

**Avon Grove Charter School
110 State Road
West Grove, PA 19390**

Board of Trustees Policy

Code of Student Conduct

Avon Grove Charter School expects that its students strive for excellence in all ways. In their interactions with others in the school community, students should seek to exemplify the Ten Traits of Character: adaptability, compassion, courage, honesty, initiative, loyalty, perseverance, respect, responsibility, and trustworthiness. The Code of Student Conduct has been created to explain to students the standards of behavior with which they should comply and consequences for violating those standards. All members of the school community should always remember that they must work together to create a positive learning experience in which all of its students can reach "Excellence through Ingenuity."

The Code of Student Conduct sets the guidelines for behavior and possible disciplinary consequences within the school community. Avon Grove Charter School will follow the disciplinary procedures laid out in the Code of Student Conduct to the fullest extent appropriate, but parents and students should recognize that the Code is merely intended to be a guide for the School in administering consequences. While it believes that each student deserves due process and fair procedures, Avon Grove Charter School reserves the right to amend, alter, or deviate from the Code of Student Conduct at its discretion. Exceptional or unexpected cases might warrant consequences separate or above those included in the Code. Specific actions might warrant discipline under two (2) or more provisions of the Code.

The Code of Student Conduct shall apply to students not only while on Avon Grove Charter School property, going to and from school, on school vehicles, or at school-sponsored events and activities, but also off school premises when such conduct has the effect of substantial disruption or interference with the operation of a school or with a student's or employee's rights.

Enrollment in Avon Grove Charter School implies acceptance of all terms in this Code of Student Conduct. Students and parents will be asked to sign an acknowledgement that they have reviewed the Code of Student Conduct and accept the terms contained within at the beginning of each school year. Any questions can be directed to the Head of School, or the principal of either campus.

At all times, Avon Grove Charter School will comply with applicable federal and state laws. If any of the policies contained within the Code of Student Conduct constitute a violation of federal or state law, they shall be considered void and they will be amended or otherwise rewritten so as to comply with all applicable laws and regulations.

The Code of Student Conduct first describes the expected behavior of students and factors which impact how the School will respond to misbehavior. The six levels of consequences which the staff and faculty may utilize are then presented with Level I being the least severe and Level 6 being expulsion. Then, the Code describes a list of prohibited behaviors which, if committed, warrant consequences. The list of behaviors is presented alphabetically, and the level(s) of consequence which would ordinarily be the response to that behavior is included below the description of the policy. Finally, other provisions which might impact implementation of the Code are included.

It is important to again note that the Code is a guide, and teachers and administrators have full discretion in the interpretation of these policies. The final decision on any disciplinary matter rests with the Head of School.

Expected Student Behaviors

Avon Grove Charter School expects all students to demonstrate the Ten Traits of Character:

Adaptability: Be ready and willing to adjust as necessary to the changes in people and circumstances that arise in daily life.

Compassion: Show kindness and concern for others in distress by offering help whenever possible.

Courage: Face difficulty or danger and express your beliefs even if you are afraid.

Honesty: Be truthful in all you do and never deceive, steal or take advantage of the trust of others.

Initiative: Accept responsibility on your own, without prompting from others.

Loyalty: Show others that you are faithful and dependable when you have a commitment to them.

Perseverance: Continue to work hard and persist toward the goal even when obstacles and difficulties arise.

Respect: Show consideration and regard for yourself, others and the world around you.

Responsibility: Demonstrate that you consider yourself to be accountable for your actions and that you follow through on your commitments.

Trustworthiness: Show others by your actions that you are reliable and believable and deserving of their confidence.

The Avon Grove Charter School Code of Student Conduct has been based on the Ten Characteristics listed above. All students can achieve if they focus on building those own traits within themselves and demonstrate the high standards of behavior that indicate an Avon Grove Charter School student. The entire school community, including administrators, teachers, other students, and parents/guardians, should create an environment in which each student is encouraged to succeed in their personal and academic endeavors.

The Response of Avon Grove Charter School to Behaviors Warranting Disciplinary Action

The professional staff of Avon Grove Charter School, under the direction of the Head of School, has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school. When determining the consequences, they take the following into consideration:

1. The provisions contained within this Code of Student Conduct.
2. The severity of the incident.
3. A student's previous violations and/or consequences for the same or related offense.
4. If the offense interfered with the responsibility, rights, privileges, or property of others.
5. If the offense posed a threat to the health or safety of others.
6. If the student has an Individualized Education Plan (IEP) or a 504 Plan.
7. The logical relationship between the offense and the consequence.
8. The age appropriateness of the consequence.
9. Any other specific consequences contained in the Avon Grove Charter School Student & Parent Handbook or the Avon Grove Charter School Board Policy and Procedure Manual.

All possible resources will be used to address disciplinary and behavioral concerns of students at Avon Grove Charter School. These resources include administrators, parents, teachers, guidance counselors, social workers and counselors, community or religious resource personnel, social agencies, and psychologists.

Records will be kept of alleged misbehavior as well as documentation of disciplinary consequences and other behavioral interventions.

At all times, teachers and school administrators shall administer discipline within federal and state statutes, regulations and guidance, and other specific policies relating to student behavior and discipline as adopted by the Board. In the case of students with disabilities, the School shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

Levels of Consequences

Level 1: Conference/ Parent Contact

Staff members may initiate and conduct a conference or make contact with any combination of the

following:

1. Teacher/ student
2. Teacher/ parent/guardian
3. Counselor-case manager/ student
4. Teacher/ counselor
5. Teacher/ student/ administrator
6. Teacher/ student/ counselor/ parent/guardian
7. Administrator/ student
8. Administrator/ parent/guardian
9. Teacher/ administrator/ student/ parent/guardian
10. Mediator/ student
11. Other parties deemed necessary

Parents/guardians may be reached in a letter or phone call depending on the circumstances of the situation.

