

STUDENT HANDBOOK

Code of Conduct • Uniform Policy • Academic Policy

Boys' Latin of Philadelphia Student Handbook 2017-2018

Boys' Latin of Philadelphia
A Pennsylvania Charter School
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Monday		Tuesday		Wednesday		Thursday		Friday	
8:00-8:06	Homeroom	8:00-8:06	Homeroom	8:00-8:06	Homeroom	8:00-8:06	Homeroom	8:00-8:06	Homeroom
8:10-9:01	1	8:10-9:01	3	8:10-8:36	1/Summit	8:10-9:01	7	8:10-8:51	2
9:05-9:56	2	9:05-9:56	6	8:40-9:06	2	9:05-9:56	1	8:55-9:36	3
10:00-10:51	3	10:00-10:51	7	9:10-9:36	3	10:00-10:51	2	9:40-10:21	6
10:55-11:41	4A or Lunch	10:55-11:41	4A or Lunch	9:40-10:11	4	10:55-11:41	4A or Lunch	10:25-11:06	7
11:45-12:31	4/5 or Lunch	11:45-12:31	4/5 or Lunch	10:15-10:46	5	11:45-12:31	4/5 or Lunch	11:10-11:51	4A or Lunch
12:35-1:21	5B or Lunch	12:35-1:21	5B or Lunch	10:50-11:21	6	12:35-1:21	5B or Lunch	11:55-12:36	4/5 or Lunch
1:25-2:11	6	1:25-2:11	1	11:25-11:56	7	1:25-2:11	3	12:40-1:21	5B or Lunch
2:15-3:01	7	2:15-3:01	2	12:00-12:30	8	2:15-3:01	6	1:25-2:06	1
3:05 -3:55	8	3:05 -3:55	8			3:05 -3:55	8	2:10-2:50	8
4:00 -4:50	Lead Acad	4:00 -4:50	Lead Acad			4:00 -4:50	Lead Acad		

BOYS' LATIN OF PHILADELPHIA
DAILY SCHEDULE



Name: _____

Homeroom Teacher: _____

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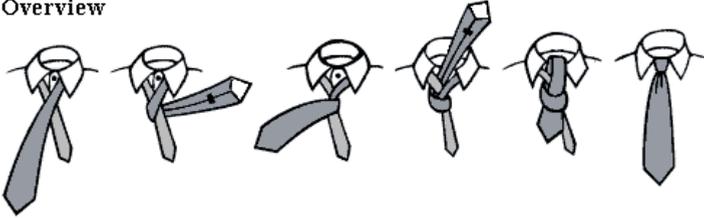
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Tying a Necktie: Four-in-Hand Knot

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

Overview



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

Boys' Latin of Philadelphia Student Pledge

English

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

Boys' Latin of Philadelphia Student Pledge

Latin

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

OFFICIAL RULES OF CONDUCT

Boys' Latin Of Philadelphia Core Values

Curiosity (*Curiositas*)

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

Compassion (*Misericordia*)

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

Perseverance (*Constantia*)

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

Integrity (*Integritas*)

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

Courage (*Virtus*)

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

I. SCOPE OF RULES OF CONDUCT

These Rules Shall Apply To Any Conduct:

- A. On school grounds during the school day or immediately before or after school hours;
- B. On school grounds at any other time when the school is being used by a school group;
- C. On or off school grounds at any school activity, function or event or transport thereto;
- D. Traveling to and from school, including actions on any school bus, van or public conveyance.
- E. Away from school if resulting from school, including but not limited to fighting, personal and telephone or e-mail threats, harassment, or stalking;

II. DEFINITIONS

The Following Definitions Apply To The Code Of Conduct:

Student – a person, adult or minor, enrolled in the Boys’ Latin of Philadelphia Charter School (BLPCS)

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

III. EXTENSIONS TO THE RULES OF CONDUCT

- A. Search and Seizure: For the safety of the entire school community, BLPCS 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 belongings. In addition, students may be asked to empty pockets, bags, etc. If a student is found in the possession of items that are illegal or prohibited, the student will be charged with the appropriate school offense, the Philadelphia Police Department may be notified; the student may be held for the police, and charges may be pressed. Any student who refuses to cooperate with school authorities is subject to expulsion from BLPCS. Students may be randomly searched at the entrance with a metal detector wand.

