



2022-23 Student and Family Handbook

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Administration Building:

339 N. 63rd Street
Philadelphia, PA 19139

High School:

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Middle School:

344 N. Felton Street
Philadelphia, PA 19139

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Governance and Leadership

Board of Trustees:

Boys' Latin of Philadelphia ("Boys' Latin" or "the school") is a public charter school, authorized by the School District of Philadelphia ("the district") to serve 800 students in grades six through 12 and governed by a local board of trustees ("the board"). The board is comprised of committed parents, educators, alumni, and business and community leaders who volunteer their time and expertise to support our young men in achieving success in college and beyond. The board meets regularly throughout the school year. Meetings are public and all are welcome to attend. To learn more about the school's board, please visit www.boyslatin.org/about/board-of-trustees.

Trustee	Position
Charles Barrett Adams	School Programming and Education Performance Committee
Michael Bowman	Governance Committee
Isaac Ewell	School Programming and Education Performance Committee
Kevin Johnson	Development Committee
Albert Oehrle	Governance Committee Chair
Dr. Nancy Robinson-Garvin	School Programming and Education Performance Committee
Floyd Simpson	Finance Committee
Stephen Smith	Development Committee
Patrick South	Secretary, Development Committee Chair
Amir Tucker	Alumni Representative
Kerry Wagner Woodward	Treasurer, Finance Committee Chair
Elaine Wells	Parent Representative, School Programming and Education Performance Committee
Wesley Wyatt	Chair, Development Committee, Facilities Committee, Finance Committee, School Programming and Education Performance Committee
Paul Yakulis	Governance Committee

Senior Leadership:

Leader	Position
Jonas Crenshaw	Senior Director of Academics
Ruth Gonzalez	Senior Director of Administration
Dr. William Hayes	Chief Executive Officer
Colleen Smith	Chief Operating Officer

School Leadership:

Leader	Position
Robert Parker	Middle School Principal
Eros Uthman-Olukokun	High School Principal

Mission, Vision, and Core Values:

Mission:

We prepare boys for success in college and beyond, using as our foundation a classical Latin education, the positive influence of brotherhood, and rich relationships. We are a community that values and cultivates critical thinking, personal responsibility, emotional intelligence, and character development.

Vision:

Boys' Latin is a collaborative community of motivated students, supportive families, and dedicated educators. The school serves as a national college-preparatory model for educating boys by nurturing personal responsibility, emotional intelligence, and character development. We empower students to understand their voice and increase their fortitude, shaping scholars who are successful in college and beyond.

Core Values:

As members of the Boys' Latin community, all students must commit to upholding the school's core values of scholarship, integrity, and brotherhood. Each day, students must dedicate themselves to honoring the community and encouraging their brothers to do the same, striving to act with compassion, respect, and responsibility at all times.

Core Value	Description
Scholarship	Students will approach their work and studies with grit, curiosity and a growth mindset.
Integrity	Students will act with purpose, self-control, honor, and dedication to the mission.
Brotherhood	Students will demonstrate gratitude, extend support, and interact with social and emotional intelligence.

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.

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. Dedicacionem 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 obligo libere et aperte.

Daily Schedule

High School:

MONDAY						
	A		B		C	
Period	Start	End	Start	End	Start	End
1	8:00am	9:19am	8:00am	9:19am	8:00am	9:19am
3	9:22am	10:41am	9:22am	10:41am	9:22am	10:41am
4a	10:44am	11:13am	10:44am	11:24am	10:44am	11:24am
4b	11:16am	11:56am	11:27am	11:56am	11:27pm	12:06pm
4c	11:59am	12:38pm	11:59am	12:38pm	12:09pm	12:38pm
5	12:41pm	2:00pm	12:41pm	2:00pm	12:41pm	2:00pm

TUESDAY – THURSDAY						
	A		B		C	
Period	Start	End	Start	End	Start	End
1	8:00am	9:30am	8:00am	9:30am	8:00am	9:30am
2	9:33am	10:03am	9:33am	10:03am	9:33am	10:03am
3	10:06am	11:36am	10:06am	11:36am	10:06am	11:36am
4a	11:39am	12:09pm	11:39am	12:23pm	11:39am	12:23pm
4b	12:12pm	12:56pm	12:26pm	12:56pm	12:26pm	1:10pm
4c	12:59pm	1:43pm	12:59pm	1:43pm	1:13pm	1:43pm
5	1:46pm	3:15pm	1:46pm	3:15pm	1:46pm	3:15pm
6	3:20pm	4:00pm	3:20pm	4:00pm	3:20pm	4:00pm

FRIDAY						
	A		B		C	
Period	Start	End	Start	End	Start	End
1	8:00am	9:30am	8:00am	9:30am	8:00am	9:30am
2	9:33am	10:03am	9:33am	10:03am	9:33am	10:03am
3	10:06am	11:36am	10:06am	11:36am	10:06am	11:36am
4a	11:39am	12:09pm	11:39am	12:23pm	11:39am	12:23pm
4b	12:12pm	12:56pm	12:26pm	12:56pm	12:26pm	1:10pm
4c	12:59pm	1:43pm	12:59pm	1:43pm	1:13pm	1:43pm
5	1:46pm	3:15pm	1:46pm	3:15pm	1:46pm	3:15pm

Middle School:

MONDAY								
GRADE 6			GRADE 7			GRADE 8		
Period	Start	End	Period	Start	End	Period	Start	End
1	8:00am	8:38am	1	8:00am	8:38am	1	8:00am	8:38am
2	8:41am	9:19am	2	8:41am	9:19am	2	8:41am	9:19am
3	9:22am	10:00am	3	9:22am	10:00am	3	9:22am	10:00am
4	10:03am	10:41am	4	10:03am	10:41am	4	10:03am	10:41am
Lunch	10:44am	11:16am	5	10:44am	11:22am	5	10:44am	11:22am
5	11:19am	11:57am	Lunch	11:25pm	11:57pm	6	11:25pm	12:03pm
6	12:00pm	12:38pm	6	12:00pm	12:38pm	Lunch	12:06pm	12:38pm
7	12:41pm	1:19pm	7	12:41pm	1:19pm	7	12:41pm	1:19pm
8	1:22pm	2:00pm	8	1:22pm	2:00pm	8	1:22pm	2:00pm

TUESDAY – THURSDAY								
GRADE 6			GRADE 7			GRADE 8		
Period	Start	End	Period	Start	End	Period	Start	End
1	8:00am	8:52am	1	8:00am	8:52am	1	8:00am	8:52am
2	8:55am	9:43am	2	8:55am	9:43am	2	8:55am	9:43am
3	9:46am	10:34am	3	9:46am	10:34am	3	9:46am	10:34am
4	10:37am	11:25am	4	10:37am	11:25am	4	10:37am	11:25am
Lunch	11:28am	11:56am	5	11:28am	12:16pm	5	11:28am	12:16pm
5	11:59am	12:47pm	Lunch	12:19pm	12:47pm	6	12:19pm	1:07pm
6	12:50pm	1:38pm	6	12:50pm	1:38pm	Lunch	1:10pm	1:38pm
7	1:41pm	2:29pm	7	1:41pm	2:29pm	7	1:41pm	2:29pm
8	2:32pm	3:20pm	8	2:32pm	3:20pm	8	2:32pm	3:20pm
LA	3:25pm	4:00pm	LA	3:25pm	4:00pm	LA	3:25pm	4:00pm

FRIDAY								
GRADE 6			GRADE 7			GRADE 8		
Period	Start	End	Period	Start	End	Period	Start	End
1	8:00am	8:52am	1	8:00am	8:52am	1	8:00am	8:52am
2	8:55am	9:43am	2	8:55am	9:43am	2	8:55am	9:43am
3	9:46am	10:34am	3	9:46am	10:34am	3	9:46am	10:34am
4	10:37am	11:25am	4	10:37am	11:25am	4	10:37am	11:25am
Lunch	11:28am	11:56am	5	11:28am	12:16pm	5	11:28am	12:16pm
5	11:59am	12:47pm	Lunch	12:19pm	12:47pm	6	12:19pm	1:07pm
6	12:50pm	1:38pm	6	12:50pm	1:38pm	Lunch	1:10pm	1:38pm
7	1:41pm	2:29pm	7	1:41pm	2:29pm	7	1:41pm	2:29pm
8	2:32pm	3:20pm	8	2:32pm	3:20pm	8	2:32pm	3:20pm

Operations:

School Closings:

In the event of a school closing due to a weather-related or other emergency, Boys' Latin notifies students and their parents/guardians via mass email and phone communications. School closing information may also be broadcasted on local radio and television stations and the school's social media accounts. The school reserves the right to operate virtually during an in-person school closing.

Transportation:

It is the responsibility of each student and their parent/guardian to transport the student to and from school and all school-related activities, unless otherwise notified by the school.

In accordance with the law, the district provides transportation to students whose primary residence is more than 1.5 miles from their respective school building (high school or middle school) via a SEPTA transportation pass. The district provides SEPTA transportation passes for all eligible students to the school, which the school then distributes to students at the frequency determined by the district. Please note that the district determines eligibility for a SEPTA transportation pass. In the event a student's primary residence changes during the school year, the student's parent/guardian must notify the school and provide an updated proof of residency. The school shares this information with the district as it may impact the student's eligibility for a SEPTA transportation pass. For more information regarding the district's transportation policy, please visit <https://www.philasd.org/transportation/for-parents/>.

The school also provides transportation to students, via the district or other authorized vendor, as required by the student's Individualized Education Program ("IEP").

Boys' Latin may also request a copy of any court order or agreement affecting the custodial rights of parents/guardians. It is important that Boys' Latin understands custodial arrangements in order to determine who is eligible to transport a student.

Student Health Services Policy:

The health and safety of students is a top priority of the school. In accordance with 24 P.S. § 14-1401 et. seq School Health Services and other applicable laws, the school has developed this policy to support student health and safety. Strict adherence to this policy is required from all students and their parents/guardians.

Student Health Records:

The school nurse is responsible for maintaining a comprehensive health record, according to current nurse practices and medical standards, for each Boys' Latin student for the duration of the student's enrollment. All student health records shall remain confidential, and their contents will be divulged only when necessary for the health of the student or at the request of the parent/guardian to a physician licensed in the Commonwealth of Pennsylvania ("Pennsylvania" or the "state"). The school may disclose information from student health records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals in accordance with the Family Educational Rights and Privacy Act of 1974 ("FERPA").

If a student withdraws from Boys' Latin and enrolls in another school, Boys' Latin will send the student's health records to the student's new school. The school will maintain a student's health record for a period of at least two years after the student ceases to be enrolled.

Student Illness:

Students are not to report to school if they have:

- A temperature of 100 degrees or more. Your son should be fever-free for 24 hours before returning to school.
- Been diagnosed with a strep infection. Your son should be on antibiotics for 24 hours before returning to school.

- Vomited during the night and into the morning.
- A persistent cough, chest congestion, or discolored nasal discharge.
- Persistent diarrhea during the night and into the morning.
- Red swollen eyes that itch and are draining pus.
- A rash you cannot identify.
- Tested positive for COVID-19.

All communicable diseases should be reported to the school nurse, even if students develop them over the weekend and are well enough to return to school by Monday. It is important that the school tracks infectious disease occurrences in order to provide parents/guardians with the information about their prevalence and any needed precautions. The following are some examples of illnesses that should be reported to the health office: COVID-19, chickenpox, strep throat or scarlet fever, pink eye, ringworm, Fifth’s disease, impetigo, and scabies.

The school nurse will inform teachers of health conditions of students which may affect behavior, appearance, or academic performance.

Student Medication:

It is the policy of the school to administer medications, including asthma inhalers and epinephrine auto-injectors, only to students with prior written permission from the parent/guardian and physician. A medication administration form may be obtained from the school nurse. All students must have a medication administration form on file before medications may be administered to them. Verbal permission over the phone is not acceptable. A new medication administration form must be filled out if there are any changes in the student’s medication. All medications must be in the original container, clearly labeled with the student’s name, physician’s name, medication name, dosage, and frequency. All medications must be submitted to the nurse’s office. No medications may be kept in the student’s desk or locker. At the end of the school year, it is the parent’s/guardian’s responsibility to pick up any unused medications. Medication left after the end of the school year will be properly disposed of in accordance with school policy. Boys’ Latin does not provide pain relievers for students.

School Illness and Injury:

If advanced emergency treatment is required, Emergency Medical Services (911) will be called. In the event of minor injuries or illnesses, the school will contact the parent/guardian. If the parent/guardian is not available, the school will call the emergency contacts provided. It is for this reason that it is very important to keep the school updated with current contact information for parents/guardians and emergency contacts.

In accordance with 24 P.S. § 14-1424, the school has at least one person certified in the use of cardiopulmonary resuscitation during regular school hours when school is in session and students are present.

In alignment with state law, all teachers will report to the school nurse any unusual behavior, changes in physical appearance, changes in attendance habits and changes in academic achievement, which may indicate impairment of a student’s health. The school nurse may, upon referral by the teacher or on their own initiative, advise a student’s parent/guardian of the apparent need for a special medical or dental examination. If a parent/guardian fails to report the results to the school nurse, the school nurse will arrange a special medical examination for the student.