Level 2: Intervention Options

1. Referral: To school counselor, intervention assistance team, or other staff person.
2. Time-out: The removal of a student from classes for one-half (1/2) day or less.
3. School/Students Contract: A written statement listing steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent/guardian, as well as the date when the contract will be renewed.
4. Restricted Activity: The denial of participation in school activities and/or extracurricular events.
5. Placement of student in an after school, lunch, Friday or Saturday detention.
6. A combination of any Level 2 option and Level 1 conference/ parent/guardian contact.

Level 3: In-school Alternatives

1. Placement of a student in an in-school suspension program for one-half (1/2) day or more.
2. Placement of a student in a specifically designed in-school class or program.
3. Placement as outlined above and in combination with Levels 1 and 2.

A student will not receive an in-school suspension unless the student has been informed of the reasons behind the suspension and s/he has been given an opportunity to respond before the suspension takes place. The School will notify the parent/guardian of the in-school suspension and, if it extends beyond ten (10) consecutive school days, an informal hearing with the principal shall be offered to the parent and his/her parent/guardian.

Level 4: Out-of-School Suspension

1. Suspension with parent/guardian conference.

2. Suspension with parent/guardian conference and school/student contract.
3. May be used in combination with Levels 1, 2, and 3 consequences.
4. Suspension is the removal from school for a designated number of days, but may not extend beyond ten (10) consecutive days unless expulsion proceedings have been commenced. During the suspension period, the student is excluded from all school-sponsored activities, and parents will be contacted and conferenced. A suspension may be given by the Head of School, principal, or their designee.

When an out-of-school suspension is necessary, the student will have an opportunity to hear the charges against him/her and to present his/her side of the story. Parents/guardians will be given immediate written notice of the suspension and will be offered the opportunity to meet and discuss the suspension. The reason(s) for the suspension will be provided to the parents/guardians and the student within twenty-four (24) hours. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened. A parent conference may be required before the student returns to school.

Should the Head of School determine that a prolonged suspension of more than three (3) days is necessary, the parents/guardians and student will be granted an informal hearing within five (5) days of the date of the suspension. The purpose of the hearing is to bring forth all relevant information regarding the event for which the student may be suspended and for the student to explain the circumstances surrounding the event or to show why/he should not be suspended. A student has the right to speak and produce witnesses on his/her own behalf. The principal and parent/guardian should discuss ways by which future offenses can be avoided.

During the period of suspension, the following conditions will prevail:

1. Students must remain at home during the hours in which school is in session.
2. Students are responsible to promptly make up schoolwork missed while on suspension. The student and/or parent/guardian are expected to contact the guidance office to arrange with teachers to provide work for the time of the suspension. The student or parent/guardian is responsible for making arrangements with the guidance office to pick up the work. All work must be completed within two (2) weeks of the student's return to school.
3. Attendance at any school function or the participation in any school activity is denied until the suspension is over.
4. Students may not be on school grounds during the suspension, except for any meetings scheduled with school administrators.
5. If conditions of suspension are violated, the student may be subject to additional disciplinary action.

The Head of School may suspend a student before initiating an expulsion hearing. If the Head of School takes this step, the formal expulsion hearing will be scheduled within the first ten (10) days of the suspension. Parents may bring legal counsel to the informal and formal hearings. For more information, see Level 6 below.

Level 5: Alternative Consequences/ Programs

1. Modified schedule.
2. Community service.
3. Intensive counseling or therapy.
4. Referral to a community agency.
5. A combination of Levels 1, 2, 3 and 4 consequences.

If in the judgment of the Head of School or his designee, based on the age of the student and/or nature of the offense, an alternative consequence is satisfactory to resolve the offense, the Head of School or his designee has the authority to develop an appropriate alternative disciplinary consequence under a written contract with the parent/guardian, student and the teacher as appropriate. The Head of School must approve any written contract for an alternative consequence. This written contract will be retained in the administrative office, and copies will be given to interested parties.

Level 6: Expulsion Meeting/ Expulsion

1. Suspension with request for an expulsion hearing.
2. Expulsion meeting requested without a suspension.
3. Suspension/ informal hearing/ expulsion hearing requested.
4. Expulsion, failure to appear at formal hearing.
5. Expulsion hearing/ expulsion.

Expulsion is the revocation of a student's right to attend school or school-sponsored activities for a period often (10) days or more, usually with the intention of permanently removing the student from the School. The School recognizes that the exclusion from the educational program is the most severe sanction that can be imposed on a student and one that cannot be carried out without proper due process.

Students are guaranteed a formal hearing before expulsion may occur. During the period prior to the expulsion hearing and decision, the student will return to his or her normal class except if it is

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

The hearing should occur within the first ten (10) days of the suspension. A parent/guardian must be notified by certified mail with at least three (3) days' notice of the time and the place of the hearing given as well as notice that legal counsel may represent the student at the hearing at the expense of the parent/guardian. The student must also know of the specific rule violated and the specific alleged conduct that is said to have violated the rule in advance of the hearing.

The hearing shall be held in private unless the student or parent/guardian requests a public hearing. The student may have a parent/guardian present at the hearing. The student has the right to be given the names of witnesses against him/her and copies of the statements and affidavits of those witnesses prior to the hearing. The student may request that the witnesses appear in person and answer questions. The student has the right to testify on his/her own behalf and present witnesses. A written or audio record should be kept of the hearing; the student is entitled to a copy at his/her own expense, unless the student is indigent, in which case the copy shall be provided at no cost.