- B. Conduct of Friends and/or Family: A student may be held responsible for the conduct of friends or family on school property or at school sponsored events. Advise friends and family that loud music, obscene or offensive language, and displays or threatening behavior may result in disciplinary action against the student.

- C. Student’s Right to Go to Office: Students must be in class at all times in order to ensure their academic success. However, if an extenuating circumstance arises, and a student feels that he has a concern that may lead to a more severe problem, the student may execute his right to leave class and report immediately to the school office to discuss or prevent a problem. This right must be used with the utmost discretion. The student must report directly to the main office and may speak to the Principal, Dean of Students or Social Worker/Counselor.

IV. RULES OF CONDUCT

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

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

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

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

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

DISCIPLINARY CODE: Level 1 Offenses/Corrective Actions

Preparation for School

- 1.1 **Uniforms/Dress Code Violations:** (See Uniforms Regulations)
- 1.2 **Student Handbook and Planner:** Each student is required to have in his possession a copy of the latest edition of the school's Student Handbook and Planner. This planner should be carried with him every day and should be used to copy all homework, project, test and quiz date, etc. His name and homeroom should be printed on the cover. Replacement books may be purchased from the school office (cost is \$3.00).
- 1.3 **Student Pledge:** Each student is required to know the English version of the Student Pledge of Responsibility in its entirety beginning October 1st of his freshman year. Each student is expected to know the Latin version of the Student Pledge of Responsibility in its entirety by the end of his junior year. Students must be able to recite it upon request.
- 1.4 **Graffiti, Unreadable or Sloppy Notebooks, Bags, etc:** A student shall not deface his books, notes, or book bags, particularly, but not limited to graffiti or references to drugs, drug corners or gangs, sexual conduct, or other illegal activities. Defaced books or book bags will be confiscated immediately and must be cleaned or replaced within 3 days.

Academic Expectations

- 1.5 **Cheating and Plagiarism:** A student may not cheat or plagiarize material in class work, homework, tests, quizzes, reports, projects, or any other graded assignment. Evidence of cheating and/or plagiarism will be determined by the classroom teacher. See Academic Integrity Policy for more information.
- 1.6 **Missing Homework or Class Work:** A student may not refuse to do assigned homework or class work. The special nature of the Boys' Latin of Philadelphia Charter School's mission requires us to emphasize the importance of classroom concentration and hard work to achieve our academic goals.
- 1.6a **Sleeping in Class:** Sleeping in class is considered a violation of this Code of Conduct.
- 1.7 **Failure to upgrade failed test(s):** A student must make every effort to achieve a proficient understanding of all subject matter. When students are given permission by their teacher to make-up failed tests, they are obligated to do. Failure to do so reflects their unwillingness to work toward the shared goal of academic success.

General Behavior Expectations

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

Neither shall a student use as an excuse for the use of profane language or racial slurs, epithets, sexist, homophobic or intolerant language that he was "only kidding" or that "we use this language all the time." Neither shall the student urge other students or outsiders to engage in such conduct as expressed in this rule.

- 1.9 **Disrespect of Teachers and Adult Personnel:** At no time may a student express with words, gestures, or body language disrespect for a teacher, SSO, adult supervisor, employee or volunteer of Boys' Latin of Philadelphia, or on a school-related activity, any adults taking part in the activity. Nor may a student's disrespectful behavior damage the reputation of Boys' Latin of Philadelphia. (See I. Scope of Rules of Discipline above). The teacher, SSO, etc., will be the interpreter of the disrespectful actions.
- 1.10 **Disobedience to the Lawful Instructions of Staff:** A student shall not disobey the lawful instructions of a teacher, administrator, tutor, school support officer (SSO), or any adult staff member or volunteer of the Boys' Latin of Philadelphia. Consequences include, but are not limited to, individual detentions or suspensions.
- 1.11 **Dishonesty:** A student may not violate the core value of integrity by lying to staff. This includes any form of dishonesty, untruth, or deceit within the Boys' Latin community.
- 1.12 **Forging Signatures and/or Passes:** Students must never misrepresent the authorization of a teacher, parent, or other student through forgery on tests, school passes, and/or assignment book signatures.
- 1.13 **Horseplay:** No student shall engage in reckless activities including play-fighting, running, or jumping on school grounds, or any other inappropriate contact with another student (including slapping, hitting, grabbing, etc.)