Health Screenings:

All Boys’ Latin students receive some level of health screening annually. The chart below provides information on the timing and type of screenings provided:

Service	6	7	8	9	10	11	12	Notes
School Nurse Services	X	X	X	X	X	X	X	
Maintenance of Health Record	X	X	X	X	X	X	X	
Immunization Assessment	X	X	X	X	X	X	X	
Medical Examination	X					X		Required on original entry (K or 1 st grade)

Service	6	7	8	9	10	11	12	Notes
Dental Examination		X						Required on original entry (K or 1 st grade)
Growth Screen	X	X	X	X	X	X	X	
Hearing Screen		X				X		
Scoliosis Screen	X	X						6 th grade physical may be used in lieu of 6 th grade screen
Tuberculin Test				X				Required on original entry- K or 1 st grade. Unless approved to discontinue
Vision Screen-Far Visual Acuity Test	X	X	X	X	X	X	X	
Vision Screen-Near Visual Acuity Test	X	X	X	X	X	X	X	

The school nurse will advise a student's parent/guardian in advance of the date of examination and medical examinations will be made in the presence of the student's parent/guardian when so requested by the parent/guardian. In accordance with 24 P.S. § 14-1419, a student's parent/guardian may object to examination or treatment on religious grounds.

Following screenings, recommendations as to medical, surgical, or dental care will be sent to a student's parent/guardian on state-approved forms with instructions to the parent/guardian to consult the student's physician or dentist and to notify the school nurse of the action taken with respect to the recommendations.

Vaccinations:

The Commonwealth of Pennsylvania requires the following vaccinations for attendance in Pennsylvania schools:

All Grades	Doses	Notes
Tetanus, Diptheria, and Accelular Pertussis	4	First does on or after the fourth birthday; usually given as DTP or DTaP or if medically advisable, DT or Td.
Polio	4	Fourth dose on or after the fourth birthday and at least six months after previous dose given; a fourth dose is not necessary if the third dose was administered at age four years or older and at least six months after the previous dose.
Measles, Mumps, Rubella	2	Usually given as MMR
Hepatitis B	3	
Varicella (Chickenpox)	2	
6 th and 7 th Grade	Doses	Notes
Meningococcal Conjugate Vaccine	1	MCV; On the first day of seventh grade
Tetanus, Diptheria, and Accelular Pertussis	1	Tdap; On the first day of seventh grade
12 th Grade	Doses	Notes
Meningococcal Conjugate Vaccine	1	One does of MCV on the first day of twelfth grade. If one does was given at 16 years of age or older, that shall count as the twelfth grade dose.

By the first day of school, students are required to have had at least one dose of the above vaccinations or risk exclusion. If a student does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the student must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the student must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion. If a student does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the student must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion. All medical plans must be followed or the student risks exclusion.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/ strong moral or ethical conviction. Even if your student is exempt from immunizations, they may be excluded from school during an outbreak of vaccine preventable disease.

Athletics:

In accordance with 24 P.S. §5-511: School athletics, publications, and organizations and Pennsylvania Interscholastic Athletic Association, Inc. (“PIAA”) requirements, a student who wishes to participate in an interscholastic sport must have a comprehensive initial pre-participation physical evaluation (“CIPPE”) by licensed physical of medicine or osteopathic medicine, a certified physician assistant, a certified registered nurse practitioner, or a school nurse practitioner.

In accordance with 24 P.S. § 14-1425, a student participating in or desiring to participate in an athletic activity and the student's parent/guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student's school an acknowledgment of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet that includes information about electrocardiogram testing. Once each school year, a coach of an athletic activity shall complete the sudden cardiac arrest training course offered by a provider approved by the Pennsylvania Department of Health. A coach of an athletic activity may not coach the athletic activity until the coach completes the training course.

Climate and Culture

Uniform Policy:

Our uniform teaches students how to prepare for college and career success and serves as a symbolic picture of belonging to the Boys' Latin brotherhood. Uniforms are mandatory for all students and must be worn during school and all school-related activities, unless otherwise authorized by the Principal. Students are required to arrive to school and school-related activities in uniform. Students may keep their uniform shoes and blazer/cardigan in their locker to be put on upon arrival to school. The school checks each student to confirm adherence with the uniform policy upon the student's arrival to school. No student may attend class out of uniform. If a student is out of uniform, they may be required to return home to get into full uniform before returning to school.

Flynn O'Hara is the school's official uniform provider. If purchasing elsewhere, please contact the school first for guidance. Only uniforms purchased from Flynn O'Hara guarantees that the uniform is acceptable. Uniforms must fit properly and may not be tattered, discolored, or ripped at the seams.

For regulations regarding labs, sports, or other special circumstances, modifications to this uniform policy or other guidance will be provided by the Principal.

Students are not permitted to wear:

- Non-Boys' Latin outerwear during the school day.
- Non-Boys' Latin sweatshirts (including hoodies) or sweaters.
- Pants that are not khaki in color, including sweatpants.
- Bandanas, hats, or any head covering (unless given permission for religious/medical reasons).
- Shorts.

Any student required to alter or modify the uniform for religious reasons must submit a signed letter from their parent/guardian to the Principal by the end of the conclusion of the first full week of school. Students' whose religion prohibits their pants from touching the ground may have them hemmed to an appropriate length.

Boys' Latin reserves the right to modify this policy during the school year.

High School Uniform:

From the first day of school through the last school day of September and from the first school day following spring break through the last day of school, students in grades nine through 12 must wear a short-sleeve maroon Boys' Latin polo shirt, khaki dress pants, black belt, black dress socks, and black dress shoes.

From the first school day of October through the last school day before spring break, students in grades nine through 12 must wear a navy Boys' Latin blazer or cardigan, long-sleeve blue oxford shirt, Boys' Latin navy/maroon striped tie or Boys' Latin college acceptance tie, khaki dress pants, black belt, black dress socks, and black dress shoes.

Students must also have their Boys' Latin student identification card on their person at all times.

Middle School Uniform:

From the first day of school through the last school day of September and from the first school day following spring break through the last day of school, students in grades six through eight must wear a short-sleeve maroon Boys' Latin polo shirt, khaki dress pants, black belt, black dress socks, and black dress shoes.

From the first school day of October through the last school day before spring break, students in grades six through eight must wear a maroon Boys' Latin v-neck pullover sweater, long-sleeve blue oxford shirt, Boys' Latin navy/maroon striped tie, khaki dress pants, black belt, black dress socks, and black dress shoes.

Students must also have their Boys' Latin student identification card on their person at all times.

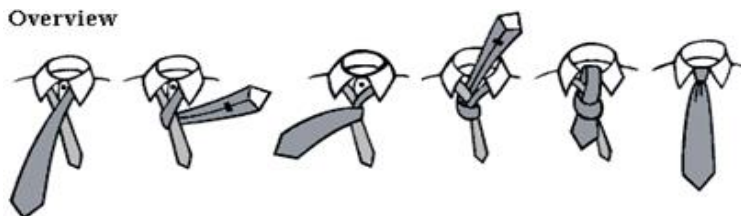
Detailed Uniform Item Information:

Item	Detailed Information
Black Belt	A plain black, leather or leather-like belt. Studs, logos, or other ornamentation is not allowable. The belt buckle must also be plain and standard size.
Black Dress Shoes	All-black, formal dress shoes.
Black Dress Socks	All-black dress socks. White, tan, and other color or black printed socks are not allowable.
Blue Oxford Shirt	A long-sleeve, blue shirt in oxford material with a buttoned-down collar. Logos or designs are not allowable. Shirts must be tucked in at all times.
Khaki Dress Pants	Khaki dress pants. Khaki jeans, chinos, and slacks are not allowable.
Maroon Polo Shirt	This short-sleeve, maroon shirt must be purchased from Flynn O’Hara. Shirts must be tucked in at all times.
Maroon Sweater	This long-sleeve, v-neck, pullover sweater with the Boys’ Latin emblem or crest on the left breast must be purchased from Flynn O’Hara.
Navy Blazer	A navy blue blazer with gold buttons and the Boys’ Latin emblem or crest on the left breast pocket. Blazers with the Boys’ Latin emblem may be purchased from Flynn O’Hara. Boys’ Latin crest patches may be purchased from the school and must be sewn onto blazers not purchased from Flynn O’Hara.
Navy/Maroon Striped Tie	The navy and maroon striped Boys’ Latin tie must be purchased from Flynn O’Hara. Ties must be tied as directed below.

Tying a Necktie:

The four-in hand knot, also known as a simple knot due to the little fuss required to produce it, is the most popular and preferred way to wear a tie and the choice of the world’s best-dressed men. It most likely originated from the members of the Four-in-Hand Club in London, who made it fashionable.

- 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.)
- Bring the wide end of the tie over the narrow (right side to left side).
- Bring the wide end underneath the narrow end (left side to right side).
- Bring the wide end of the tie over the narrow again (right side to left side).
- Bring the wide end of the tie through the back of the loop (left side to center).
- 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.
- Remove your finger and tighten the knot.
- Hold the narrow end of the tie and slide the knot up to the collar.



Attendance Policy:

In accordance with 24 P.S. §§ 13-1326 – 13-1354: Compulsory School Attendance, Unlawful Absences, and School Attendance Improvement Conferences Boys’ Latin has established the below attendance policy. Please note that the Commonwealth of Pennsylvania defines compulsory school age as the period of a child’s life from the time the child’s parents elect to have the child enter school and which shall be no later than six years of age until the child reaches 18 years of age.

Excused Absences:

In accordance with all applicable laws, the school identifies the following as excused or lawful absences:

- Student illness when the student's parent/guardian has provided a written description of the illness within three calendar days of the first day of absence due to the illness and the total days of absence in any one school year does not exceed 10 days. A medical note, as described below, is required to excuse for any absence for illness of three or more consecutive school days.
- Student illness exceeding 10 total school days in one school year, when the parent/guardian provides a medical note, which is a note signed by a licensed physician describing the illness and substantiating that the illness requires absence from school.
- Serious illness or death in the family (mother, father, sibling, grandparent, aunt, uncle, or cousin).
- The death of a close friend for which the student is experiencing extreme grief or feelings of loss. In such an event, please reach out to the Principal, Counselor, or Social Worker for additional support.
- Necessary appointments that cannot be made outside the school day, upon written request by the student's parent/guardian and prior approval by the Principal. Boys' Latin highly encourages scheduling appointments at the beginning or end of the day.
- Emergencies requiring a student's service or presence at home that can be verified.
- Required court attendance.
- Educational tours and trips, upon written request by a student's parent/guardian and prior approval by the Principal.
- Authorized school activities.
- Obligatory religious observances of the student's own faith, upon written request by a student's parent/guardian and prior approval by the Principal.
- Suspension.
- School-mandated quarantine or isolation period due to COVID-19.

A note from a parent/guardian may only excuse a student for up to two consecutive school days and no more than 10 total school days during a school year. All absences will be considered unexcused or unlawful until the school receives a parent/guardian or medical note, as described above, which must be submitted within three calendar days of the absence. It is the responsibility of the parent/guardian to ensure that the school receives the parent/guardian or medical note within three calendar days of the absence. Failure to provide a written excuse within three calendar days may result in the absence being recorded, permanently, as unexcused or unlawful.

Unexcused Absences:

In accordance with all applicable laws, the school identifies the following as unexcused or unlawful absences:

- No note from a parent/guardian is received by Boys' Latin explaining the absence within three calendar days of the absence.
- An absence of more than two consecutive school days for which only a parent/guardian note has been submitted.
- Lack of required immunizations, medical plan, or exemptions after the fifth day of school.
- Other reasons not listed in the "Excused Absences" section above.

Consecutive Unexcused Absences:

In accordance with state law, general education students who are absent for 10 consecutive days must be dropped from the active membership roll unless the school is provided with evidence that the absences are legal or compulsory attendance prosecution is being pursued. When a general education student achieves five consecutive absences, the school notifies the student's parent/guardian in writing. When a general education student achieves 10 consecutive absences, the school notifies the student's parent/guardian in writing that the student has been dropped from the active membership roll. The school furthermore notifies the student's school district of residence in writing.

In accordance with state law, the standard disenrollment procedure described above does not apply when a student with a 504 Service Agreement (“504 Plan”) or an Individualized Education Plan (“IEP”) have been absent for 10 consecutive days. Instead, in compliance with the law, Boys’ Latin complies with the following procedures.

- Procedure for students with a 504 Plan:
 - On the day a 504 Plan student accumulates five consecutive unexcused absences, the school is to issue a written notification to the parent/guardian stating that:
 - The student has accumulated five consecutive unexcused absences.
 - The parent/guardian is to withdraw their student if the student attends another school.
 - The school will convene a SAIC to develop a SAIP if the student’s attendance does not improve.
 - On the day a 504 Plan student accumulates 10 consecutive unexcused absences, the school is to issue a written notification to the parent/guardian informing them of the date and time of the SAIC the school scheduled on behalf of the student. The parent/guardian must respond to the school if the date and/or time are not amenable. The SAIC is to take place within one week of this notification.
 - On the day of the originally scheduled SAIC, in the event the parent/guardian does not attend (or respond), the school is to issue a written notification to the parent/guardian offering three additional dates and times for the SAIC. Parent/guardian is informed that the third date and time option will be assumed for the SAIC if the school does not otherwise hear from the parent/guardian.
 - On the third date and time option, the SAIC team convenes, with or without the parent/guardian present, to develop a SAIP for the student. The school issues the SAIP to the parent/guardian.
 - After issuing the SAIP, the school must wait 10 days.
 - If the school receives no reply from the parent/guardian within 10 days following the date of issuance of the SAIP, the school is to drop the student from the active membership roll and notify the student’s school district of residence.
- Procedure for students with an IEP:
 - On the day a special education student accumulates five consecutive unexcused absences, the school is to issue a written notification to the parent/guardian stating that:
 - The student has accumulated five consecutive unexcused absences.
 - The parent/guardian is to withdraw their student if the student attends another school.
 - The school will convene a SAIC to develop a SAIP if the student’s attendance does not improve.
 - On the day a special education student accumulates 10 consecutive unexcused absences, the school is to issue a written notification to the parent/guardian informing them of the date and time of the SAIC the school scheduled on behalf of the student. The parent/guardian must respond to the school if the date and/or time are not amenable. The SAIC is to take place within one week of this notification.
 - On the day of the originally scheduled SAIC, in the event the parent/guardian does not attend (or respond), the school is to issue a written notification to the parent/guardian offering three additional dates and times for the SAIC. Parent/guardian is informed that the third date and time option will be assumed for the SAIC if the school does not otherwise hear from the parent/guardian.
 - On the third date and time option, the SAIC team convenes, with or without the parent/guardian present, to develop a SAIP for the student. The school issues the SAIP along with a Notice of Recommended Educational Placement (“NOREP”) to the parent/guardian.
 - Please note that the change in placement is that the student is being removed from the school’s active membership roll for not attending.
 - After issuing the NOREP and SAIP, the school must wait 10 days.
 - If the school receives no reply from the parent/guardian within 10 days following the date of issuance of the NOREP and SAIP, the school is to drop the student from the active membership roll and notify the student’s school district of residence.