After the hearing, the Head of School will provide the student and parent/guardian with a written decision. If the student is under seventeen (17) years of age, s/he is still subject to the compulsory school law despite being expelled. The initial responsibility for providing the required education rests with the student's parent/guardian. Within thirty (30) days of the expulsion decision, the parent/guardian shall submit to the School written evidence that the required education is being provided or that they are unable to do so. If a parent/guardian is unable to provide the required education, the School, within ten (10) days of the notification, shall make provisions for the student's education.

Discipline for Special Education Students

Both regular and special education students are subject to disciplinary procedures that promote positive behavioral change and/or ensure the well-being of others. The goal is to have all students function successfully in their educational and social environments, to protect fellow students, school staff members and public property as well as themselves. Disciplinary procedures affecting students identified as needing special educational services will be administered in compliance with federal and state laws.

Prohibited Behaviors

Academic Dishonesty

Academic dishonesty is any attempt by the student to avoid responsibility for his/her own learning. Academic dishonesty reflects on the character of the student and warrants disciplinary action. Some examples of academic dishonesty are:

1. Using published works bearing copyrights without giving credit to the author or publisher.
2. Copying another student's answers on a test.
3. Talking during a test.
4. Copying another student's homework with or without their consent.
5. Using written answers prepared before the test unless the test is open book or open notes.
6. Passing answers to other students on a test previously taken.
7. Making work available for someone else to copy.
8. Changing answers on work being corrected without permission.
9. Altering report cards or notes.
10. Forgery.
11. Lying to someone in authority (orally or written).

Minimum Level 1 to Maximum 4

Attendance Violations

Attendance violations such as tardiness, excessive absences, truancy, cutting class, and leaving school grounds prior to dismissal without a note from a parent/guardian and following appropriate sign out procedures will result in disciplinary action as well as possibly being assigned an unlawful/unexcused absence for time out of class. A student with multiple unexcused absences, meaning that a written or emailed excuse note has not been sent within three (3) days of the absence, may face disciplinary consequences.

Minimum Level 1 to Maximum Level 6

Bullying

The importance of a safe environment to the educational process of Avon Grove Charter School cannot

be underestimated. Avon Grove Charter School will not tolerate aggressive, threatening or violent behavior which creates an unsafe school environment. Bullying, like other disruptive or violent behaviors that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment, is strictly prohibited.

"Bullying" is defined as an intentional electronic, written, verbal or physical act, or a series of acts:

1. directed at another student or students;
2. which occurs in a "school setting" or occurs outside of school but materially and substantially interferes with the educational process or program in the school;
3. that is severe, persistent or pervasive; and
4. that has the effort of doing any of the following:
 - substantially interfering with a student's education;
 - creating a threatening environment; or
 - substantially disrupting the orderly operation of the school.

A "school setting" shall mean in the school, on school grounds, on school property, at any school testing sites or other sites maintained by the school, on the school's server or school's electronic, web-based, internet or on-line program, in school vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by the school, and any time spent traveling to and from the before-mentioned locations. Additionally, any student whose out of school conduct materially and substantially interferes with the educational process in the school is also subject to this policy.

Examples of bullying include: physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks, gestures, or actions; cruel rumors; false accusations; social isolation; damaging, taking, or extorting a student's personal property; placing a student in reasonable fear or in physical, mental, or emotional harm; placing a student in reasonable fear of damage to or loss of personal property; and creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities. Any unwelcome verbal, written, or physical conduct directed at a student by another student that has the intent or effect of physically, emotionally, or mentally accomplishing the above-mentioned harassment constitutes bullying.

Bullying behavior accomplished through electronic media, including but not limited to computers, internet, instant messaging, email, and social networking sites shall be subject to this policy. Such behavior includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, employee, or volunteer of Avon Grove Charter School by sending or posting inappropriate or derogatory email message, instant messages, text messages, digital pictures or images, or website postings, including bios.

Prohibitions of bullying and cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct. However, all members of the community are expected to participate in creating a positive learning environment, and violations of this policy will not be tolerated.

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of others. Standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community.

Because bystander support of bullying can bolster these behaviors, the school prohibits both active and passive support for bullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to the Head of School or principal of either campus.

Consequences for a student who commits an act of bullying shall be unique to the individual and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the other provisions of this Code of Student Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim. Depending upon the incident, expulsion may be recommended.

The Head of School is responsible for receiving complaints of alleged violations of this policy. All school employees are required to report violations of this policy to the Head of School or Principal. **All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.** Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report without further investigation.

After an allegation of bullying, a prompt, thorough, and complete investigation of each incident will be conducted within three (3) school days after a report or complaint is made known to the Head of School. Afterwards, the Head of School will determine whether this policy has been violated. A decision will then be made as to the appropriate punishment for the student(s) involved.

Reprisal or retaliation against any person who reports an act of bullying is strictly prohibited and will be punished. The consequences and appropriate remedial action for a person who engages in reprisal

or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Any person who has been determined to falsely accuse another of bullying faces consequences and appropriate remedial action which may range from positive behavioral interventions to suspension and/or expulsion.

To report an act of bullying, contact the Head of School or the principal of either campus.

Minimum Level 2 to Maximum 6

Bus and Car Line Procedure Violations

The Code of Student Conduct is in full effect while students are riding to and from school on buses and while they are waiting to be picked up from school. Students must listen to and respect the instructions given by the bus driver and any adult attendant.