- 1.14 **Notes/Note Passing/Inappropriate or Unauthorized Material:** A student may not pass notes of any nature while in the school building. No student may post unauthorized photos or videos taken on Boys' Latin school grounds (i.e. Internet, hardcopy, cell phone, video, etc.) A student may not have in his possession any written or inappropriate materials using violence, weapons, sex or drugs. All notes and inappropriate written materials will be confiscated.
- 1.15 **Damage, Destruction, Graffiti, or Theft of School or Private Property:** A student shall not, either on school grounds or during a school activity or school function, or school event off campus, or coming to or from school cause material damage to school or personal property, or attempt to steal school or personal property. Damage resulting in a cost of more than \$25.00, repeated damage or theft, shall be considered an act of serious misconduct.
- 1.16 **Smoking:** A student shall not smoke in any part of the building or on school grounds: this includes the schoolyard, and the steps or sidewalk on any side of the building. No student may have in his possession any cigarettes or tobacco products.
- 1.17 **Overt Signs of Affection:** A student shall not express in the school building, on school grounds, on a school-sponsored trip or at any school activity overt sexual affection; this includes, but is not limited to, kissing, hand holding, notes, suggestive dancing, etc. The prominent display of "hickey" or passion marks is prohibited.
- 1.18 **Spitting:** To safeguard public health, spitting is prohibited.

Movement In/Around School Building

- 1.19 **Dining Hall Violations:** Students must demonstrate proper conduct in the dining hall. More specifically, students should: refrain from loud noises; clean up spills and refuse; clear their tables; and be respectful of other students' space and belongings. Additionally, the Dining Hall ceases serving breakfast and closes at 7:45 am and students must exit at that time for homeroom. The Dining Hall will reopen for food service during the lunch periods.
- 1.20 **Eating or Drinking in Classrooms:** Eating, drinking, or chewing gum is never permitted in classrooms, the lobby or hallways, before class, during class, or after class. Eating is permitted only in the dining hall during designated lunch periods and before and after school. Students may not leave trash or food in the dining hall.
- 1.21 **Late to Class/Homeroom:** Students must be in their scheduled classroom prior to the bell signaling the start of class.

- 1.22 **Cutting Class/Out-of-Bounds:** No student may be in any part of the building or grounds including bathrooms, at lockers, other classrooms, library, computer lab, schoolyard, elevator, etc., unless specifically scheduled to be there or has received permission from an appropriate authority. Individual students given permission to be in any part of the building other than their assigned class, must be able to produce a staff issued pass. Such actions are considered class-cutting. Any student exercising his right to see the Principal, Dean of Students, or Social Worker/Counselor must report immediately to the main school office.
- 1.23 **Leaving School Building Without Permission:** No student may leave the school premises without the permission of the Chief Executive Officer (CEO), Principal, Dean of Students or their designees and permission from a parent/guardian in writing. (Early dismissal forms must be obtained at the school office.) No student may leave school during the lunch period.

Prohibited Items

- 1.25 **Possession of Prohibited Items:** A student may not have in his possession, in a school bag or coat, or in a locker any of the following at any time:
- a. Portable televisions
 - b. Portable video game systems
 - c. Lasers
 - d. Items associated with gambling, including playing cards or play card substitutes in physical or electronic form
 - e. Large markers or spray paint
 - f. Pornographic, obscene, or suggestive material
 - g. Racist, sexist, homophobic, and/or other material offensive to any ethnic or religious segment of the community
 - h. Any weapon or sharp object including scissors
 - i. Chewing gum (even in a sealed wrapper)
 - j. Seeds used for spitting (pumpkin, sunflower, peanut)
 - k. Alcohol, drugs, or paraphernalia associated with drugs use, such as blunts, “roach clips”, pipes, rolling papers, “baggies,” etc.
 - l. Cigarettes or tobacco products
 - m. Mace containers/Pepper spray or stink bombs
 - n. Cameras, camcorders, or electronic recording devices (unless the student has written permission from the Principal.)
- Any other item(s) that from time to time may be added to this list by the Principal

If any of these items are confiscated more than once, it may result in a parent meeting or a suspension.