Early Dismissals:

Requests by parents/guardians for the early dismissal of students during school hours may be made in cases of emergency. Emergencies include crises within the family that cannot be managed without the student's presence. Please make routine medical and dental appointments after school hours. Ordinary household or personal matters involving students are also to be handled outside regular school hours. When students must have an early dismissal for medical/dental appointments, and the student is out of school for only part of the session, the student is required to provide a follow-up note from the physician or dentist indicating that the appointment was kept.

Students must hand in these appointment slips during morning entry. Boys' Latin will call the parent/guardian to authenticate the early dismissal request. Telephone requests for early dismissals will not be honored except in cases of emergency.

Parents/guardians can pick up their student from school if they are listed as a parent/guardian or an emergency contact. To pick up a student, the parent/guardian must stop by the front desk. They will be asked to present a state identification or driver's license to ensure the safety of their student.

Truancy Policy:**Introduction:**

Commonwealth of Pennsylvania defines compulsory school age as the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than six years of age until the child reaches 18 years of age. A student is "truant" if the student is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A student is "habitually truant" if the student is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year.

As a public charter school in Philadelphia, Boys' Latin participates in Project Go, a truancy prevention program supporting charter schools and led by the DAO.

Response to Truant Students:

Within 10 school days of a student's third unexcused absence, the school attendance officer sends a written truancy warning notification letter to the student's parent/guardian, in the preferred language of the parent/guardian, to inform them that of their student's truant status and the actions that will follow in the event their student becomes habitually truant.

Response to Habitually Truant Students:***First DAO Referral and Student Attendance Improvement Conference:***

Following the student's sixth unexcused absence, the school attendance officer submits the first referral to the DAO via the DAO First Referral spreadsheet. Upon receiving the first referral spreadsheet, the DAO produces and sends an initial warning letter via first class mail to the parent/guardian of the student. The DAO sends a soft copy version of the letter to the school attendance officer for the student's file.

The school attendance officer also refers the student to the school team. The school team invites the student and their parent/guardian to a Student Attendance Improvement Conference ("SAIC"), giving advance written notice and documenting at least two attempts to notify the parent/guardian via phone. The following individuals are invited to the SAIC: the student, parent/guardian, other support figures, school Principal (or designee), school social worker, specialized services staff (if applicable), and recommended services providers. Please note that the parent/guardian may refuse the participation of individuals external to the school. If the student has an IEP, a meeting of the IEP team must be convened before the SAIC. During the SAIC, participants work collaboratively to develop a Student Attendance Improvement Plan ("SAIP") to support the student's improved attendance by identifying the barriers to school attendance and action steps to eliminate the barrier(s). Please note that the SAIC must be held as scheduled regardless of the family's participation. In such an event, the SAIP will be shared with the student and their parent/guardian.

Second DAO Referral:

The school team tracks the interventions listed in the SAIP and maintains detailed information regarding the student's attendance. If the student's attendance has not improved after two weeks have elapsed following the SAIC, the school attendance officer submits a second referral to the DAO by sending the completed DAO Second Referral Spreadsheet and a copy of the student's SAIP to the DAO. The school attendance officer coordinates a date and time for a representative of the DAO to hold a Family Conference, a meeting with the school team, student, and parent/guardian. The DAO sends an invitation to the Family Conference via first class mail and email to the parent/guardian of the student. The DAO sends a soft copy of the Family Conference Letter to the school attendance officer for the student's file. Before the Family Conference, the school attendance officer and DAO call the family to remind them of the conference.

The following individuals attend the Family Conference: DAO representative, school attendance officer, student (if they can meaningfully participate), parent/guardian, other relevant school staff, and other support figures. During the conference, the school attendance officer presents a written attendance record including dates and days of absences. Conference attendees identify the continued barriers to school attendance. Typically, a second SAIP is developed, and, in such event, the DAO distributes the second SAIP to the parent/guardian and school following the meeting. If a second SAIP is developed, the DAO and school wait the agreed upon amount of time before reviewing for the next action. Next actions include, but are not limited to, a second meeting with the DAO, additional referrals to community resources, and/or a referral to Regional Truancy Court.

Regional Truancy Court Referral:

The school attendance officer submits the SAIP(s), contact log, and attendance record to the DAO. Please note that the student's report card may also be submitted, and the C's signature may be required. The DAO sends the aforementioned documents to the Department of Human Services and Family Court. The DAO communicates the hearing date to the school. The burden of proof rests with the school. The student, parent/guardian, school attendance officer or other school personnel, DAO representative, and truancy caseworker must attend Regional Truancy Court.

Once the referral is made, the student and their parent/guardian are assigned a truancy caseworker from the community umbrella agency assigned to the school. The school continues to monitor the student's attendance and work with the student and parent/guardian to improve attendance.

Possible outcomes of Regional Truancy Court are:

- Continued: All parties receive notice of next hearing date. Student's attendance must improve.
- Discharged: The student's attendance has improved, or the student withdrew from Boys' Latin.
- Transferred: The case is transferred to Family Court.

Truancy and Disciplinary Action:

Boys' Latin students shall not receive exclusionary consequences for truant behavior. More specifically, the school shall not expel or suspend (out-of-school) a student or reassign or transfer a student to an alternative education for disruptive youth ("AEDY") program for truant behavior and these actions shall not be included in a SAIP. Additionally, the school shall hold an SAIC prior to any referral of a student to a legal entity.

Code of Conduct:**Overview:**

The school is committed to the implementation of the Boys' Latin of Philadelphia Code of Conduct ("the code of conduct") through the thoughtful use of restorative justice as a primary approach when possible. Through the use of restorative practices, we aim to:

- Build classroom communities that are supported by clear agreements, authentic communication, and specific tools to bring issues and conflicts forward in a helpful way.
- Provide specific pathways to repair harms by bringing together those who are affected by misbehavior in a dialogue to address concerns, achieve understanding, and come to agreement about setting things right.

- Serve the cause of fairness and justice while making a safer school and contributing to social and emotional learning.

The code of conduct is an official document that serves to:

- Describe the expectations of all students attending Boys' Latin.
- Describe a positive and safe school environment.
- Specify the rights and responsibilities of students.
- Define attendance requirements.
- Safeguard the rights of students.
- Define conduct that disrupts a positive and productive learning environment.
- Standardize procedures for disciplinary action.

Provisions in the code of conduct apply to all students in grades six through 12. Differences in age and maturity are considered in determining the type of disciplinary action that will be taken. All students have a greater responsibility for their actions as they increase in age. The code of conduct does not restrict the school's legal and statutory authority to protect the health, safety, and welfare of students and employees. A copy of the code of conduct is provide to and reviewed with each student and their parent/guardian at the beginning of the school year. is held in school at the beginning of the school year. Please direct all questions and concerns regarding the code of conduct to the Principal.

Please note that parents/guardians are expected to support adherence to the code of conduct and failure to do so may result in the removal or prohibition from school premises and activities without expressed permission from the Principal.

Enforcement:

The code of conduct is enforced:

- On school property at all times.
- For each student from the time the student leaves their home on the way to school to the time the student returns to their home after the conclusion of the school day.
- While students are on a bus or other vehicle operated for or by Boys' Latin for any purpose.
- During all school-related activities.
- During the continuation of any incident that began at school, including actions using online and/or social networks.

Out-of-School Conduct:

The code of conduct also applies to out-of-school conduct by a student if the school determines that the nature of such conduct indicates the student presents a threat to the health, safety, or welfare of students and/or employees, or to the reputation of Boys' Latin. Such out-of-school conduct shall include, but is not limited to:

- Acts of violence and threats of violence that are punishable by law.
- Sexual offenses that are punishable by law.
- The sale, transfer, or possession of drugs that would constitute an offense punishable by law.
- Felony charges.

Additionally, the school may be notified by the Philadelphia District Attorney's Office ("DAO") or other applicable authorities in the event a student is arrested. When the school receives such reports, the reports are reviewed, and the school may take disciplinary action as outlined in the code of conduct if it is determined the out-of-school conduct indicates the student presents a threat to the health, safety, or welfare of other students or employees.

Level One Infractions:

All level one infractions of the code of conduct are addressed by an employee with documentation of the infraction and consequence. The consequences for a level one infraction are:

- Community Service
- Demerit
- Detention
- Parent/Guardian Phone Call
- Restorative Action
- Restorative Conference
- Loss of Privileges
- Saturday Detention
- Suspension from Extracurricular Participation

Infraction Number	Infraction Title	Infraction Description
1.1	Community Compliance	Community infractions include, but are not limited to: outerwear and book bags that are not appropriately stored; phones, food, drink, and other distractions that are visible or being used during unallowable times or locations; not sitting in one's assigned seat without permission; failure to produce materials needed for class; use of profanity, sexually explicit language, or gestures in any school setting.
1.2	Disruptive Behavior	Behavior in classrooms and other school building spaces that disrupts the learning environment and prevents others from learning.
1.3	Failure to Carry Hall Pass and/or Appropriate ID	Students are required to have their Boys' Latin identification cards with them as a part of the school uniform. Additionally, students are required to carry a hall pass at all times other than during class transitions.
1.4	Insubordination	Examples of insubordination in classrooms and other school building spaces includes, but is not limited to, walking/running away from an employee; walking out of class without permission; and refusing to cooperate in any manner with multiple employees' requests.
1.5	Tardiness	Arriving late to school or class.
1.6	Uniform Violation	Failure to comply with all parts of Boys' Latin's uniform policy.

Level Two Infractions:

All level two infractions of the code of conduct are addressed by the Dean of Students, Assistant Principal, or Principal with documentation of the infraction and consequence as well as parent/guardian contact. The consequences for a level two infraction are:

- Behavior Contract
- In-School Suspension
- Level One Infraction Consequence
- Mandatory Parent Conference
- Out-of-School Suspension

Infraction Number	Infraction Title	Infraction Description
2.1	Academic Cheating, Plagiarism, and Forgery	Plagiarism is using, without permission, the ideas and writings or another, either word for word or in substance, and representing such as one's own. Forgery is the signing of a document in another's name. Cheating includes deceit, fraud, or deception (e.g., copying another's assignments, assisting another to cheat by lending one's own work, and giving or receiving aid during a testing period).

Infraction Number	Infraction Title	Infraction Description
2.2	Consensual Sexual Touching	Students who, on school property or at a school-sponsored event and with the consent of witnesses and other participating students, expose or touch their own or other students' genitals.
2.3	Cutting	Skipping scheduled classes or rostered activities and leaving the building without permission.
2.4	Damaging or Stealing (Minor)	The act of damaging, defacing, or taking of school or personal property without permission. The damage or stolen items are valued at \$10.00 or less.
2.5	Disorderly Conduct	Engaging in threatening, violent, or tumultuous behavior; making unreasonable noise, using obscene language, or making an obscene gesture; or creating a hazardous or physically offensive condition.
2.6	Elopement	Walking out of class or assigned area/activity without permission.
2.7	Gambling	Betting or wagering for money, favors, or fun.
2.8	Inappropriate Behavior: Employees	This includes, but is not limited to, any non-threatening words and/or actions that are directed toward an employee in either an overtly loud, profane, or demonstrative manner.
2.9	Inappropriate Behavior: Students	Harassing another student through the use of profanity, name calling, horse play, or any other disrespectful language or gestures, without the intent to provoke a violent reaction.
2.10	Inappropriate Use of Technology	Inappropriate use of technology includes but is not limited to: sexting; videotaping fights; videotaping someone in a place where they have an expectation of privacy; and posting videos of inappropriate student conduct to a social media site that affects the school community in a negative manner.
2.11	Inciting Violence	Watching, encouraging, or instigating a pre-fight/fight before, during, or after school or through the use of any form of social media.
2.12	Obscene Materials or Actions	The possession of materials (e.g., images, objects) or behavioral displays which others would deem offensive or inappropriate in an educational setting.
2.13	Persistent Disruption	This is behavior that continually disrupts the learning environment and results in a removal from class.
2.14	Persistent Insubordination	This is behavior that results in removal from class. Examples of persistent insubordination includes, but is not limited to: continued and repeated ignoring of redirection; walking/running away from an employee or walking out of the class without permission; refusing to cooperate despite multiple requests; and refusal to surrender a phone.
2.15	Physical Aggression	Physical contact (e.g., pushing, shoving, hitting, slapping) involving one or more offenders.
2.16	Possession of Unauthorized materials	Possession of any flammable paraphernalia without the intent to use (e.g., matches, lighters, poppers, etc.).
2.17	Presence in a Restricted Area	Knowingly entering a location of the building where the student is not allowed.
2.18	Provocation	Argumentative words, not actions, intended to provoke a violent reaction.
2.19	Repeated Level One Infractions	Defined as on average three or more level one infractions within one class period or more than eight level one infractions within one week.

