internet Safety and Security**

### **Filtering and Monitoring**

Boys' Latin of Philadelphia uses a CIPA compliant hardware level content filtering service (SonicWall NSA 4500 CFS). Internet access can be allowed or denied based on 59 pre-configured or custom made categories of Internet content. Access is restricted based on a computers' hardware (MAC) or IP address. Boys' Latin also employs a hardware level IDS (Intrusion Detection System) to monitor for possible intrusion attempts originating outside or inside the Boys' Latin network. Internet activity and CFS/IDS alerts can be monitored in real-time or viewed using customizable reports created by the network administrators. Alerts can also be sent via email to the appropriate personnel to expedite the response to possible infractions of the Internet Use Policy, including possible "hacking" attempts into the system or possible hacking attempts from inside the Boys' Latin network (including inadvertent ones caused by viruses) to hosts outside the Boys' Latin network.

### **Education**

Boys' Latin will formally educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response. Internet safety and usage policies are further documented here in the Acceptable Use Policy, which is provided to every Boys' Latin student and his parents prior to the receipt of a school issued laptop.

## **Privacy**

### **Laptop**

The laptops are the property of Boys' Latin of Philadelphia Charter School and the IT Department reserves the right to look at a student's hard drive including if there is a reasonable suspicion that the computer is being used for an inappropriate or dishonorable purpose. In addition, information stored on a student's laptop will be accessible by the Principal, Assistant Principal, and/or the IT Department if the laptop is turned over for repair. The School will look at a student's hard drive only if there is a reasonable suspicion that the computer is being used inappropriately or dishonorably. However, all information will be accessible to the IT Department at all times.

### **E-mail**

All email on the server is available to the IT Systems Administrators. When users are connected to the network, all activities are logged. School officials can and will be able to view any such log. Honor or harassment issues resulting from misuse will be addressed by the Principal or Assistant Principal of Boys' Latin of Philadelphia Charter School and carry strong disciplinary consequences.

### **Monitoring**

Because Boys' Latin of Philadelphia is, to a certain extent, responsible for the actions that take place during school hours, the School will monitor online actions, including logging website access, newsgroup access, protocol, bandwidth, and network use. Additionally, any attempt to bypass security by modifications to settings, add-ons/modifications, proxy services, third party software, reinstalling the operating system, or installing a second operating system is not permitted.

### **Consequences for Inappropriate Computer Use**

Failure to adhere to the technology conditions and rules of Boys' Latin of Philadelphia Charter School as outlined above will result in disciplinary action. The use of school computers and the use of school servers to gain access to the Internet are privileges, and unacceptable use will result in the cancellation of those privileges. The System Administrator may revoke privileges at any time as required. In addition, the administration, faculty, and staff may request that the System Administrator deny, revoke, or suspend specific user privileges and effect appropriate school disciplinary action. Consequences for such violations range from a warning, with computer privileges being temporarily revoked, to expulsion.

## APPENDIX



Dear Boys' Latin Middle School Parents:

Boys' Latin faculty and staff are making a collective effort to prevent and respond to bullying in our school. This memo outlines three approaches that our school will take on this matter that will help accomplish this goal. These approaches include the following:

1. If a student reports bullying or school violence, Boys' Latin faculty and staff will respond immediately with compassion. We will collect the basic facts (who-what-when-where) in addition to evaluating the situation to determine if immediate action is needed.
2. Faculty and staff will work to uncover any bullying *hot spots* that need additional supervision or monitoring and follow-up on any known bullies or targets of bullying?
3. Faculty and staff will intervene immediately to stop a bullying incident. Boys' Latin faculty and staff understand that when teachers or adults ignore bullying, students interpret it as acceptable behavior.

Boys' Latin Middle School Bullying Policy is as follows:

Bullying of any sort is forbidden at all times. Bullying is defined as any gesture, written, verbal or physical act, or electronic communication reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on or off school property, at any school-sponsored function, on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students. Bullying is any gesture, written, verbal or physical act that:

- a. A reasonable person should know will have the effect of physically or emotionally harming a student or damaging the student's property, or placing the student in reasonable fear of physical or emotional harm to his person or property; or

- b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption, or substantial interference with, the orderly operation of the school;
- c. creates a hostile environment at school for the student; or
- d. infringes on the rights of the student at school.

The school's policy 2.8b; *Harassment, Intimidation, and Bullying* may be found on the Organization's website and/or in the student agenda books.



Please cut this page out and return the form signed to your advisory teacher indicating that you have read and adhere to the governing rules and regulations stated in the Boys' Latin Middle School student handbook.

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Student Name

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Student Signature

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Parent Name

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Parent Signature