1.26 **Use of Cellular Phones:** We understand the need for proper and effective communication that needs to occur between students and families, both to and from school. However, upon arrival to school all cellular phones must be turned off. Students are not permitted to use their cell phones in class, hallways, restrooms or anywhere in school building for any reason. Cell phones should not be seen or heard in the school building or used for telephone calls, texting, social networking, or other unsanctioned means of communication without expressed permission from a faculty member. If a student violates this rule and a faculty member asks for the cell phone, the phone must be turned over to the faculty member immediately. A parent or guardian will be contacted and the cell phone will be returned within 24 hours. Refusal to turn over the phone may result in a parent meeting or suspension. For repeated violations of the cell phone policy a parent or guardian is required to come to the school to retrieve the device.

Level One – Approved Corrective Actions:

1. Behavior write up and addition to the “points system” (see below)
2. Meeting with the Dean of Students/Student Support Officer
3. Temporary assignment to a “cooling off” area, or temporary disciplinary assignment with the school
4. Before/after school detention
5. Suspension of privileges, including the dining hall and extra-curricular activities
6. Letter or phone call to parents
7. Mandatory Parent Meeting with the Dean of Students
8. Referral to mandatory counseling
9. Referral for mandatory drug screening, and/or to a substance abuse program
10. Restitution

11. For prohibited items including a hat or other head covering they will be confiscated and if they are returned will be returned to the student at the end of the day; for repeated offenses, the

item will only be returned personally to a parent or guardian. If the parent refuses to come to school within 30 calendar days during normal working hours to pick up the item, the item will be destroyed or donated to a local charity or organization. (Exception: See Note * below).

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

12. Suspension
13. Saturday Detention
14. Loss of Technology Privileges

*Items deemed weapons and/or drug-related will be confiscated and usually will not be returned and may be destroyed or turned over to the police.

VIII. ACCUMULATION OF MINOR OFFENSES

The following system is the method employed by Boys' Latin to calculate the relative impact of disciplinary infractions on the school community. Trimester totals are reviewed for infractions and consequences.

Infractions and Consequences:

ACTION	Points
Late to School	1
Late to Class 3 Times	1
Dress Code Violation	1
No School ID	1
Removal From Class	2
Skiping Class/Detention (missing more than 10 min)	2

Accumulation of points will result in the following penalties:

These infractions will be recorded and stored on our database system, PowerSchool, to provide a more in-depth look at each student's personal behavioral history. If a student accumulates more than 5 points a detention will be issued. For each detention served the students point total will be decreased by 5 points. If a student accumulates a total of 15 points they will be required to have a parent meeting.