Level Three Infractions:

All level three infractions of the code of conduct are addressed by the Dean of Students, Assistant Principal, or Principal with documentation of the infraction and consequence as well as parent/guardian contact. The consequences for a level three infraction are:

- Expulsion
- Level Two Infraction Consequence
- Long-Term Disciplinary Placement

- Suspension with Intent to Expel

Infraction Number	Infraction Title	Infraction Description
3.1	Aggravated Assault	An unlawful physical attack by one person upon another resulting in serious bodily injury.
3.2	Arson and/or Possession of Fireworks and Other Explosive Devices	The malicious burning of another's property. Students may not possess or use fireworks or the paraphernalia needed to explode them on school grounds or during school activity.
3.3	Breaking a Behavior Contract	Failure to fulfill the commitments agreed to by the student in a behavior contract.
3.4	Bullying	Repeated intentional conduct that is directed to another student or students, in or outside a school setting, that is severe, persistent, or pervasive, and that either substantially interferes with a student's education, or creates a hostile learning environment, or substantially disrupts school operations. Bullying occurs within an interpersonal relationship where there is an imbalance of power (e.g., one person is physically larger, stronger, mentally quicker, or socially more powerful). The conduct may be physical, psychological, verbal, nonverbal, written, or electronic.
3.5	Burglary	Unlawful entry into a building or other structure without expressed permission and/or the intent to commit a felony or theft.
3.6	Consensual Sexual Activity	Students who, on school property or at a school-sponsored event and with the consent of witnesses and other participating students engage in intercourse, oral sex, or simulated sex.
3.7	Cyberbullying	Cyberbullying is bullying that occurs through electronic communication devices including, but not limited to, social networking, email, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, dashboards, or websites.
3.8	Extortion	Students who obtain money, property, or services from another student and/or school community member by express or implied threat of force.
3.9	Firearm, Weapon, or Dangerous Instrument	Possession of any object, device, or instrument, which, in its inherent and functional purpose is intended to be a weapon on school property or at a school-sponsored event. Firearms, weapons, and dangerous instruments include, but are not limited to any firearms (whether loaded or not), cap guns, pellet guns, BB guns, knives, box cutters, cutting instruments, or pepper spray (mace). This list does not include ordinary instruments, such as pencils.
3.10	Instigation and/or Participation in Group Assault	Initiation and/or participation, by verbal, written, or physical act, of a simple or aggravated assault by multiple persons on one or more other persons, including inviting outside parties to participate.
3.11	Multiple	
3.12	Non-Consensual Sexual Misconduct	Attempting or carrying out a non-consensual sexual act with another person. Depending on the nature of the incident, the school may involve law enforcement.
3.13	Physical Aggression with Malicious Intent	Physical contact (e.g., pushing, shoving, hitting, slapping) involving one or more offenders and with malicious intent.
3.14	Physical Assault	Physical assault involving one or more persons that escalates into punching, wrestling, knocking down, or damaging/destroying property.
3.15	Possession of Pornographic Material	The possession, sharing, or production of any known obscene or sexually explicit material in the school environment.
3.16	Possession or Use of Illegal Drugs, Tobacco, or Alcohol, or Engagement in Illicit Activity	Illegal/inappropriate drug/alcohol possession, use, or illicit activity (selling, storing, producing, or purchasing illegal substances or paraphernalia) on school grounds or at school-sponsored event. The school will report the incident and provide all information concerning the matter to law enforcement.

Infraction Number	Infraction Title	Infraction Description
3.17	Reckless Endangerment	Reckless behavior that could cause injury, including, but not limited to, the throwing of objects and the pulling of fire alarms.
3.18	Repeated Level Two Infractions	Multiple level two infractions committed during a defined period of time.
3.19	Robbery	Taking or attempting to take the property of another student or school community member by force or threat of force or by putting the victim in fear.
3.20	Sexual Harassment/ Intimidation	Unwelcome conduct of a sexual nature that can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature.
3.21	Terroristic Threats/ Acts	A communication/act to commit violence, terrorize, evacuate buildings, or otherwise cause serious public inconvenience or safety risk. Depending on the nature of the incident, the school may involve law enforcement.
3.22	Theft	Taking or attempting to take the property of another student or school community member.
3.23	Threats	Physical, verbal, written, or electronic threat or intimidation used to unlawfully place another person in fear of bodily harm through verbal threats, without displaying a weapon or subjecting the person to actual physical attack. This behavior can include, but is not limited to, stalking (e.g., secretly or stealthily pursuing another and/or spying on or watching another person, with or without the intent to harm, frighten, or coerce).
3.24	Vandalism	Intentional or reckless damage to, or attempt to damage, the property of another or the causing of damage while committing an act contrary to the code of conduct or the law.

Search and Seizure:

For the safety of the entire school community, Boys’ Latin 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 on the person, or in their locker, or their belongings. This includes, but is not limited to, students opening book bags, emptying pockets, or searched with a metal detector wand.

If a student is found in the possession of items that are illegal or prohibited, the student will be receive an appropriate school offense and law enforcement may be involved.

Cell Phone Infractions:

Cell phones are prohibited during the school day in areas outside of the cafeteria unless approved by the Principal or classroom teacher for emergency or academic use. Consequences may include the issuance of a demerit, detention, or confiscation. Principals have the authority to determine appropriate consequences for repeated cellphone infractions.

Academic Integrity Infractions (Level Two):

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 employees. 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, families, and educators – abide by an honor code that binds us to the goals of academic integrity.

First Academic Integrity Offense:

- Student will receive a zero if the offense pertains to homework.
- 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 a zero. Students will not be reminded to follow through after the initial arrangement is made.
- The teacher will notify the parents/guardians of the student.
- The student may meet with social worker to discuss the behavior.
- The student will be referred to an administrator and Honor Council for further disciplinary action and restoration.

Subsequent Academic Integrity Offense(s):

- No credit will be given for the work.
- The teacher will contact the parents/guardians of the student.
- The student will be referred to an administrator and Honor Council for further disciplinary action and restoration.
- A conference with the student, teacher, parent/guardian, Counselor, Social Worker, and/or Principal will be conducted.
- If poor academic integrity is documented in multiple classes, it will result in suspension or expulsion.

Suspension and Expulsion Policy:

This policy governs the suspension and expulsion of students from Boys' Latin. The board recognizes that exclusion from the school's educational program, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

The board intends not only that this policy be applied when facts and circumstances clearly warrant the imposition of a suspension or expulsion, but also that the expulsions are pursued by the school only when absolutely necessary and appropriate. In addition, the board is aware that, pursuant to state regulations, if a student is expelled from Boys' Latin, it is that student's parent/guardian who is responsible for the student's continued education. However, the board intends that the school will continue to assist all expelled students and their parents/guardians by providing alternative education options that are separate from Boys' Latin.

Definitions:

- ***Alternative Education:*** A system of options for students that provides a high quality academic program and supports that address the diverse needs of students significantly at risk of dropping out of school, returning from court-sponsored placements, and those subject to disciplinary transfer or expulsion.
- ***Expulsion:*** The exclusion of a student from Boys' Latin, by a majority vote of the governing board via resolution, for a period exceeding ten (10) consecutive school days. Expulsions may be permanent or for a specified period of time.
- ***Long-Term Suspension:*** An exclusion from school and/or any school activity or function for a period of four (4) to ten (10) consecutive school days.
- ***Short-Term Suspension:*** An exclusion from school and/or any school activity or function for a period of three (3) school days or less.
- ***Suspension:*** The exclusion of a student from school for a period of one (1) to ten (10) consecutive school days.

Suspension:

The Principal or administrative designee of the school may suspend any student for violation(s) of the Student Code of Conduct for up to ten (10) consecutive school days and shall immediately report the suspension and the

reason(s) for the suspension in writing to the Chief Executive Officer (“CEO”) or the CEO’s designee. Prior approval by the CEO is required for long-term suspensions.

A student shall not be suspended for more than five (5) days at a time except in cases where the Principal or administration designee determines that the student’s continued presence poses a threat of disruption to the academic process, or a threat to the safety of the school community. Suspensions may not be made to run consecutively beyond the ten-school day period.

No student may be given a short-term or long-term suspension without a student conference with the Principal or administrative designee. Prior notice of a suspension is not required where it is clear that the health, safety, or welfare of the school population is threatened. The purpose of the student conference is to inform the student of the reason(s) for the suspension and to grant the student the opportunity to respond. In addition to holding a student conference, the school shall immediately notify the student’s parent/guardian in writing.

When a student is given a long-term suspension, the student and the student’s parent/guardian shall be given the opportunity for an informal hearing.

Informal Hearings:

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is held to bring forth all relevant information regarding the event for which the student is being suspended and for students, their parents/guardians, and school officials to discuss ways by which future offenses might be avoided.

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

- The student and parent/guardian shall be given written notice of the reasons for the suspension.
- The school shall offer to hold the informal hearing within the first five days of the suspension.
- The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
- The student may question any witness present at the informal hearing.
- The student may speak and produce witnesses who may speak at the informal hearing.
- Parents/guardians and students have the right to request to review student records and any witness statements.

Expulsion:

The board may permanently expel from Boys’ Latin any student whose misconduct, disobedience, and/or violation of the code of conduct warrants this sanction. No student shall be expelled without an opportunity for a formal expulsion hearing before the board, authorized committee of the board, or qualified hearing examiner appointed by the board.

Expulsions shall be brought before the board by the CEO or the CEO’s designee who shall notify the board that the school is recommending a student for expulsion.

The board shall vote at a public meeting on whether the student shall be expelled for any length of time or whether a lesser sanction shall be imposed. The board or its designee shall notify the student’s parent/guardian of the date of the vote prior to the vote taking place. The parent/guardian shall be afforded the opportunity to address the board at the public meeting.

Expulsions shall be effective upon the affirmative vote of a majority of the board.

Expulsions shall be permanent unless a period of time for the expulsion is specified at the time the board votes on the expulsion. Expulsions for weapons-related offenses shall be for at least one (1) year. However, the board

may consider imposing a lesser sanction for a weapons offense if recommended by the CEO because of special circumstances presented by the student and or the student's parent/guardian.

Documentation of the minutes from the regularly scheduled public board meeting during which the board decided on an expulsion shall be maintained.

Formal Hearings:

General Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing. A formal hearing is required in all expulsion actions. This hearing may be held before the board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board, or a hearing examiner conducts the hearing, a majority vote of the entire board is required to expel a student.

The following due process requirements shall be observed with regard to the formal hearing:

- Notification of the charges shall be sent to the student's parent/guardian by certified mail.
- At least three (3) days' notice of the time and place of the hearing shall be given.
- A copy of the expulsion policy, notice that legal counsel may represent the student, and hearing procedures shall be included with the hearing notice. The student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
- The hearing shall be in private unless the student or the student's parent/guardian requests a public hearing.
- The student may be represented by counsel, at the expense of the student's parent/guardian, and may have a parent/guardian attend the hearing.
- The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
- The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on their own behalf.
- A written or audio record of the hearing shall be maintained in the student's file. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- The proceeding shall be held within fifteen (15) school days of the notification of the charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - Laboratory reports are needed from law enforcement agencies.
 - Evaluations or other court or administrative proceedings are pending due to a student invoking their rights under the Individual with Disabilities Education Act ("IDEA", 20 U.S.C.A. §§ 1400-1482).
 - In cases in juvenile or criminal court proceeding involving assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- Notice of a right to appeal the results of the hearing to the board at the regularly scheduled board meeting during which a vote on the matter of the student's expulsion shall be provided to the student and their parent/guardian.

Adjudication:

Written adjudication shall be issued after the board has acted to expel a student. The adjudication may include additional conditions or sanctions.

Attendance/School Work During Suspension and Prior to Expulsion:

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

Students recommended for expulsion shall be placed in their normal classes during the period prior to the formal expulsion hearing and the decision of the board if the formal hearing is not held within the ten (10) school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school may exclude such a student from class for up to five (5) additional, fifteen (15) total, school days if, after an informal hearing, it is determined that the student's presence in their normal classes would constitute a threat to the health, safety, or welfare of others. Any student so excluded shall be provided with options for alternative education, including home study.

Any further exclusion prior to a formal hearing may be only by mutual written agreement between the school and the student's parent/guardian. Such students shall be given alternative education, which may include home study.

Procedural Requirements and Conditions:

The CEO or the CEO's designee shall develop administrative procedures to implement the above policies which include:

- Publication of a student code of conduct.
- Procedures that ensure due process when a student is being deprived of the right to attend school.
- Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with the law.
- The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the board. Such students may be designated by code.
- Procedures for return to school following a suspension.
- Annually submitting documentation demonstrating that the school has complied with all requirements of 22 Pa. Code Chapter 12, including without limitation: (i) a compliant notice of the hearing sent to the student and family; (ii) the charges on expulsion approved by the Board of Trustees; (iii) if the student who is subject to the board approved expulsion has an IEP, all evidence that a manifestation determination process, as required by the IDEA was properly conducted; and (iv) information regarding any manifest determination.
- Annually submitting, pursuant to the guidelines of the Charter Schools Office of the School District of Philadelphia, a list of students recommended for expulsion, the reason for such expulsion, and whether the student withdrew prior to expulsion.
- If any student was expelled or withdrew from Boys' Latin as a result of an Act 26 weapons violation, pursuant to 24 P.S. § 13-1317.2, the school shall provide to the School District of Philadelphia the student's name and documentation related to the violation within two (2) business days after the student is expelled or withdraws

All administrative procedures developed by the CEO or designee shall be advertised in school, on the school's website, and made available to all students' parents/guardians.