Students should never stand or play in the road while waiting for the bus and, when the bus arrives, they should enter the bus in an orderly fashion and immediately take their seats. While on the bus, students should not distract the driver, throw things from the windows, extend their arms, legs, or head out the window, or get out of their seats while the bus is moving. Students may not eat or drink while on the bus. A full list of procedures may be found in the Avon Grove Charter School Student & Parent Handbook. Violation of those procedures will result in disciplinary consequences and possible expulsion from the bus.

Minimum Level 1 to Maximum 3

Caffeinated / Energy Drinks

Under the State School Wellness Policy and Avon Grove Charter School's own rules, students are not permitted to possess any type of caffeinated or energy drink while on campus. Students caught with such beverages may be asked to turn them over to school personnel or discard of them. Refusal to comply with staff or faculty directives or repeated violations of this rule will result in disciplinary consequences.

Minimum Level 1 to Maximum 2

Chewing Gum and Candy

The chewing of gum or the unauthorized eating of candy is not permitted on school grounds during hours in which school is in session. Students may only eat such treats when permitted by teachers inside their own classrooms. Teachers and administrators have the right to confiscate or ask students to discard such products. Refusal to obey the rules on this matter may result in punishment under the Code of Student Conduct.

Minimum Level 1 to Maximum 2

Dating Violence

Avon Grove Charter School strives to provide a safe, positive learning climate for students in its school.

Therefore, it shall be the policy of the School to maintain a school climate in which dating violence is not tolerated and to promptly address dating violence when it is reported or observed. Dating violence is the use of abusive behaviors including, but not limited to, internet, electronic, written, verbal, sexual or physical contact by a person to harm, threaten, intimidate, or control a current or former dating partner, regardless of sex, sexual orientation or gender identity. It may be an isolated incident or a repeated course of action.

Any student who is aware of or suspects that a student, including him- or herself or others, is a victim or perpetrator of dating violence should contact a teacher, guidance counselor, or administrator. The Head of School will be responsible for investigating any claims and ensuring that the victim receives the assistance that s/he requires. Those accused of dating violence, if found to be guilty after an investigation, will be punished.

Minimum Level 3 to Maximum 6

Defamation

Defamation is making, or causing others to make, false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This offense, which may or may not be punished in conjunction with bullying or harassment, will lead to disciplinary action.

Minimum Level 1 to Maximum 3

Destruction of Property Belonging to the School or Others

Students are expected to respect school property and the belongings of others and develop feelings of pride in the Avon Grove Charter School community. Damage, destruction, or defacement of property belonging to the school or others is prohibited. Students who willfully cause damage to school property shall be subject to disciplinary measures, fines, the costs of replacing or repairing any damaged item, and possible prosecution under applicable law. Parents and guardians shall be held accountable for student actions.

Minimum Level 1 to Maximum 3

Disrespect

A student will not behave in a disrespectful manner towards staff or an adult in authority. Examples of disrespectful behavior include, but are not limited to:

1. Walking away.
2. Talking back.
3. Inappropriate comments.
4. Inappropriate gestures and/or actions that can be viewed as obscene or rude.
5. Violation of classroom procedures.
6. Failure to obey a reasonable order given by a school employee.

Minimum Level 1 to Maximum 4

Disruptive Behavior

Language, gestures, noises or actions which distract, disturb, or seriously interfere with the effective functioning of the teachers, students, class or school will not be tolerated. This policy includes conduct that could result in the destruction of property belonging to the school, other students, or teachers. Inciting others to engage in such disruptive behavior is also not permitted. Students may be removed from the area and will be subject to disciplinary actions. This policy includes public displays of affection, such as hugging, kissing, etc.

Minimum Level 1 to Maximum 4

Dress Code Violations

Failure to comply with the school's dress code will result a call home for a parent or guardian to bring appropriate clothes, removal from class until the dress code provisions have been met, and/or disciplinary actions. Please consult with the Avon Grove Charter School Student & Parent Handbook for information regarding the school dress code.

Minimum Level 1 to Maximum 4

Drugs and/or Alcohol

The safety of students and staff of Avon Grove Charter School is of paramount importance and the use of illegal drugs and alcohol by students is forbidden. Students who need over-the-counter or prescription drugs must visit the school nurse. Students who possess, use, sell, distribute, deliver, and/or are under the influence of any of the following items will be subject to disciplinary action:

1. Marijuana.
2. Alcoholic beverages.
3. Steroids.
4. Barbiturates or amphetamines.
5. Intoxicants or inhalants.
6. Synthetic drug substances.
7. Designer drugs.
8. Any substances represented to be a narcotic or alcoholic beverage.
9. Over-the-counter drugs.
10. Prescription drugs illicitly in their possession.
11. Any other drugs.
12. Drug paraphernalia.

This policy applies to students on school grounds, at school-sponsored events, on school vehicles, and all other places and times at which the Code of Student Conduct applies. To aid in enforcement

of this policy, reasonable searches of students, their lockers, personal belongings, and vehicles may be conducted by school personnel. Please consult the Search Policy below for additional information.

Enforcement of this policy will depend on the age and other characteristics of the offender. Students at the Kemblesville Early Learning Center will face consequences as decided by the Head of School. Students of all grades will face harsher punishments if they have committed prior offenses under this policy. Additionally, students who intend to distribute illegal substances may face greater sanctions than a student who is under the influence of a controlled substance but does not intend to distribute it.

The Head of School will contact the parent/guardian of any student alleged to be in violation of this policy as well as the local police, as appropriate. Students may also be suspended from participating in any extracurricular activities in which s/he was involved at the time of the offense or for the remainder of the school year or season.