Total Points = 5	Detention
Total Points = 15	Parent Meeting

DISCIPLINARY CODE: Level 2 Offenses/Corrective Actions

- 2.1 **Repeated School Violations:** A student shall not repeatedly fail to comply with the provisions of the rules as expressed in Level 1 Offenses above, Academic Policies, or with any other reasonable directions of the Principal, Dean of Students, teachers, or other authorized school personnel at any time when the student is properly under the authority of school personnel. Any student acquiring three (3) suspensions in an academic year, and on any one suspension thereafter if reinstated is subject to expulsion for cause. Any student who has been expelled from the School District of Philadelphia and repeats the same category of offense while at the Boys' Latin of Philadelphia C.S., e.g., fighting, weapons violation, possession or sale of a controlled substance, etc. is subject to expulsion for cause, even if it is a first offense at Boys' Latin of Philadelphia C.S.
- 2.2 **Failure to report to assigned Saturday School:** No student shall cut an assigned Saturday
- 2.3 **Encouraging Others to Violate Rules:** Willfully encouraging others to commit any of the acts which are prohibited by these Rules of Conduct is forbidden.
- 2.4 **Excessive Absence/Lateness:** Any student violating the Attendance Policy is subject to disciplinary action as a Level 2 violation. See Attendance Policy for details.
- 2.5 **Truancy:** Any student who misses a day of school without the permission of parent/legal guardian/medical excuse, etc., will be considered truant from school. Students are provided with a daily schedule/roster. Students shall not miss/skip a class without permission or valid reason. Students who are absent without a valid excuse are forbidden from coming on school grounds later that day, e.g. truant students may not arrive on school grounds for dismissal, to attend sporting events or other activities, etc.
- 2.6 **Violation of Fire Drill Instructions:** No student may impede the safe exit of students in fire drill or other emergency situation. This includes, but is not limited to, disruption of fire drill by talking, disobedience or inattentiveness. No student may make a false report of an emergency situation or pull the school fire alarm, without reason.
- 2.7 **Acceptable Use Policy Violations:** A student may not violate the Acceptable Use Policy governing all technology affiliated with Boys' Latin of Philadelphia. This includes posing lewd and inappropriate conduct; referencing drugs and drug use; and cyberbullying.

- 2.8 **Posting/Selling Materials:** No student may post, sell, solicit or distribute materials or raffles without permission of the Principal on Boys' Latin School grounds or to/from Boys' Latin school grounds.
- 2.9 **Possession or Dissemination of Inappropriate or Unlawful Material:** A student may not possess or disseminate lewd or unlawful material, either electronically or in hard copy. Materials including but not limited to sexually suggestive/explicit content, inappropriate or unlawful behavior, as well as drug use or reference to drug use are covered under this rule.
- 2.10 **Harassment, Intimidation and Bullying:** (see complete Bullying Policy for further detail) Bullying of any sort is forbidden at all times. Bullying is defined as any gesture, written, verbal or physical act, or electronic communication reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on or off school property, at any school-sponsored function, on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students. Bullying is any gesture, written, verbal or physical act that:
- a. a reasonable person should know will have the effect of physically or emotionally harming a student or damaging the student's property, or placing the student in reasonable fear of physical or emotional harm to his person or property; or
 - b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school;
 - c. creates a hostile environment at school for the student; or
 - d. infringes on the rights of the student at school.
- 2.11 **Detainment or Obstruction:** Physically detaining or restraining any other person or removing such person from any place where he is authorized to remain, or in any way obstructing the free movement of person or vehicles on school premises or at school activities is forbidden.
- 2.12 **Hazing:** Hazing of any sort is forbidden at all times within the scope of the Rules of Conduct. Hazing is defined as "To initiate or discipline fellow student(s) by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals.

- 2.13 **Fighting or Overly Aggressive Interactions:** No student may fight, push, strike, hit, or use violence, in any manner, against a fellow student, nor may any student encourage another student to violate this rule. No student may hold another in order that the student be hit or be the “second person in” a fight. Any physical altercation, including but not limited to grabbing, pushing, clinching, aggressively posturing, positioning oneself to fight or horseplay that could be perceived as fight, will be held liable under this rule.
- 2.14 **Encouraging Fighting:** Any person who verbally encourages a fight, including through gossiping and spreading rumors, whether before, during, or after a fight will be held liable under this rule. This rule also includes verbal arguments (Reminder: See “Scope of Rules of Conduct—1”)
- 2.15 **Inciting Disorder:** Participating in or inciting a riot or an unauthorized or disorderly assembly is forbidden. This includes, but is not limited to inviting, bringing, or otherwise assembling family, friends, etc. to school to fight, harass, or otherwise threaten other students.
- 2.16 **Violating the Law:** Violation of any local, state, or federal law is prohibited and will result in school sanction and appropriate disciplinary action.
- 2.17 **Recklessly Endangering or Threatening/Intimidation of School Personnel, Students or Other Persons:** A student shall not recklessly engage in conduct which places or may place any school employee, fellow student or other person, i.e., visitor, etc., in danger of bodily harm. Nor shall a student attempt to by physical menace or threat (oral or written) put a school employee, fellow student, or other person in fear of imminent bodily injury, including but not limited to, posturing, mimicking, drawings of weapons, inappropriate actions, etc.
- 2.18 **Drug Related Images:** A student may not glorify or celebrate drug culture by possessing images associated with drug culture. Such displays qualify as the school having reasonable belief or concern that a student is experimenting with drugs or alcohol. A drug screening, at the student or parent’s expense, at a licensed medical doctor’s office or hospital may be required upon returning to school or prior to returning to school. This measure is taken to ensure the students’ safety and to ensure that students receive appropriate support services and interventions based on their individual needs