Disciplinary Exclusions of Students Eligible for Special Education:

The school adheres to the regulations established in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA 2004") and 22 Pa. Code Chapters 14 and 711 regarding disciplinary exclusions of students eligible for special education and of students not yet determined eligible for special education and related services if the school had knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred in accordance with 34 C.F.R. § 300.534. In accordance with the law, the school maintains the provision of FAPE to a student with a disability during all disciplinary exclusions.

If the student is eligible for special education, the school must determine whether the disciplinary exclusion being contemplated is a change in educational placement as described in 22 Pa. Code § 14.143 or § 711.61. According to 22 Pa. Code §§ 14.143 & 711.61 and IDEA 2004, an intended disciplinary exclusion of a student eligible for special education is a change in educational placement in any of these situations:

- The disciplinary exclusion is for more than ten (10) consecutive school days.
- A series of removals that constitute a pattern as defined under 34 C.F.R. § 300.536.
- The disciplinary exclusion, when cumulated with other disciplinary exclusions in a single school year, exceeds fifteen (15) school days.
- The disciplinary exclusion (for any length of time) involves a student with an intellectual disability.

For all students eligible under IDEA and Section 504, the school must conduct and document a manifestation determination prior to and within ten (10) days of disciplinary change in educational placement. A student with a disability may be removed to a forty-five (45)-school-day interim alternative educational setting without regard to whether the behavior was a manifestation of the student's disability if the student:

- Carries a weapon or possesses a weapon at school, on school premises, or at a school function.
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function.
- Inflicts serious bodily injury upon another person while at school, on school premises, or at a school function.

In addition, a student with a disability may be removed to an appropriate interim alternative educational setting for not more than forty-five (45) school days if a hearing officer orders the change in placement after determining that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. The school may also seek a court order to remove a student with a disability from school or to change a student's current educational placement, if the school believes that maintaining the student in the current educational placement is substantially likely to result in injury to the student or to others. If a discipline problem involving a student eligible for special education with an intellectual disability is immediate or so severe as to warrant immediate action, the school will contact the student's parent/guardian to see if they will agree to a change in education placement. If there is no agreement, the school will contact the PDE Bureau of Special Education to request permission to impose a disciplinary exclusion which would be a change in educational placement. If approved by PDE, the school will issue a notice to the student's parent/guardian.

During the manifestation determination, the school, the student's parent/guardian, and relevant members of the student's IEP team, as determined by the school and parent/guardian, determine whether the conduct is a manifestation of the student's disability. If this group determines that the conduct was a manifestation of the student's disability, the IEP team must either conduct a functional behavioral assessment ("FBA"), unless the school had conducted a FBA before the behavior that resulted in the change of educational placement occurred, and implement a behavior intervention plan ("BIP") for the student; or if a BIP has already been developed, the IEP team must review the BIP and modify it, as necessary, to address the behavior.

If it is determined that the student's behavior was not a manifestation of the student's disability, then the school may proceed with the disciplinary exclusion via the procedures for changing educational placement. A student's parent/guardian may dispute a manifestation determination and a disciplinary exclusion by requesting a due process hearing, thereby invoking pendency. Such hearings will be expedited, occurring within twenty (20) school days of the date of the due process complaint requesting the hearing is filed.

If during the manifestation determination, the school determines that the conduct was the direct result of a failure to implement the IEP, the school will take immediate steps to remedy the deficiencies.

For any student with a disability who is removed from their current placement for disciplinary purposes, the student will continue to receive educational services in the interim alternative educational setting that is determined by the IEP team so as to enable the student to continue to progress in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. The student's IEP will include services and modifications that are designed to prevent the behavior from recurring. After meeting all procedural requirements, if the IEP team recommends a disciplinary exclusion which would constitute a change in educational placement, the school will follow all notice requirements for changes in educational placement.

**Academics:
Grading Policy:**

Item	Policy
Report Periods	There will be four report periods during the 2022-23 academic year
Grade Calculations	<ul style="list-style-type: none"> • Grades are aligned to student work and are based on accuracy. • All grades will be entered on a 100-point scale • Summative Assessments account for 50% of a student’s grade. There are no less than four summative assessments – major assessments, class projects, major essays, papers, etc. – per quarter. • Formative Assessments account for 40% of a student’s grade. There are no less than 10 formative assessments – classwork, quizzes, labs, homework (accuracy), etc. – per quarter. • Participation accounts for 10% of a student’s grade. • Homework (completion), mindset, and behavior are listed on report cards in rubric score but do not count as a part of the student’s grade.
COVID-19 Safeguards	In light of COVID-19 and its persisting impact on teaching and learning, the minimum grade a student can receive at the end of each report period is 50 percent.
Late Assignments	<p>Late summative assessments are graded as follows:</p> <ul style="list-style-type: none"> • For all late summative assignments to be completed outside of class time: up to one week late results in a reduction of 10 points; up to two weeks late results in a reduction of 20 points; and up to three weeks late results in a reduction of 30 points. • No late summative assessment completed outside of class time will be accepted after three weeks beyond the due date unless otherwise approved by the Principal. • Students may make-up all summative assessments administered in-class without penalty up until one week prior to the close of the report period • Students cannot make-up benchmark or final assessments after the report period has ended, unless otherwise approved by the Principal. <p>Late formative assessments are graded as follows:</p> <ul style="list-style-type: none"> • For all formative assessments to be completed outside of class time, students will receive a deduction of five points for each day late. Late formative assessments completed outside of class time will not be accepted after two weeks from the initial due date. • For all formative assessments to be completed inside of class late work will only be accepted in cases of absence or teacher-approved request for extended time and must be completed within two weeks of the initial due date or return to school date.

Item	Policy
Middle School Promotion and Retention Policy	Students in grades six through eight who fail ELA, Math, and/or Science for the year must successfully complete summer school to be promoted to the next grade level. Retention decisions for special education students must be made by the student’s IEP team in accordance with the student’s IEP goals. Retention recommendations for English learners (“ELs”) are made in accordance with the school’s <i>Language Instruction Educational Program Policy</i> . A parent/guardian may request that their student be retained by submitting a request in writing to the Principal by June 30. The school shall respond to all parent-requested retentions by July 15. The school retains the right to reject parent-requested retentions. All retention recommendations and requests must be reviewed by the Principal and ultimately approved by the Senior Director of Academics.
High School Credit Recovery	High school students who fail courses in the 2022-23 academic year are required to complete credit recovery before a credit is issued for the course. Students who successfully pass summer credit recovery will be given a “P” for the course, the course credit, and quality points aligned with a “C” will be averaged into the student’s grade point average. The standing grading policy and scale are used for all other credit recovery programs.
Special Education Student Supports	A core case manager responsibility is ensuring that a student’s IEP accommodations and modifications are being provided in all classes throughout the school year. Case managers will remain in frequent contact with all teachers of record to ensure that special education students are receiving the appropriate supports. The school ensures that all final grades for special education students reflect the accommodations and modifications provided throughout the report period.
English Learner Supports	Please see the school’s <i>Language Instruction Educational Program Policy</i> .

Grading Scale:

Grade		GPA: General	GPA: Honors	AP and Dual Enrollment
A	93-100	4	4.5	5
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.84	4.33
B	83-86	3	3.5	4
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.84	3.33
C	73-76	2	2.5	3
C-	70-72	1.67	2.17	2.67
D+	67-69	1.33	1.84	2.33
D	63-66	1	1.5	2
D-	60-62	0.7	1.2	1.7
F	Below 60	0	0	0

High School-Specific Policies:

Item	Policy																
Graduation Requirements	<p>The Boys' Latin graduation requirements are as follows:</p> <table border="1" data-bbox="467 317 1096 569"> <thead> <tr> <th>Subject Area</th> <th>Credits Required</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>5</td> </tr> <tr> <td>Math</td> <td>5</td> </tr> <tr> <td>Science</td> <td>4</td> </tr> <tr> <td>Social Studies</td> <td>3</td> </tr> <tr> <td>Latin</td> <td>3</td> </tr> <tr> <td>Electives</td> <td>5</td> </tr> <tr> <td>Total</td> <td>25</td> </tr> </tbody> </table> <p>Additionally, all students are required to complete eight activity credits. Freshmen must complete at least two activity credits in their freshman year to be promoted to the next grade level. All students are also required to complete a Senior Project.</p>	Subject Area	Credits Required	English	5	Math	5	Science	4	Social Studies	3	Latin	3	Electives	5	Total	25
Subject Area	Credits Required																
English	5																
Math	5																
Science	4																
Social Studies	3																
Latin	3																
Electives	5																
Total	25																
Course Credits	<p>All courses that start in August and end in January and run 90 minutes in length, five days per week are worth one credit. All courses that start in January and end in June and run 90 minutes in length, five days per week are worth one credit. All courses that start in August and end in June and run 45 minutes in length, five days per week are worth one credit.</p>																
Grade Level Classification	<p>Students must earn the credits to be classified at a certain grade level as presented below:</p> <table border="1" data-bbox="467 1031 1096 1157"> <thead> <tr> <th>Grade Level Classification</th> <th>Required Credits Earned</th> </tr> </thead> <tbody> <tr> <td>Sophomore</td> <td>5.5</td> </tr> <tr> <td>Junior</td> <td>11</td> </tr> <tr> <td>Senior</td> <td>16.5</td> </tr> </tbody> </table>	Grade Level Classification	Required Credits Earned	Sophomore	5.5	Junior	11	Senior	16.5								
Grade Level Classification	Required Credits Earned																
Sophomore	5.5																
Junior	11																
Senior	16.5																
Mandatory College Meetings	<p>Boys' Latin students and their parent/guardian are required to attend several meetings outside regular school hours in their junior and senior years. These meetings, which cover topics concerning the college search and application process, financial aid for postsecondary education, and their senior project requirements, are consistent with the school's mission of preparing students for success in college and beyond. The meetings are listed on the school calendar, and every student is required to attend.</p>																
Monitoring Progress Toward Graduation	<p>It is the school's responsibility to monitor each student's progress toward graduation. In an effort to ensure students meet graduation requirements and graduate with their four-year cohort, schools are encouraged to do the following:</p> <ul style="list-style-type: none"> • Semesterly transcript audits for all students, starting freshman year. • Cross reference each senior's transcript with the graduation requirements. • Use a credit tracker template to track successful completion of courses required for graduation. • Communicate with the student and their parent/guardian if the student is not on track to meet graduation requirements and are required to participate in credit recovery. • Communicate with the student and their parent/guardian if the student does not meet graduation requirements. 																

Item	Policy
Final Transcripts	<ul style="list-style-type: none"> • Final transcripts display the final numeric grade and the number of credits earned for each course. • Final transcripts display the graduation date for each graduate. <ul style="list-style-type: none"> ○ The graduation date for students who meet graduation requirements by the end of the school year shall be the day of commencement services for the school. ○ If students do not meet graduation requirements during the school year and meet graduation requirements by passing summer school, the graduation date on the transcript will be the last date of summer school.
Graduation Requirement Confirmation	Each school shall cross reference each student's transcript with Boys Latin of Philadelphia graduation requirements to ensure that students have met all requirements. Graduation decisions for students with IEPs will be determined by the school IEP team after reviewing student performance and reviewing the IEP goals. The Principal certifies, with signature, that each graduate has met graduation requirements.
Commencement Participation	Graduates must fulfill all graduation, academic, attendance, and climate and culture requirements in order to participate in commencement. No student who has (1) failed to meet any graduation requirement, (2) cheated on their final exams, or (3) committed a level three infraction in the final report period of senior year, is not permitted to participate in commencement.

Senior Project:

The Senior Project is an opportunity for each student to: apply personal interests to real-world experience; choose and research a topic of individual importance and interest; integrate personal interests and goals with empirical data in a research project; develop research and writing skills for college and beyond; observe and experience working in his desired career field; make professional connections for the future; practice professionalism and learn professional etiquette in his desired career field; present research and observations to teachers, peers, and younger students; and improve public speaking and presentation skills.

Requirements:

The Senior Project is an opportunity for students to put together all the learning they have done throughout high school to examine and research topics that are important to them. The senior project is a three-part independent research project. Each student picks a topic that interests him, usually related to his desired career.

Part	Requirement
One	Students create, research, and answer a question related to their topic in a 10-page research paper.
Two	Students complete a 50-hour observable internship at a company/organization that relates to their research paper.
Three	Students present what they have researched and observed in a formal presentation to a panel of teachers, staff and other students.

Students must be approved by their Senior Project Mentor, the College Advising Office, and the Principal before going on their internship. Students must earn a passing grade on the final draft of their research paper by their Senior Project Mentor to receive credit. The Principal must establish that the student is on track to complete all graduation requirements. If a student is in danger of failing any graduation requirements a student may not be approved for an internship and will need to complete an alternate assignment. All students must complete the College Advising Office's college or post-graduation preparedness checklist:

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. The academics, attendance, and conduct of participating students is reviewed weekly to determine eligibility. On Mondays, the Director of Athletics publishes the list of all students eligible for participation in athletic practices and games.

Academics:

Students must maintain a semester GPA of 2.0 to participate in practice and a GPA of 2.3 to participate in games to align with NCAA standards and anticipated PIAA standards.

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 the school community, at private social functions, and within the surrounding community with the same high standards expected at school. Athletic and certain extracurricular activities take on 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. Students who violate the school's code of conduct may be temporarily or permanently suspended from athletic (and other extracurricular) participation.