In addition to disciplinary consequences, students who are caught violating this policy might also be required to seek therapy or other help with addiction. Avon Grove Charter School has developed policies that are meant to identify students who need intervention. Students who voluntarily seek help for a substance abuse problem will not face disciplinary consequences. Additionally, students who are referred by others for having a substance abuse problem or addiction will be offered appropriate, non-punitive assistance as long as they have not been found to be in violation of the school drug policy.

This policy is not meant to punish students who have been properly prescribed medication. However, please review the policies for those medications as described in the Avon Grove Charter School Student & Parent Handbook. Students who are on prescription medications administered during the day must be under the care of the school nurse, and all medications must be turned over to the nurse by a parent/guardian except as described in the Handbook. Because student safety is the school's top concern, students who are found carrying prescription drugs without permission will face the consequences outlined in this policy of the Code of Student Conduct.

Minimum Level 4 to Maximum 6

Failure to Serve Assigned Consequences

Avon Grove Charter School has established this Code of Student Conduct to ensure that the School functions to its best ability and that all students are given the chance to succeed. Any student who

fails to satisfy a disciplinary consequence which has been assigned, whether intentionally or not, faces an additional punishment as determined by the School.

Minimum Level 1 to Maximum 6

Fighting/ Assault

All students who have a conflict with another member of the Avon Grove Charter School community are encouraged to approach a guidance counselor or teacher before resorting to fighting. Physical violence on school property, on the way to or from school, at school-sponsored events, or any other location which has the impact of disrupting the functioning of the school will not be tolerated.

Fighting is considered to be any aggressive, physical conflict between two (2) or more students. Assault is attempting to cause or intentionally, knowingly, or recklessly causing bodily injury to another; negligently causing bodily injury to another with a deadly weapon; or attempting to put another in fear of imminent serious bodily harm by physical menace. Because of potential danger to the health and safety of the students involved, as well as to others who may be nearby, those students engaged in fighting or accused of assaulting a student, teacher, or any other person will be subject to disciplinary actions, including a five (5) day suspension for the first offense with increasing sanctions thereafter. The Avon Grove Charter School administration will investigate all fights and assaults, and the School will turn over all evidence to the local police with recommendations for filing disorderly conduct or assault charges against any or all of the combatants.

Minimum Level 3 to Maximum 6

Harassment / Sexual Harassment

Harassment is any verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct adversely affects an individual's learning opportunities or creates an intimidating, hostile, or offensive educational environment. Examples of harassment based on a protected characteristic include, but are not limited to: graffiti containing racially offensive language; name calling, jokes, or rumors; physical acts of aggression or hostile acts against a person or his/her property because of that person's race, religion, national origin, ancestry, disability, medical condition, marital status, age, or sexual orientation; and written or graphic material which is posted or circulated and which intimidates or threatens, or which is intended to intimidate or threaten, a person based on that person's race, religion, national origin, ancestry, medical

condition, disability, marital status, age, or sexual orientation.

Sexual harassment is defined as unwelcome conduct of a sexual nature that interferes with another individual's enrollment, employment, or other privilege of the individual's relationship with the School. It consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature, remarks to another with sexual implication, graphic comments about an individual's body, sexual jokes, stories, drawings, gestures, or pictures, spreading sexual rumors, and unwelcome touching.

Any member of the Avon Grove Charter School Community who witnesses or experiences harassment is expected to report the incident(s) to the Head of School, who will promptly investigate all allegations. Depending on the nature of the incident and the student's history of disciplinary problems, the Head of School will undertake disciplinary procedures consistent with this Code of Student Conduct.

Minimum Level 2 to Maximum 6

Hazing

Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization. Examples of such organizations include clubs, sports teams, and musical groups, or any other group recognized by Avon Grove Charter School. The term includes any brutality of a physical nature, any forced physical activity which adversely affects physical health and safety, any activity which would subject the individual to extreme mental stress, any other forced activity which could adversely affect the mental health or dignity of the individual, and any willful destruction or removal of public or private property. For the purposes of this definition, any activity which is required to belong to a recognized group will be considered to be "forced" even if the participant willingly participated in the activity.

Students who know of hazing are expected to report it to a teacher or administrator. No administrator, teacher, coach, sponsor, volunteer, or other school employee shall condone or tolerate any form of hazing and must report any evidence of it to the Head of School. Any suspicions or accusations of hazing will be investigated by the Head of School, who will take the appropriate disciplinary measures against students who are involved pursuant to this Code of

Student Conduct. Additionally, students may face exclusion from the club, team, organization, or group and, if the violations prove to be widespread, the club, team, organization, or group itself might face sanctions up to and including disbanding and the loss of official recognition.

Minimum Level 2 to Maximum 6

Improper Use of School Technology

The intended purpose of computer network use, including internet access, is to promote educational research and enhance learning by providing unique resources and the opportunity for collaborative work. Students will not engage in the improper use of technology as described in the Acceptable Use of Computer Networks, Digital Technology, Internet and Internet Safety Policy and Acceptable Use Agreement. Examples include, but are not limited to:

1. Interfering, materially and substantially, with the education process.
2. Threatening immediate harm to the welfare of the school community or to any individual(s).
3. Sending messages or using language that is lewd, vulgar, indecent or obscene, or which contains sexual innuendo, metaphor, or simile.
4. Encouraging unlawful activity.
5. Interfering with another individual's rights.
6. Using language that constitutes libel, slander, or defamation.
7. Using language that is sexually, racially, or ethnically related, or which is offensive, threatening, or an affront to the sensibilities of others or that is otherwise unlawful under the standards of the antidiscrimination laws of the United States or a violation of Avon Grove Charter School's bullying policy.
8. Using the internet to send abusive, bullying, or threatening messages to others.
9. Providing personal information, such as addresses or phone numbers, of yourself or others.
10. Using the network to access obscene, sexually explicit or pornographic material, or failing to report to a teacher any time when she/he inadvertently visits or accesses a pornographic site.
11. Impersonating others, or using anonymity or pseudonyms.
12. Loading or using unauthorized games, screensavers, programs, files, or other electronic media.
13. Attempting to bypass any blocking software that may be used or installed by the Avon Grove Charter School.
14. Vandalizing computers, computer software, computer systems, data and/or the computer network.
15. Entering or retrieving inappropriate material (including files that may contain derogatory or inflammatory racial, ethnic or religious slogans or symbols) or files carrying viruses.
16. Violating copyright laws without permission.
17. Accessing school records or another person's information or files without permission.