2.19 **Possession and or Consumption of Illegal Substances and/or paraphernalia** A student may not possess on his person, in his personal effects, or in any storage or other area in the school any illegal substances of any nature, including but not limited to any narcotic drug, hallucinogenic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, prescription medications not prescribed to the student, alcoholic beverage or intoxicant of any kind. A student may not possess items associated with drug use, such as blunts, roach clips, pipes, rolling papers, baggies, etc. A student may not use or be under the influence of any of the aforementioned substances or paraphernalia.

If the school has reasonable belief or concern that a student possesses or is under the influence of such drugs or alcohol, the initial determination will be done at the discretion of the Chief Executive Officer (CEO) or Principal in consultation with the Dean of Students and/or Social Worker, Psychiatrist, or Nurse. A drug screening at a licensed medical doctor's office or hospital may be required upon returning to school or prior to returning to school. The student and his family are responsible for the costs of the test.

2.21 **Abuse:** Physical or psychological abuse or threats of such abuse of any person within the scope of the Rules of Conduct is forbidden.

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

Level Two – Approved Corrective Action:

1. Suspension
2. Restitution
3. Referral to mandatory counseling, mandatory drug screening, and/or to a substance abuse program
4. Any corrective action stated in Level 1 Offenses
5. Expulsion
6. Saturday Detention
7. Loss of Technology Privileges

DISCIPLINARY CODE: Level 3 Offenses/Corrective Actions

- 3.1 **Violation of Discipline Contract:** A student shall not violate any standards of expectations stated in a Disciplinary contract.
- 3.2 **Posting Images of Students, School Personnel or Boys' Latin Brand:** Students should never upload a photo/image/video of school personnel, students, the school building or classroom and spaces within. No such video or images should be taken, kept on students' individual cell phones, or posted online and/or on social media outlets without expressed written permission from the principal.
- 3.3 **Knowledge of Danger to School Community:** If a student becomes aware that a fellow student is in possession of firearms, weapons, illegal substances or any items that could danger his/her safety or the safety of others, that student has a duty to inform an adult such as a parent, teacher, counselor, SSO, or administrator.
- 3.4 **Assault on School Personnel:** A student shall not cause or attempt to cause physical injury to any school employee, nor shall any student make threats to cause physical injury to any personnel.
- 3.5 **Possession of a Weapon Capable of Causing Death or Serious Injury:** A student shall not possess on his person, in his personal effects, or in any storage area provided by the school, any weapon capable of causing death or serious injury. Such weapons shall include, but are not limited to, fire arms, knives and blades two-inches or greater in length, razors, box cutters, BB guns, stun guns, throwing stars, baseball bats, scissors or explosive or incendiary devices.
- 3.6 **Possession of Illegal Substances and/or Drug Paraphernalia:** A student may not possess on his person, in his personal effects, or in any storage or other area in the school any illegal substances of any nature, including but not limited to any narcotic drug, hallucinogenic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, prescription medications not prescribed to the student, alcoholic beverage or intoxicant of any kind. A student may not possess items associated with drug use, such as blunts, roach clips, pipes, rolling papers, baggies, etc. A student may not use or be under the influence of any of the aforementioned substances or paraphernalia.

