



Code of Conduct

Overview:

Boys' Latin of Philadelphia ("Boys' Latin" or "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, the school aims 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 provided to and reviewed with each student and their parent/guardian 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 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
- Corrective Behavior
- 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 using 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 ("ID") 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.
1.7	School-Issued Device Compliance	School-issued device infractions include but are not limited to leaving a school-issued device unattended or unsecured; failing to safely pick up, hold, or carry a school-issued device as directed; and failing to follow any other care guideline listed in the <i>One-to-One Laptop Program Policy</i> .

Level Two Infractions:

All level two infractions of the code of conduct are addressed by the Dean of Students, Manager of Climate and Culture, 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. 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). Forgery is the signing of a document in another’s name.
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 \$50.00 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 include but are 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.

Infraction Number	Infraction Title	Infraction Description
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, Manager of Climate and Culture, 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.

Infraction Number	Infraction Title	Infraction Description
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.
3.12	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.
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 and emptying pockets, or the principal or their designee searching students with a metal detector wand.

If a student is found in the possession of items that are illegal or prohibited, the student will 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 corrective behavior, detention, or confiscation. Principals have the authority to determine appropriate consequences for repeated cellphone infractions.

Academic Integrity Infractions:

Boys' Latin is an institution dedicated to continued academic, personal, and social growth. This can only be achieved when individual members of the institution commit to the community ideal of academic integrity. Academic integrity requires the devotion of all students and employees. It requires that all students and employees 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 a tradition of academic excellence, the school must ensure that the school's accomplishments take place within a climate of honesty, respect, and trust. Therefore, it is the school's goal that every constituent of the school – students, families, and educators – abide by an honor code that binds constituents 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 the school social worker or school counselor to discuss the behavior.
- The student will be referred to the principal or their designee and the 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 the principal or their designee and the Honor Council for further disciplinary action and restoration.
- A conference with the student, teacher, parent/guardian, school social worker or school counselor, and the principal or their designee will be conducted.
- If poor academic integrity is documented in multiple classes, it will result in suspension or expulsion.