Any violation of the Avon Grove Charter School Acceptable Use Policy.

Violations of this policy could lead to a user's account being removed from the network and student access being limited or terminated. Additionally, network users will be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. The technologies covered by this policy include any of those: owned, leased, or licensed to Avon Grove Charter School; provided directly or indirectly by the Avon Grove Charter School to its students; and accessed by or through digital technology that is owned, leased or licensed to the Avon Grove Charter School

Minimum Level 3 to Maximum 6

Inappropriate, Foul, and Vulgar Language

In order to provide a wholesome climate for learning, Avon Grove Charter School has a policy of "no tolerance" for the use of foul, obscene, or abusive language. Students who use vulgar language toward others will be disciplined. Abusive language directed towards a teacher or staff member will be considered a serious offense. Notes or written messages which contain foul or inappropriate language also fall under this category. Students caught will be subject to disciplinary actions.

Minimum Level 1 to Maximum 4

Inappropriate Contact with a Fellow Student or Staff

Students who engage in fighting, shoving, kicking, hitting, bumping, holding, pushing, biting, spitting, throwing objects or other actions that cause harassment to another student or staff will be subject to disciplinary actions. Even if provoked, persisting in such contact when a reasonable opportunity to stop is available shall be included. See Fighting Policy above for more information.

Minimum Level 3 to Maximum 6

Insubordination

Insubordination is defined as failure to comply with direction or instruction from a staff member or adult in authority, refusal to work in class, refusal to participate in in-school alternatives, refusal to report to the office, and refusal or failure to identify oneself.

Minimum Level 1 to Maximum 4

Law Violations

If a student violates the law, the police department may be involved depending on the severity of the offense. Parents/guardians will be contacted. The following are examples of actions that will result in school disciplinary consequences as well as possible punishments imposed by a court of

law:

Arson: Students who set fire to any school building or property will be subject to disciplinary action.

Minimum Level 5 to Maximum 6

Blackmail/ Extortion: Students who intentionally obtain or withhold the property of another, with or without that person's consent, by wrongful use of force, fear, or threat will be punished.

Minimum Level 2 to Maximum 5

Drugs/ Alcohol/ Narcotics: See policy above.

Minimum Level 5 to Maximum 6

Explosives/ Fireworks: Students possessing, using, or threatening to use any explosive amusement, including firecrackers and smoke bombs, or any other explosive device such as flares, combustible or explosive substances, or combination of substances or articles will be subject to disciplinary action.

Minimum Level 2 to Maximum 5

False Alarms/ Bomb Threats: Students, who cause a false fire alarm or make a false emergency call of any time, including bomb threats, will be subject to disciplinary action.

Minimum Level 4 to Maximum 6

Firearms: Students who possess loaded or unloaded firearms, laser guns, electronic stun guns, or any weapon or device that expels a projectile by the action of an explosive will be subject to disciplinary action. See Weapons policy below.

Minimum Level 6 to Maximum 6

Forgery: Using, making, or reproducing another's signature for deceptive purposes, including imitating a parent's or guardian's signature or altering school records will be punished.

Minimum Level 2 to Maximum 4

Gambling: Students who play games of skill or chance for money or anything of value will be subject to disciplinary action.

Minimum Level 2 to Maximum 5

Group or Gang Involvement: Students will be subject to disciplinary action if they participate in group

or gang related coercion, an activity which incites any racial or ethnic group, intimidation, or display of group or gang colors, paraphernalia, and/or group or gang signs or graffiti.

Minimum Level 3 to Maximum 6

Hacking/ Illegal Use of a Computer: Hacking is intentionally accessing a computer without proper authorization or exceeding authorized access. Students who hack into the Avon Grove Charter School computer system or use the School's equipment to hack into other website are committing a crime for which they will face legal and school disciplinary consequences.

Minimum Level 3 to Maximum 6

Illegal Conduct: Students involved in any conduct on school premises during a school function or event, or on the way to and from school or at a school event, or at any time or place which violates local, state or federal law where such conduct poses a danger to the health, welfare or safety of students, staff visitors or interferes with school purposes will be subject to disciplinary action.

Minimum Level 5 to Maximum 6

Physical Attacks on Staff/ Students/ Others: Students who take aggressive action with physical contact directed at another, including a situation in which a staff member is intervening in a fight or other disruptive activity will be punished. See Fighting/ Assault policy above.

Minimum Level 3 to Maximum 6

Pornographic Material: Students will be subject to disciplinary action if they possess and/or distribute pornographic material which would reasonably be considered offensive by community standards for students, which has no redeeming social value or which contains language considered to be vulgar or profane.

Minimum Level 2 to Maximum 5

Possession of Stolen Property: Students having in their possession property obtained without permission of the owner will be subject to disciplinary action.