Other Policies and Procedures

Acceptable Use Policy:

Boys' Latin recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its school. To this end, the Technology Department encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Boys' Latin.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to employees and students is impossible to control. Therefore, the Technology department adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Boys' Latin-owned equipment.

Rights and Responsibilities:

It is the policy of the Boys' Latin to maintain an environment that promotes ethical and responsible conduct in all online network activities by employees and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Boys' Latin recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Boys' Latin retains the following rights and recognizes the following obligations:

- To log network use and to monitor filespace utilization by users and assume no responsibility or liability for files deleted due to violation of filespace allotments.
- To remove a user account on the network.
- To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Boys' Latin-owned equipment and, specifically, to exclude those who do not abide by the *Acceptable Use Policy* or other policies governing the use of school facilities, equipment, and materials. Boys' Latin reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train employees and students in acceptable use and policies governing online communications.

Employee Responsibilities:

- Employees who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Boys' Latin.
- Employees should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

Student Responsibilities:

- Use of the electronic media provided by Boys' Latin is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to employees, students, and other guests at no cost. In order to maintain the privilege, students must agree to learn and comply with all of the provisions of this policy.

Student Privacy and Safety:

- A student should exercise caution, in consultation with a parent or school employee, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security:

- The security of the schools' computers and/or computer services is a high priority. Any student who identifies a security problem must notify an employee immediately. The student shall not demonstrate the problem to others or access unauthorized material.

Acceptable Use:

- All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Boys' Latin.
- Proper codes of conduct in electronic communication must be used. In social media groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the network should be assumed to be private property.
- Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
- From time to time, Boys' Latin will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use:

- Giving out personal information about another person, including home address and phone number is strictly prohibited.
- Plagiarism - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher, and web site must be identified.
- Any use of the network for commercial or for-profit purposes is prohibited.
- Excessive use of the network for personal business shall be cause for disciplinary action.
- Any use of the network for product advertisement or political lobbying is prohibited.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
- The unauthorized installation of any software, including shareware and freeware, for use on Boys' Latin computers is prohibited.
- Use of the network to access or process pornographic material, inappropriate text files (as determined by the Technology department), or files dangerous to the integrity of the local area network is prohibited.
- Boys' Latin's network may not be used for downloading entertainment software or other files not related to the mission and objectives of Boys' Latin for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Boys' Latin.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

- Use of the network for any unlawful purpose is prohibited.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
- Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- Establishing network or Internet connections to live communications, including voice and/or video (ie Facetime, Skype, Facebook Live, Twitter Periscope, Instagram, etc.), is prohibited unless specifically authorized by the Technology department.

Consequences for Policy Violations and Miscellaneous Issues:

- Confiscation/Restriction of Privileges/Disciplinary Action - Violation of policies or rules governing the use of Computers and/or Computer Services, or any careless use of a computer may result in a student's computer being confiscated and/or a student only being allowed to use the computer under the direct supervision of school employees. The student will also be subject to disciplinary action for any violations of school policies/procedures or school rules.
- Required Sharing of Computer Passwords with School Employees – If requested any student to whom a computer is issued must share with the Technology department any passwords, codes, or keys to allow the technology staff unlimited access to all materials on the computer. Failure to provide such access may result in disciplinary action and/or confiscation or limitations placed on future use of the computer and computer services.
- Parent Access to Student Computer - Parents may request assistance from the Technology department in gaining access to their child's computer. Parents are responsible for supervising their child's use of the computer and Internet access when in use at home.
- Use of Computers by Others - Computers may only be used by the student to whom it is issued or by any family members assisting them with their educational work and consistent with the educational purpose of these computers. All use of computers by all persons must comply with the school's Acceptable Use Policy.
- Return of Computers - Computers must be returned in acceptable working order at the end of the school year or whenever requested by school employees. Students will also be required to turn in computers before the end of the school year, at which time they will be inventoried, updated as needed, and subjected to search for materials in violation of this policy.

Disclaimer:

- Boys' Latin cannot be held accountable for the information that is retrieved via the network.
- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. The Technology department has access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- Boys' Latin will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by your own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- Boys' Latin makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
- Boys' Latin reserves the right to change its policies and rules at any time.

One-to-One Laptop Policy:

Boys' Latin prepares boys for success in college and beyond. To support students in achieving this mission, the school issues a Chromebook laptop to each student. This policy outlines the management, rights, responsibilities, and fees of the school's One-to-One Laptop Program.

Management:

The One-to-One Laptop Program is managed by the Boys' Latin Technology Department. For questions or concerns related to the program, please contact technology@boyslatin.org. To report device issues, damage, loss or theft, please contact support@boyslatin.org.

Rights:

Boys' Latin will issue a Chromebook laptop to each student to support students' academic work. The device remains the property of the school. The student's right to use and possess this property begins upon signing the *One-to-One Laptop Program Agreement* and terminates the last calendar day of the student's enrollment at Boys' Latin unless terminated earlier by the school. If the student fails to return the property by the termination date, the student or parent/guardian agrees to pay for the device in the amount outlined in the **Fees** section below. Participation in the One-to-One Laptop Program requires strict adherence to this policy as well as the school's *Acceptable Use Policy* and *Code of Conduct* and relevant local, state, and federal laws, including the Children's Internet Protection Act ("CIPA"). Failure to adhere to these policies and laws may result in the revocation of the student's rights as well as disciplinary action in accordance with the *Code of Conduct*.

Responsibilities:

Students are responsible for the devices they have been issued and must use them in accordance with this policy as well as the school's *Acceptable Use Policy* and *Code of Conduct*. School-issued devices are not permitted to leave the student's home. Devices in need of repair must be reported to the Technology Department within one school day (see **Management**). Students must also notify their teachers of any interruption of access to their school-issued device. Student responsibilities related to device use, care, maintenance, damage, and loss are outlined below. Failure to adhere to these responsibilities may result in disciplinary action in accordance with the *Student Code of Conduct*.

Use:

Students must use their school-issued device each school day. Students must log in under their assigned username/password and never share this information. Students are encouraged to use the device in a common room of the home (living room or kitchen) or dedicated learning space and charge the device fully each night using the school-issued charger. Students are not permitted to loan or share school-issued devices.

Care:

To protect school-issued devices, students must follow these guidelines:

- Do not transport the device outside of the home.
- Store the device on a desk or table and never on the floor.
- Do not remove the device case or screen protector.
- Use two hands to open the lid and carry the device.
- Close the lid before moving the device within the home.
- Do not pick up the device by the screen or place your finger directly on the screen with any force.
- Do not close the lid with anything inside the laptop (headphones, pencils, etc.)
- Do not obstruct the device's vents.
- Never leave your device unattended or unsecured.
- Do not remove labels or other identifying stickers from the device.
- Protect the device from extreme heat or cold, pets, food, drinks, and other liquids.
- Take care when inserting cords, cables, and other removable storage devices.
- Do not write, draw, paint, or place stickers/labels on the device.

- Before prolonged periods of inactivity, shut down your device before closing the lid.

Maintenance:

Routine maintenance on school-issued devices will be conducted by the Technology Department. However, students are encouraged to follow these protocols:

- Always turn off and disconnect the device from the power outlet before cleaning.
- Never use liquids on the device screen or keyboard.
- Clean the screen with a soft, dry microfiber cloth only if needed.
- Use designated computer disinfectant wipes to clean other parts of the device including the keyboard.
- Wash hands frequently when using the device to avoid build up on the touch pad.

Damage, Technical Issues, and Theft:

Students must report damage, issues, and concerns related to their school-issued device to the Technology Department within one school day (see **Management**). School-issued devices may only be repaired by the Technology Department. Damage due to negligence as well as loss or theft of a device is the responsibility of the student and parent/guardian and will result in the fees outlined in the **Fees** section below. In the event the device is stolen, the parent/guardian must immediately file a police report and notify the school. The school may request a copy of the police report.

Fees:

The school will issue a Chromebook laptop to each student to support their academic work at no cost to the student or parent/guardian. A \$25.00 deposit is due upon signing of the *One-to-One Laptop Program Agreement*. The student or parent/guardian must remit payment to the school in order to receive a school-issued Chromebook laptop. The deposit covers all repairs. If no repairs are needed during the term of the agreement, the deposit will be returned. All fees related to the One-to-One Laptop Program are outlined below.

Repairs:

\$25.00 deposit covers all Chromebook repairs

Lost or Stolen Devices:

\$300.00 for each lost or stolen Chromebook

\$45.00 for each lost or stolen Chromebook charger

Student Records Policy:

Statement of Policy:

The Student Records Policy (the “Policy”) is adopted by the Boys’ Latin of Philadelphia (“Boys’ Latin” or the “school”) Board of Trustees (the “Board”) as the school’s plan for the collection, maintenance, and dissemination of student records. Copies of this Policy shall be maintained by the school and updated as required by changes in state or federal law. Copies of this Policy shall be submitted to the Pennsylvania Department of Education (“PDE”) upon request.

An official student record shall be maintained for each student. This record shall contain only certified information of recognized importance and may be used only for the benefit or welfare of the student. Any other records shall be considered provisional and temporary and shall be destroyed when their usefulness is no longer apparent or when the student leaves the school. Records shall be directly accessible only to the professional staff, the student, and the parent. Boys’ Latin of Philadelphia recognizes the need to protect the confidentiality of personally identifiable information in the education records of all students. This policy has been prepared to insure the privacy rights of the parents and the student with and without disability, in the collection, storage, disclosure, and destruction of these records. Toward that end, this policy complies with all federal record requirements as outlined in 20 USC 1232g and incorporates provisions from the Regulations of the State Board of Education of Pupil Records (22 Pa. Code Chapter. 12), the Family Educational Rights and Privacy Act of 1974, as amended July 6, 2000 (“FERPA”, 34 CFR Part 99 et seq.), the Confidentiality Section of P.L. 94-142, the Individuals with

Disabilities Education Act (“IDEA”) and its implementing regulations in 34 CFR Part 300 et seq. (relating to assistance to states for the education of children with disabilities), and Chapter 711, Charter School Services and Programs for Children with Disabilities.

Definitions:

Administrative data refers to achievement, evaluation, and attendance records that shall be maintained in the official student record. This record shall include such items as name of the student, sex, place and date of birth, name of parent, address, telephone number, academic credits earned, attendance dates, and enrollment dates.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to, the student’s name, address social security number, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height if member of athletic team, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended by the student, and other similar information. Boys’ Latin will not release directory information without parent consent.

Disclosure means permitting access, release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means.

Destruction means the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

Educational agencies mean a public agency, home school, private school, approved private school or private agency, school district, Intermediate Unit, or the Department of Education, or any component part thereof, which collect, maintain, or use education records containing personally identifiable information or from which such records or information is obtained.

Education records means the type of records covered under the definition of “education records” in 34 CFR Part 99.3 (the regulations implementing FERPA). The records are directly related to a student and maintained by an educational or participating agency or institution or by a party acting for the agency or institution. The records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons, which are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other individual except a temporary substitute. The records also do not include:

- Records of an educational agency or institution that contain only information about an individual after they are no longer a student at that agency or institution. An example would be information collected which pertains to the accomplishments of its alumni.
- Records relating to an eligible student which were created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in their professional capacity or assisting in that capacity and (1) are made, maintained, or used only in connection with treatment of the student, (2) are not disclosed to anyone other than individuals providing treatment, and (3) may be personally reviewed by a physician or other appropriate professional of the student’s choice. For the purpose of this definition “treatment” does not include remedial educational activities or activities which are a part of the program of instruction at the educational agency or institution.

Eligible student means a student who has attained 18 years of age or is a high school graduate. Under the regulations of FERPA, the rights of parents regarding education records are transferred to student in regular education at age 18. The rights of parents regarding education records are transferred to students in special education at age 21.

Legitimate educational interest describes a purposeful educational involvement with a student in which there is direct responsibility for providing instruction or support service.

Parent includes a natural parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian. Boys' Latin presumes that the parent listed on the enrollment form has the authority to inspect and review records relating to their student. Parents not listed must provide documentation before viewing records.

Participating agency means any agency or institution that collects, maintains, or uses personally identifiable information, or from which information is obtained.

Personally identifiable information includes, but is not limited to:

- The student's name; the name of the student's parent or other family member.
- The address of the student or student's family.
- A personal identifier, such as social security number or student number.
- A list of personal characteristics which make the student's identity traceable.
- Other information that would make the student's identity traceable.

Provisional records include sensitive but potentially useful information not yet verified or clearly needed beyond the immediate present such as psychological reports or disciplinary records.

Record includes information or data recorded in any medium, including but not limited to, handwriting, print tapes, film, microfilm, and microfiche.

School officials refer to administrators, teachers, and other professional personnel who have legitimate educational interest and are directly responsible for the instruction or the health and safety of a student while in attendance at school.

Student means any individual who is or has been in attendance at an educational agency or institution and for whom the agency or institution maintains records.

Responsibility and Authority:

The Board has primary responsibility for the development of this policy and oversight of its implementation, via an annual audit. Only records mandated by the Commonwealth of Pennsylvania or federal government or specifically permitted by the Board may be compiled.

Toward that end, the Chief Executive Officer ("CEO") of Boys' Latin is designated to prepare an administrative policy which incorporates relevant legal provisions regarding the compilation, maintenance, access to, and security of student education records and to supervise adherence to the policy.

The CEO of Boys' Latin shall assume ultimate responsibility for ensuring the confidentiality of any personally identifiable information. The Chief Operating Officer, Senior Director of Academics, Senior Director of Administration, Senior Director of Technology, Director of Enrollment, High School Principal, Middle School Principal, High School Specialized Services Director or Coordinator, and Middle School Specialized Services Director or Coordinator, High School Nurse, and Middle School Nurse are furthermore responsible for ensuring confidentiality.