If the school has reasonable belief or concern that a student possesses or is under the influence of such drugs or alcohol, the initial determination will be done at the discretion of the Chief Executive Officer (CEO) or Principal in consultation with the Dean of Students and/or Social Worker, Psychiatrist, or Nurse. A drug screening at a licensed medical doctor's office or hospital may be required upon returning to school or prior to returning to school. The student and his family are responsible for the costs of the test.

3.7 **Aggravated Offenses:** A student shall not engage in or attempt to engage in conduct or encouraging others to engage in conduct which threatens the health, safety or welfare of any members of the school community:

Conduct in Violation of This Rule Shall Include, but is not Limited to:

- a. Deliberate assaults on school personnel where injury results or where a substantial likelihood of serious injury was present, including but not limited to use of a weapon.
- b. A sale or distribution of any narcotic, drug, hallucinogenic, amphetamine, barbiturate, steroid, growth hormone, marijuana, alcoholic beverage or intoxicant. Possession of any of the above substances in a quantity inconsistent with possession for personal use, or under circumstances indicating that possession was with the intent to sell or deliver, is subject to the same disciplinary penalties as are actual sale or delivery
- c. Arson
- d. Rape, molestation, voluntary or involuntary deviate sexual intercourse;
- e. Robbery or extortion
- f. Indecent Assault or Indecent Exposure: A student shall not touch any other person or cause another person to touch him on any intimate or sexual part of the body for the purpose of arousing or gratifying sexual desire in either person or to intimidate that other person. Further, a student shall not expose his genitals under circumstances likely to cause affront or alarm to others.
- g. Vandalism which results in the damage to or destruction of school property which substantially disrupts or prevents the school from carrying out any of its primary educational responsibilities or program.
- h. Retaliation or threat of retaliation against a school employee, witness or other for their part in any school investigation, academic or disciplinary proceeding, or in the course of their lawful responsibilities, in which the student's or student's parent(s)' conduct takes the form of intentional assault, threats of bodily injury or death, repeated telephone, written, e-mail and/or physical harassment or stalking, or property damage.
- i. Theft of money or property from student, faculty/staff, or visitor valued in excess of \$50.00
- j. Racist, sexist, or homophobic statements verbal or written, displays, tattoos, or other actions designed to cause severe psychological or physical harm to intimidate students, faculty/staff or visitors.
- k. Possession of a Weapon Capable of Causing Death or Serious Injury: A student shall not possess on his person, in his personal effects, or in any storage area provided by the school, any weapon capable of causing death or serious injury. Such weapons shall include, but are not limited to, fire arms, knives and blades two-inches or greater in length, razors, box cutters, BB guns, stun guns, throwing stars, baseball bats, scissors or explosive or incendiary devices.

- 3.8 **Sexual Harassment:** The creation of/or maintaining of a sexually hostile environment and/or any sexual “quid pro quo” is forbidden. This may include but is not limited to making such comments verbally or in writing, displaying obscene or sexually suggestive photos, drawings, language, signs, features, tattoos, etc. For further details, see the Sexual Harassment Clause

Level Three – Approved Corrective Actions:

1. Expulsion
2. Notification of the Philadelphia Police Department

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

Boys’ Latin of Philadelphia Charter School

Sexual Harassment Clause

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

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

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

Verbal

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

Physical

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

Visual

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

Cyber-bullying

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

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

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

V. SUSPENSION

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

A student may be suspended "Out of School", in which case he will be excluded from school, until the parent/guardian or their designee is present for the Reinstatement Meeting. The student must be in full uniform at the Reinstatement Meeting and have a letter of reflection to present to the school, Dean of Students, principal, and/or CEO. For "Suspension with Intent to Expel," only a parent or guardian may attend the Reinstatement Meeting. "In-School" suspension results in exclusion of classes, the lunchroom activities and all other privileges but requires daily attendance in school. This appointment should be made within three days, and unless otherwise determined by the Dean of Students. **REINSTATEMENT MEETINGS ARE BY APPOINTMENT ONLY.**

REINSTATEMENT MEETING

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

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

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

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

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

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

VI. TRUANCY

Truancy Prevention Policy:

Truancy is defined as three (3) or more school days of **unexcused** absence during the current school year.