Minimum Level 3 to Maximum 5

Sexual Misconduct: Students participating in inappropriate sexual behavior including sexual harassment or public indecency, such as exposing private parts of the body in a lewd or indecent manner, on school property, at school activities, going to or from school events, or at any time where the behavior may interfere with school purposes will be subject to disciplinary action.

Minimum 4 to Maximum 6

Stalking: Stalking, which is defined as engaging in a malicious course of conduct that includes

approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death, or which might cause serious bodily injury or death to a third person, is a serious offense. Students discovered to be stalking others will face disciplinary consequences.

Minimum 4 to Maximum 6

Theft: Theft is defined as assisting or participating in unauthorized control of property belonging to any school, any organization, or any individual or group without prior permission. Any student who steals is to subject to disciplinary actions.

Minimum Level 3 to Maximum 5

Threats/ Terroristic Threats: Threats are defined as expressions, conveyed by words or actions, of intent to do physical harm to another. Terroristic threats are threats to commit any crime of violence with the intent to terrorize another or to cause evacuation of a building or place of assembly, or otherwise to cause serious public inconvenience. No threats will be tolerated, and students who make them will be punished.

Minimum Level 2 to Maximum 6

Tobacco Products: The possession and/or use of cigarettes and other tobacco products, including but not limited to, a lighted or unlighted cigarette, cigar, pipe, snuff, chewing tobacco, smokeless tobacco, or tobacco use paraphernalia, including lighters and matches, are prohibited in the school building, on school property, or on school buses. Violators are subject to the disciplinary actions based upon Code of Student Conduct.

Minimum Level 2 to Maximum 5

Trespassing: Students entering any school property or into school facilities without proper permission will be subject to disciplinary action. This includes any entry into school buildings, school grounds or school activities during a period of suspension or expulsion.

Minimum Level 2 to Maximum 6

Truancy: Truancy is established when a student has accumulated three (3) or more days of absence without a lawful excuses. To be counted towards truancy, the days absent do not need to be consecutive. Habitual lateness may also serve to establish truancy. After the third unexcused absence, an official warning notice will be mailed to the parents/guardians. For each future unexcused absence during that school year, the District Justice will serve a citation on the parent/guardian. Please see the Attendance Policy above for more information.

Minimum Level 1 to Maximum 6

Vandalism/ Graffiti: Any student who damages or destroys school property or the property of others will be held responsible to pay for any damage. Additionally, the family will also be held responsible for restitution.

Minimum level 4 to Maximum 6

Weapons/ Dangerous Instruments: Students, who possess, purchase or sell a knife, weapon, explosive, chemical agent or other object that can reasonably be considered a weapon will be subject to disciplinary action. This policy includes mace, pepper spray and laser pointers. See Weapons policy below for more details.

Minimum level 5 to Maximum 6

Peanut Policy

Avon Grove Charter School recognizes that some students face life-threatening allergies to peanuts and peanut products. All members of the school community are asked to comply with the Nut and Food Allergies Policy contained in the Avon Grove Charter School Student & Parent Handbook. Specifically, no peanuts in the shell will be allowed in the school at any time. There will be a zero tolerance policy for any type of harassment of a student with a life-threatening allergy and a strict "no share" policy for food, food utensils, and containers. Additionally, classroom snacks shall not contain nut foods. All students should wash their hands before and after handling food. Due to the possibly serious nature of any incidents after violations of this policy, students who are found to break these rules will face school disciplinary consequences.

Minimum level 1 to Maximum 2

Possession of Electronic Devices and Personal Property During the School Day

In order to maintain a learning environment free from distraction, students are expected to store all personal property in their lockers during the school day. Specifically, any personal toys and audio, visual, or electronic equipment, including hand-held games, digital cameras, video cameras, tape recorders, laser pointers, Walkmans, CD players, iPods or other MP3 devices, cell phones, smart phones, handheld, tablet and laptop computers, any similar device, and any other device capable of capturing, storing and/or transmitting information may not be carried by a student or used during school hours unless permission is given by the teacher. Generally, these devices should be left at home but, when brought to school, must be turned off and stored in students' lockers. Avon Grove Charter School is not responsible for the loss, theft, or damage of any equipment. Under

Pennsylvania law, beepers are generally prohibited on school grounds and must be left at home. Violation of any provisions of this policy will result in disciplinary consequences. Additionally, the School may confiscate any personal property found on a student and refuse to return it except to the student's parent or guardian.

Minimum Level 1 to Maximum 3

Weapons/ Firearms Offenses

Pennsylvania state law requires that a school expel, no less than one year, any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity. Additionally, schools must report all incidents involving possession of a weapon to local law enforcement officials.

Weapons include, but are not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury such as metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned to use, sell, harm, threaten or harass students, staff, or any other person. The policy extends to items which are replicas or lookalike weapons by virtue of appearance or if the manner in which displayed would cause reasonable apprehension or a threat to a safe school environment.

Avon Grove Charter School is dedicated to complying with the law in this, as in all areas, and will follow all necessary procedures to expel any student in violation of this policy and pursue criminal charges as appropriate.

Minimum Level 5 to Maximum 6

Other Provisions

Searches

In order to maintain order and discipline and to protect the safety and welfare of students and school personnel, Avon Grove Charter School reserves the right to authorize school officials to search a student, locker, automobiles, and/or student property in certain circumstances, and may seize any illegal or unauthorized materials discovered during the search. A search may occur on school property or at a school-sponsored event.

The Head of School, his designee, or a classroom teacher may conduct a search of a student's locker, book bag, or possessions if there is reasonable suspicion for the search. Reasonable suspicion requires that a reasonable person would believe that the search of a particular person, place, or thing will lead to the discovery of evidence of a violation of the Code of Student Conduct or a law or any item which represents a danger of physical harm to students or others.