The school's board and employees shall comply with FERPA at all times.

Collection of Education Records:

- Initiation of Student Records:
 - An official student record shall be initiated by Boys' Latin or the first school attended and shall be maintained by the Director of Enrollment under the security and responsibility of the Chief Executive Officer, School Principal, or their designates. The High School and Middle School Specialized Services Directors or Coordinators shall maintain special education records under the same conditions.

- Transfer of Education Records:
 - When the education records for a general or special education student are transferred from a public agency, private school, approved private school or private agency to a charter school, the public agency, private school, approved private school or private agency from which the student transferred shall forward all of the student’s education records, including the most recent Individualized Education Program (“IEP”) if applicable, within 10 business days after the public agency, private school, approved private school or private agency is notified in writing that the student is enrolled in a charter school.
 - When the education records for a general or special education student are transferred to a public agency, private school, approved private school or private agency from a charter school, the charter school shall forward the student’s education records, including the most recent IEP if applicable, within 10 business days after the charter school is notified in writing that the student is enrolled at another public agency, private school, approved private school or private agency.
- Types of Data Included in Education Records:
 - *Administrative data:* Minimum data will be kept concerning achievement, evaluation, and attendance and shall be maintained in the official student record. This record shall include such items as name of the student, sex, place and date of birth, name of parent, address, telephone number, academic credits earned, attendance records by dates, and enrollment dates.
 - *Supplementary data (certified data of clear importance):*
 - The medical record is considered part of the official student record and shall be placed in the student’s file when they leave the school system. At Boys’ Latin, the school nurse and the Director of Enrollment maintain medical records.
 - Standardized intelligence and aptitude test scores, interest inventory results, health data, family background information, and teacher or counselor ratings and observations may be included in the official student record. Service awards, achievements, volunteer services in school or community, part-time work, and other items considered enhancing to a student may be recorded in the official student record. Verified reports of serious recurrent behavior problems and verified reports of constructive acts also may be included in the official record.
 - A parent or eligible student may request that specific data be placed in the official student record. If such information is verified and has recognized relevance It may be added to the record. If the teacher or counselor refused to accept the material, the parent or eligible student may appeal the decision to the School Principal.
 - A parent or eligible student may submit a statement concerning any material in the official student record. Such a statement shall be dated and signed and shall be kept in the record as long as the data it concerns remains in the official record.
 - *Provisional records:* Types of data include sensitive but potentially useful information not yet verified or clearly needed beyond the immediate present.
 - Psychological reports: A release must be obtained from the parent before psychological reports are provided to any non-school personnel or non-custodial parent. School personnel who need to know the relevant educational contents are informed as to the confidentiality and security needs of psychological reports. When a psychological evaluation has been made, a notation will be made in the official student record that the student was individually evaluated, the tests administered and the dates of administration and parent/student conference.
 - Pertinent information, which may include: disciplinary records, family financial data, interest inventory results, medical information, teacher anecdotal records, legal findings, and clinical records.
 - *Professional notes:* The professionals who are directly involved with the student’s health, education, and welfare may maintain personal and confidential files containing notes, transcripts of interviews clinical diagnoses, and other memory aids for their own use. Such data are to be considered confidential and treated as such. All such data must be destroyed when their usefulness is no longer apparent or when the student leaves the school system. Professional

notes, when not shared with others, are not considered education records. They should also be destroyed when their usefulness is no longer apparent, in accordance with the professional's licensing regulations.

Inspection and Disclosure of Education Records:

- Right to Inspect or Examine Official Student Records:
 - *Parent or eligible student:* The school shall permit parents or an eligible student to inspect and review any relevant education records that are collected, maintained, or used. Parents of children in special education may also review all education records relating to the identification, evaluation, educational placement of, and the provision of free appropriate public education to, their student. Written request to inspect or examine records should be addressed to the High School or Middle School Principal. Such request will be met before any IEP meeting or hearing, and in no case more than 20 business days after a request is received.
 - The right to inspect and review education records includes: (1) the right to a response from Boys' Latin to reasonable requests for explanations and interpretations of the record; (2) the right to request that Boys' Latin provide copies of the records containing the information, if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review; and (3) the right to have a representative of the parent inspect and review the records.
 - The school may charge a fee, equal to the actual cost of reproduction, for copies of records that are made for parents, if the fee does not effectively prevent the parents from exercising their right to inspect and review the records. The school will not charge a fee to search for or to retrieve information.
 - In the event that parents of a student are separated or divorced, either or both parents may have access unless a legal restraining order prohibits such access to a particular parent.
 - Parents and student will be informed of the list of types of student records and their right of access to them. The information will be distributed annually.
 - If any education record includes information on more than one student, the parents of one of the students have the right to inspect and review only information relating to their student or to be informed of that specific information.
 - Boys' Latin shall provide parents, on request, a list of the types and locations of education records collected, maintained, or used by the school.
 - *Disclosure of records with written consent:* Whenever records are inspected or disclosed upon written consent, it shall be only under the following circumstances.
 - The parent or eligible student shall provide a signed and dated written consent before Boys' Latin discloses personally identifiable information from the student's education records (except as provided in FERPA, Sec. 99.31). The written consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party to whom the disclosure may be made. Upon request, the parent or eligible student shall be provided with a copy of the records disclosed.
 - Where individual consent is required, the student's consent shall also be obtained when they are reasonably competent to understand the nature and consequences of their decision.
 - No statement of consent shall be binding unless it is freely given after the parent or eligible student has been fully informed as to the methods by which the information will be collected and the uses to which it will be put.
 - *Disclosures of records without written consent:* Pursuant to Sec. 99.31 (FERPA), Boys' Latin may disclose personally identifiable information from the education record of a student without consent if the disclosure meets one or more of the following conditions:
 - The disclosure is made to the professional staff of Boys' Latin who have been determined to have a specific, legitimate educational interest, including teachers, administrative personnel, counselors, speech therapist, psychologist, and school nurse.

Specially excluded are student teachers and teaching assistants. Written consent must be obtained by student teachers of the preparation of case histories to fulfill college requirements.

- Law enforcement and judicial authorities may receive a report of a crime committed by a student with a disability from the school. The school is not prohibited from reporting a crime committed by a student with a disability to appropriate authorities or to prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law. When reporting a crime committed by a student with a disability, the school shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime. When reporting a crime under this section, the school may transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by FERPA.
- The officials of another school system in which the student intends to enroll, upon condition that reasonable effort be made to notify the parent or eligible student of the material to be disclosed and of their right to obtain copies of the material to be disclosed and to request amendment of the records.
- Federal and state officials for the purpose of an audit and evaluation of federally supported education programs or for enforcing or complying with federal legal requirements, which relates to these programs. Information provided shall contain the minimum necessary information that is personally identifiable, and such information shall be destroyed upon completion of such audit, evaluation, enforcement, or compliance.
- Persons or agencies in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
- Persons or agencies in compliance with a judicial order pursuant to any lawfully issued subpoena. The parent or eligible student shall be notified of all such orders and Boys' Latin's compliance. The parent or eligible student may receive a copy of the information released if desired copies will be provided at the actual cost of reproduction.
- The disclosure is to authorized representatives of the state or federal Comptroller General, the state or federal Secretary of Education, or state and local educational authorities, including the School District of Philadelphia (the "District") and its Charter Schools Office ("CSO") as the District and the CSO have legitimate educational interests in the education records of Boys' Latin students as the authorizer of charter schools in Philadelphia, and pursuant to all applicable laws.
- The school may provide anonymous directory information from its records, including the official student record, for research purposes without consent under conditions where there is no likelihood of identifying any individual.
 - *Lists of identifying names and addresses:* This information shall not be released to any outside agency.
- Right to Inspect or Examine Provisional Records:
 - *Parent or eligible student:* Access is the same as for official student records.
 - *Without written consent of parent or eligible student:* No provisional records may be released without written consent of the parent or eligible student, except as specified below.
 - Information from psychological evaluations may be released without written consent to authorized school personnel at Boys' Latin only.
 - Psychological reports shall not follow a student from Boys' Latin without written consent, except in situations where such reports are necessary for educational placement or for the student's health and welfare.
 - The school may not disclose information not originated by Boys' Latin (i.e. psychiatric reports, agency reports, etc.). The originating person or agency must disclose such information.
- Requests for Inspection and Disclosure:

- Boys' Latin shall maintain a record, with the student's education record, of each request for access to and each disclosure of personally identifiable information. For each request or disclosure, the record must include the parties who have requested or received information and their legitimate interest. Exceptions include the parents, eligible student, school officials, and a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a federal grand jury or other law enforcement.
- The Chief Executive Officer of Boys' Latin shall maintain a current listing of names and positions of those who are authorized to have access to personally identifiable information in the education records of all students.

The Storage and Destruction of Education Records:

Boys' Latin shall maintain education records for general education and special education students in a manner consistent with the regulations for FERPA in 34 CFR Part 99.

Relevant files that are stored in more than one location are regarded as part of the student's overall education records. At Boys' Latin, cumulative record folders are maintained in the Administration Building. The files of students obtaining special education services are maintained in the Administration Building, Fine Arts Building, and High School. Medical records are maintained in the nurse's offices at the Middle School and High School. Psychological test protocols and speech and language records are maintained in the Administration Building, Fine Arts Building, and High School. All records are confidential, secure, and made available only to authorized personnel with the approval of the Chief Executive Officer, High School or Middle School Principal, High School or Middle School Specialized Services Director or Coordinator, or Director of Enrollment.

- Periodic Review and Deletion of Data:
 - Parents shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. Prior to its destruction, Boys' Latin shall send written notification to the parent or eligible student which shall inform them of their right to receive a copy of material, originated by the school, to be destroyed. Parents or eligible students will be informed of material, not originated by the school (i.e. psychiatric reports, agency reports, etc.), to be destroyed. The originating person or agency must disclose copies of such information.
 - Upon request of the parent, personally identifiable information no longer needed must be destroyed, with the following exception: a permanent record of a student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.
 - Except as stated above, nothing in this section shall be construed to mean that Boys' Latin is required to destroy education records.
 - No education records will be destroyed that contain information necessary of the education of the student who is enrolled.
- Longevity of Data:
 - Administrative data shall be maintained by Boys' Latin for a period of at least 20 years beyond the date that the student attains the age of 21.
 - Professionals shall eliminate unnecessary supplementary data at periodic intervals. In any case, the student's medical record shall not be destroyed for a period of at least five years after the student ceases to be enrolled in Boys' Latin. Exceptions may be made where, under rigorous standards and impartial judgement, good cause for their retention can be shown.
 - The above practices regarding the longevity of data apply to the records of students who have graduated from Boys' Latin.
- Charter Surrender, Nonrenewal, or Revocation:
 - In the event the school's charter is surrendered, is not renewed, or is revoked, all student records maintained by the charter school will be forwarded to the student's district of residence.
 - If the school's charter is nonrenewed, revoked, terminated, surrendered, and/or forfeited, the school will provide to the District prompt access to the complete paper and electronic student

records and files for all current and past students, including IEPs, disciplinary records, and credits earned.

Amendment of Education Records:

- A parent or eligible student who believes that information contained in the education records collected, maintained, or used is inaccurate or misleading or violated the privacy rights of the student, may make a request to the School Principal that the records be amended.
- Boys' Latin shall decide whether to amend the information in accordance with the request within 10 business days from receipt of the request.
- If the school agrees to amend the disputed information, the parent or eligible student shall be notified in writing.
- If the school refuses to amend the information in accordance with the request, it shall inform the parent or eligible student in writing of the refusal, the reason(s) for that refusal, and their right to a hearing under FERPA, Sec. 99.21.

Hearing Rights and Procedures:

- Boys' Latin shall, on request, provide an opportunity for a hearing to challenge information in education records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
- The hearing must meet, at a minimum, the following requirements:
 - The school shall hold the hearing within 20 business days after it has received the request for a hearing.
 - The school shall give the parent or eligible student notice of the date, time, and place of the hearing within five business days of the request.
 - The hearing may be conducted by any individual, including an official of the educational agency or institution, who does not have a direct interest in the outcome of the hearing.
 - The parent or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice, including an attorney, at their own expense.
 - The decision of the hearing panel shall be based solely upon the evidence presented and the hearing and shall include a summary of the evidence and the reasons for the decision. This decision will be rendered in writing within 30 days after conclusion of the hearing. A copy of the decision will be retained in the official student record.
- Hearing results:
 - If, as a result of the hearing, Boys' Latin decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the information accordingly and so inform the parent in writing.
 - If, as a result of the hearing, Boys' Latin decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent of the right place in the student's records, a statement commenting on the information or setting forth reasons for disagreeing with the decision. The statement must:
 - Be maintained as part of the records of the student as long as the contested portion is maintained.
 - Be disclosed, if the records of the student or the contested portion is disclosed to any party.

Parent Notification:

- Annually, parents will receive a description of their rights under FERPA and implementing regulations, including the right to:
 - Inspect and review the student's education records.
 - Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

- Be notified of the procedures for:
 - Exercising the right to inspect and review education records.
 - Requesting the amendment of records.
- Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA, Sec. 99.31 authorizes disclosure without consent to, for example, school official with legitimate educational interest.
- File, with the United States Department of Education, a complaint concerning alleged failures by the school to comply with the requirements of FERPA.
- Upon request, parents may receive:
 - A description of the student on whom personally identifiable information is maintained, the types of information sought, the methods used to gather information (including the source), and the uses to be made of the information.
 - A summary of the policies and procedures regarding the storage, disclosure to third parties, retention, and destruction of personally identifiable information.
 - Specification of criteria for determining who constitutes school officials and what constitutes a legitimate educational interest.
 - A list of the types and locations of education records collected, maintained, or used by Boys' Latin.
- Boys' Latin shall provide effective notification to parents or eligible students identified as having a primary or home language other than English and to parents or eligible students who are disabled.