If there is suspicion that a student has illegal or dangerous materials on his/her person or in his/her belongings, the matter shall immediately be referred to the Head of School and/or building principal

with an explanation of the facts behind the suspicion. Depending on the circumstances of the situation and at the discretion of the Head of School or building principal, s/he shall discuss with the student privately the facts as known to him/her and ask the student for consent to search. If there is reasonable suspicion, student consent is not required for a search.

During the search, which shall be conducted by the Head of School, building principal, or their designee, at least one other teacher or school official shall be present. Except in emergency situations, reasonable steps should be taken to ensure that the student is present during the search. If a pat-down search of a student is necessary, it will be conducted by a member of school personnel of the same sex with an adult witness present.

If any illegal material is found, it should be confiscated, marked in an identifying manner in the presence of the student, if possible, and at least one other teacher and/or administrator, and held in a secure place. The principal or his/her designee should promptly record in writing each search, including the reason, persons present, objects found, and their disposition.

Anything found in the course of a search which is evidence of a violation of the Code of Student Conduct or any applicable laws may be seized as evidence and used in any suspension or expulsion proceeding, destroyed if it has no significant value, turned over to the parent/guardian of the student from whom it was seized, or turned over to any law enforcement officer.

Student lockers are school property, and students must have no expectations of privacy while using them. Avon Grove Charter School has the right, randomly and periodically, to inspect lockers, desks and other storage areas at any time. Students do not have the right to be present during such searches.

School parking lots are also the property of Avon Grove Charter School, and the School exercises exclusive control over them. Students have no expectation of privacy regarding items placed in their vehicles in the school lots. The parking lots may be subject to routine patrols and inspections of the exterior of vehicles and visual inspection of those items within the vehicle which are in plain view and visible through the windows of the vehicle while on school property. Interiors of vehicles may be searched whenever a school authority has reasonable suspicion to believe that illegal materials are contained therein. Patrols and inspections may be conducted without notice, without student consent and without a search warrant.

It is also Avon Grove Charter School policy to permit district personnel to conduct blanket searches of school property with professionally trained handlers and dogs for the purposes of detecting the presence of illegal materials. School personnel shall authorize the search and be on hand while it is taking place. All school property, including lockers, classrooms, storage areas, and parking lots, may be searched but individuals will not be subject to search by dogs.

Video Surveillance - In School and on Buses

To ensure the safety and security of Avon Grove Charter School and its students, security cameras have been installed. Recorded images may be used in the disposition of disciplinary actions, including legal proceedings. The use of video recordings from surveillance equipment shall be subject to all other Board policies, including ones concerning the confidentiality of student and staff records. All recorded footage is the property of Avon Grove Charter School. Parents do not have the right to view footage unless the disciplinary action results in court/legal proceedings.

When available, video surveillance may also be used on the buses of Avon Grove Charter School in order to maintain appropriate student behavior on board because misconduct on board a bus jeopardizes the safety of all passengers. While bus incident reports will continue to be the primary tool for use by the driver to report misconduct which s/he observes that cannot be corrected by less formal means, such as reassigning seats or giving verbal warnings, cameras may be used to assist with discipline control.

Any activity which may be detected through contemporaneous observation of a video surveillance camera monitor and presents a breach of state or federal criminal law; the security of students, staff or school property; or discipline policy will be reported immediately to the Head of School, and an investigation shall be commenced.

Reviews of videotapes shall be limited to the Head of School and other top administrators; however, videotapes may be used in expulsion hearings if it provides evidence in the case. Videotaped documentation of misbehavior will be preserved only until a disciplinary action is resolved at which point it will be erased. Parents/guardians may view only the portion of the tape that documents the alleged misbehavior of their child on the bus if disciplinary action has been recommended and they request to do so in writing.

Code of Student Conduct Acknowledgement Form

Dear Parent/Guardian:

The Code of Student Conduct provides information regarding expectations for student behavior and consequences for misconduct. Please read and review the information in the Code of Student Conduct with your student so that you have a clear understanding of its content. Once you and your student have reviewed the Code of Student Conduct, please sign the acknowledgment form listed below and return it to your child's teacher. Please contact your student's teacher, the Head of School, or campus principal if you have any questions about the Code.

Student Name: _____

Grade Level: _____

I have received, read, and agree to abide by Avon Grove Charter School's Code of Student Conduct for the 2012-2013 school year. I understand that my child,

_____ (student name) will be held accountable for the behavior expectations and disciplinary consequences outlined in the Code of Student Conduct. I understand that the Code of Student Conduct governs all behavior at school, school-sponsored and school-related activities, school-sponsored travel, some behaviors occurring off-campus, and for any school-related misconduct regardless of time or location. I understand that a referral for criminal prosecution is possible for certain violations of law.

Parent/Guardian Printed Name

Student Printed Name

Parent/Guardian Signature

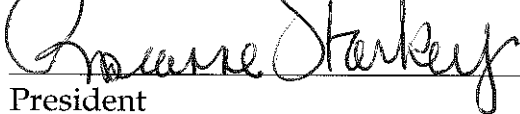
Student Signature

Parents/Guardians - please fill out one form for EACH of your children enrolled in Avon Grove Charter School and return the signed forms to each child's respective homeroom. Thank you for your cooperation!

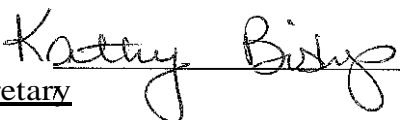
TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

ADOPTED this day 18th of September 2012

AVON GROVE CHARTER SCHOOL
BOARD OF TRUSTEES



President



Secretary