Safeguards:

- Boys' Latin shall protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.
- The Chief Executive Officer shall assume responsibility for ensuring the confidentiality of any personally identifiable information.
- All persons collecting or using personally identifiable information must receive training or instructions regarding policies and procedures.
- Boys' Latin shall maintain, for public inspection, a current listing of the names and positions of those school employees who may have access to personally identifiable information.
- Students shall be afforded the rights of privacy similar to those afforded to parents, taking into consideration the age of the student and type or severity of disability, if any.
- Parents and students who wish to file complaints with regard to compliance with this policy may do so by contacting the Chief Executive Officer.
 - If further appeal is necessary, the parent or eligible student may contact the Family Policy Compliance Office, U.S. Department of Education, 600 Independent Avenue, SW, Washington, DC 20202-4605, Phone: (202) 260-3887.
 - With regard to complaints concerning violation of privacy rights in special education, contact may be made to: Chief, Division of Compliance, Monitoring and Planning, Bureau of Special Education, Pennsylvania Department of Education, 333 Market Street, 7th Floor, Harrisburg, PA 17126-0333.

Implementation:

- The Director of Enrollment or designated personnel will screen all student records to eliminate any material in contradiction to this policy statement.
- Items removed from the file during the screening process will be destroyed.
- Upon adoption of this policy by the Board:
 - Parents and eligible students will be notified annually of the policies and procedures.
 - Professional staff will be informed of this policy.
- The *Student Records Policy* will remain on file and be available on the school's website or upon request.

Equal Opportunity/Discrimination/Harassment:

The school and board do not discriminate in employment or educational programs, services, or activities based on race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, or disability, in accordance with state and federal laws.

Boys' Latin requires equal educational opportunity for all students enrolled in the educational programs and activities of the school, including, but not limited to: course offerings, athletic programs, guidance and counseling, and tests and procedures, regardless of age, gender, sexual orientation, race, color, creed, religion, national origin, social or economic status, parenthood, marital status or handicap.

The school shall promote a learning environment that encourages the fulfillment of each student's potential in regard to his/her program, consistent with school goals and with equal opportunities for students.

Similarly, students shall respect the rights of other students to receive an education in an atmosphere that is conducive to learning and free from discriminatory practices. No student, therefore, shall have the right to abridge another student's rights.

It is also the policy of our school to ensure that curriculum content and instructional materials used by our school reflect the cultural and racial diversity found in our country, and to create an awareness of the rights, duties, and responsibilities of each individual as a member of the multi-cultural, nonsexist society.

Inquiries about compliance with Federal Title IX, Title VI, or VII may be directed to the Senior Director of Administration.

Philadelphia Commission on Human Relations Regulation No. 9 Uniform Policy of Non-Discrimination as to Transgender and Gender Non-Conforming Youth:

To learn more about this regulation, please visit: https://regulations.phila-records.com/pdfs/PCHR%20Transgender%20Discrimination%20Regulations%202022_06_09.pdf

McKinney-Vento Education for Homeless Children and Youth:

The McKinney-Vento Act defines children and youth who are homeless (21 years of age and younger) as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are:
 - Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason (sometimes referred to as double-up);
 - Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations.
 - Living emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, Boys' Latin provides the following assurances to parents of homeless children:

- The liaison for homeless children is the school's Counselor, Social Worker, or other Principal designee.

- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (grade six through age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin. “School of origin” is defined as the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- Written explanation of a child or youth’s school placement, other than school of origin or the school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include special notices of events, parent-teacher conferences, newsletters, and access to student records.

Please contact the Counselor, Social Worker, or Principal for more information.

Annual Parent Notice of Services for Students with Disabilities, Including Special Education and Protected Handicapped Students:

Notice to Parents:

According to state and federal special education regulations, annual public notice to parents of students who reside within a school district is required regarding child find responsibilities. Charter schools are required to conduct child find activities for students who may be eligible for services. This notice shall inform parents of students interested in, or parents of students already attending Boys’ Latin of Philadelphia (“Boys’ Latin” or “the school”), of the student identification activities and of the procedure followed to ensure confidentiality of information pertaining to students with disabilities.

Evaluation Process:

Boys’ Latin has a procedure in place by which parents can request an evaluation either verbally or in writing. For more information, please contact the student’s school site (see *Contact Information*).

Consent:

Schools cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written parental consent. For additional information related to consent please refer to the Procedural Safeguards Notice, which can be found in the Notices section of the Specialized Services page on the school’s website.

Once written parental consent is obtained, Boys’ Latin will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent identification evaluation at public expense.

Program Development:

Once the evaluation process is completed, a team of qualified professionals determine whether the student is eligible. If the student is eligible, the Individualized Education Program (“IEP”) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, Boys’ Latin will issue a notice of recommended educational placement or Prior Written Notice (“PWN”). Written parental consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information:

Boys’ Latin maintains records concerning all students enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Parental consent, or consent of an eligible student who has reached the age majority under State law, must be obtained before personally identifiable information is

released, except as permitted under the Family Education Rights and Privacy Act (“FERPA”). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. For additional information related to student records, the parent can refer to FERPA.

More Information:

Boys’ Latin prepares boys for success in college and beyond. The school does not discriminate in educational programs or activities based on external or perceived difference, but instead empowers students with a rigorous, beneficially rewarding, and diverse school program. No student enrolled in Boys’ Latin shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, or financial hardship.

Please note that this is only a summary of the special education services, evaluation, and screening activities, and rights and protections pertaining to students with disabilities, students thought to be disabled, and their parents. For more information or to request evaluation or screening of a student, contact the school using the information below.

Contact Information:

Boys’ Latin of Philadelphia High School
5501 Cedar Avenue, Philadelphia, PA 19143
Phone: 215-387-5149 | Fax: 215-387-5159

Boys’ Latin of Philadelphia Middle School
344 N. Felton Street, Philadelphia, PA 19139
Phone: 215-387-5149 | Fax: 215-387-5159

Keena Bailey
High School Specialized Services Coordinator
kbailey@boyslatin.org

Ashly Galanti
Middle School Specialized Services Coordinator
agalanti@boyslatin.org

Eros Uthman-Olukokun
High School Principal
[euthman-olukokun@boyslatin.org](mailto: euthman-olukokun@boyslatin.org)

Robert Parker
Middle School Principal
rparker@boyslatin.org

Title IX Grievance Process:

Purpose:

The purpose of these procedures is to effectuate Title IX’s prohibition against sex discrimination and to respond promptly and supportively to persons alleged to be victimized by sexual harassment, resolve allegations of sexual harassment promptly and accurately under a predictable, fair grievance process that provides due process protections to alleged victims and alleged perpetrators of sexual harassment, and effectively implement remedies for victims. These procedures apply only to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

These procedures shall be available in every school site administrative office, posted on the school’s website, and included in student handbooks.

Definitions:

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a School’s Title IX Coordinator (identified in **Attachment A**) or any official of the School who has authority to institute corrective measures on behalf of the School, or to any employee of an elementary and secondary school. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

This standard is not met when the only official of the School with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the School. “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

Complainant means a student or employee of the School who is alleged to be the victim of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the School with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator in **Attachment A** and by any additional method designated by the School. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the School) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. The Form attached as **Attachment B** may be used for the submission of the Formal Complaint but is not required.

Parties means Complainant(s) and Respondent(s).

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the School conditioning the provision of an aid, benefit, or service of the School on an individual’s participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School’s education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking.

Sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Dating violence means violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction

receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Day, for the purpose of the calculation of days in complaint processing, except as otherwise expressly provided, shall exclude Saturdays, Sundays, and federal, state and school holidays or closures.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the school's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the school's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The school must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

General Response to Sexual Harassment:

If and when the school obtains actual knowledge of sexual harassment in an education program or activity of the school against a person in the United States, it must respond promptly in a manner that is not deliberately indifferent. The school is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. "Education program or activity" includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The school's response must treat complainants and respondents equitably by offering supportive measures as defined above to a complainant, and by following its grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Response to a formal complaint. In response to a formal complaint, the School must follow its grievance process. With or without a formal complaint, the School must comply with the previous subsection.

Emergency removal. Nothing in this process precludes the School from removing a respondent from the School's education program or activity on an emergency basis, provided that the School undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Administrative leave. Nothing in this subpart precludes the School from placing a non- student employee respondent on administrative leave during the pendency of its grievance. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Basic Requirements for Grievance Process:

This process requires the School to:

- Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. Remedies must be designed to restore or preserve equal access to the School’s education program or activity. Such remedies may include the same individualized services described elsewhere in this grievance process as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent;
- Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person’s status as a complainant, respondent, or witness;
- Require that any individual designated by the School as a Title IX Coordinator, investigator, decision maker, or any person designated by the School to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The School must ensure that Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the School’s education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The School must ensure that decision makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth elsewhere in this grievance process. The School also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth elsewhere in this grievance process. Any materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment;
 - Include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the School offers informal resolution processes, and a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities;
 - Describe the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that the School may implement following any determination of responsibility;
 - State whether the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard or the clear and convincing evidence standard, apply the same standard of evidence for formal complaints against students as for formal complaints against employees, including faculty, and apply the same standard of evidence to all formal complaints of sexual harassment;
 - Include the procedures and permissible bases for the complainant and respondent to appeal;

- Describe the range of supportive measures available to complainants and respondents; and
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Procedural Requirements:

- Time Limits. A complaint under this procedure should be filed as soon as possible after the time of occurrence and within 180 calendar days of the alleged violation(s) of Title IX. Failure of a complainant or appellant to comply with any time limitation in the complaint procedure may result in dismissal of the complaint and/or denial of the appeal. Dismissal shall not preclude the individual's right to pursue the complaint through other appropriate external agencies.
- Notice of allegations. Upon receipt of a formal complaint, the Title IX Coordinator must provide the following written notice to the parties who are known in the form (using Attachment C).
- Dismissal of a formal complaint.
 - The School must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined above even if proved or did not occur in the School's education program or activity then the School shall dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX or this part; such a dismissal does not preclude action under another provision of the School's code of conduct. The School may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the School; or specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
 - Upon a dismissal required or permitted pursuant to this section, the School must promptly send written notice (using Attachment D) of the dismissal and reason(s) therefor simultaneously to the parties.
- Consolidation of formal complaints. A School may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- Investigation of a formal complaint. When investigating a formal complaint and throughout the grievance process, the School must:
 - Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the School and not on the parties provided that the School cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the School obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not 18 years old then the School must obtain the voluntary, written consent of the party's parent or guardian, surrogate parent or guardian ad litem);
 - Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the School may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- Provide, to a party whose participation is invited or expected, written notice (using Attachment E) of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the School does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the School must send (using Attachment F) to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The School must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and
- Create an investigative report (using Attachment G) that fairly summarizes relevant evidence and, at least 10 days prior to a hearing (if a hearing is required under this section or otherwise provided) or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
- Hearings. Hearings will be held at the discretion of the decision maker(s). With or without a hearing, after the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. With or without a hearing, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.
- Determination regarding responsibility.
 - The decision maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), must issue a written determination (using Attachment H) regarding responsibility. To reach this determination, the School must apply the clear and convincing standard of evidence.
 - The written determination must include:
 - Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - Findings of fact supporting the determination;
 - Conclusions regarding the application of the School's code of conduct to the facts;
 - A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided by the School to the complainant; and
 - The School's procedures and permissible bases for the complainant and respondent to appeal.
 - The School must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the School provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
 - The Title IX Coordinator is responsible for effective implementation of any remedies.
- Appeals.
 - A School must offer both parties an appeal from a determination regarding responsibility, and from a School's dismissal of a formal complaint or any allegations therein, on the following bases:
 - Procedural irregularity that affected the outcome of the matter;
 - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - The Title IX Coordinator, investigator(s), or decision maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
 - A School may offer an appeal equally to both parties on additional bases.
 - As to all appeals, the School must:
 - Notify (using Attachment I) the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - Ensure that the decision maker(s) for the appeal is not the same person as the decision maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - Ensure that the decision maker(s) for the appeal complies with this section;
 - Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - Issue a written decision describing the result of the appeal and the rationale for the result; and
 - Provide the written decision simultaneously to both parties.
- Informal resolution. A School may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, a School may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the School may facilitate an informal

resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the School:

- Provides to the parties a written notice (using Attachment J) disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
 - Obtains the parties' voluntary, written consent to the informal resolution process; and
 - Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- Recordkeeping.
 - The School must maintain for a period of seven years records of:
 - Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the School's education program or activity;
 - Any appeal and the result therefrom.
 - Any informal resolution and the result therefrom; and
 - All materials used to train Title IX Coordinators, investigators, decision makers, and any person who facilitates an informal resolution process. A School must make these training materials publicly available on its website, or if the School does not maintain a website the School must make these materials available upon request for inspection by members of the public.
 - For each complaint, a School must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the School must document (using Attachment K) the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the School's education program or activity. If a School does not provide a complainant with supportive measures, then the School must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the School in the future from providing additional explanations or detailing additional measures taken.

Boys' Latin of Philadelphia Student and Family Handbook Receipt

Please sign and return this form to the school indicating that you have read and adhere to the policies and procedures stated in the Student and Family Handbook.

Student Name	Student Signature	Date

Parent/Guardian Name	Parent/Guardian Signature	Date