Habitual truancy is defined as six (6) or more school days of **unexcused** absences during the current school year.

When a student is truant, the attendance officer will notify parents or guardians in writing within ten (10) school days of the child's third unexcused absence that the child has been truant.

If the student continues to incur additional unexcused absences, a student attendance improvement conference will be held with the school principal (or designee), school social worker, student and parents or guardians.

Boys' Latin procedures when a child is habitually truant consists of the following:

The school social worker will (1) refer the student to a school-based or community based attendance improvement program or (2) refer the student to the Department of Human Services (DHS) for services. Boys' Latin does not suspend, expel, or transfer a student due to truancy.

Boys' Latin may also file a citation against the parents or guardians of a habitually truant student in a magisterial district court. Parents or guardians may be subjected to the following penalties per Pennsylvania Law:

◆ **Discretion for judges.** The law provides local judges with considerable discretion to impose appropriate penalties in individual cases. For instance, judges now have discretion on whether to forward a student's conviction for truancy to the Department of Transportation (DOT) for automatic license suspension.

◆ **Fines up to \$750.** The law significantly increases the amount of money a judge may fine a student or parent for habitual truancy. The law states that a person convicted of habitual truancy may be fined: (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 for the second offense; and (3) up to \$750 for a third and any and all subsequent offenses.

◆ **Jail reduced to three days.** The law reduces jail time from five days to three days and adds additional safeguards to ensure that poor families are not jailed for their inability to pay. A judge may jail a parent only if (1) the court makes specific findings that the parent had the ability to pay the fine or complete the community-service and (2) the court finds that parent's non-compliance was willful.

◆ **Referral to DHS for second conviction in three years.** If a parent or student is convicted a second time for habitual truancy within three years, the court must refer the child to DHS for services or possible disposition as a dependent child under the Juvenile Act.

VII. EXPULSION

EXPULSION HEARINGS

Expulsion is the final option for students who, having received multiple suspensions, demonstrate that they cannot or will not adhere to the Student Code of Conduct. Expulsion may also be required for infractions that are determined to be especially egregious. The process for determining who is recommended for expulsion is conducted by the Principal and the Dean of Students. All expulsion recommendations must be reviewed and approved by the CEO.

A student and the parent/guardian of students recommended for expulsion is entitled to receive written notice of his reason for suspension and recommendation for expulsion. This written notice will indicate the time and place of an informal hearing (also referred to as pre-expulsion hearing). Parents/guardians will have sufficient notice in advance of the pre-expulsion hearing; it will be set at a time agreed upon by both school administration and parent/guardian. The student may question witnesses who are present at hearing, and/or the student may produce witnesses.

A formal Expulsion Hearing is required in all expulsion actions. The student and his parents will be notified of the charges and the grounds for the Expulsion Hearing in writing via certified mail, and given at least 3 days' notice of the time and place of the Expulsion Hearing.—Students receiving Special Education services and/or students being evaluated for Special Education services at the time of their expellable offense are entitled to a Manifestation Determination Hearing, prior to an Expulsion Hearing. All students subject to a formal expulsion hearing have rights to the statements of witnesses whose testimonies are used as evidence during the formal hearing. Documentation of the hearing is maintained and accessible on request.

The Expulsion Hearing will be held before the Board of Trustees or an authorized committee of the Board, or a qualified hearing examiner appointed by the Board. At the Expulsion Hearing, a student may be represented by counsel (at parents' or guardians' expense) and has the right to have his parent or guardian attend the hearing. The student has the right to testify and present witnesses on his behalf as well as question any witnesses. The Expulsion Hearing will be held in private unless the student or parent requests a public hearing. The Expulsion Hearing will be held within 15 days of the initial notification of charges against the student.

An expulsion decision will be provided to the student and their parent as soon as practicable following the Expulsion Hearing. Any parent wishing to appeal the expulsion decision may do so to the Commonwealth Court of Pennsylvania.

VII. EXECUTION AND INTERPRETATION OF THESE RULES

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

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

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

Boys' Latin of Philadelphia Charter School

UNIFORM REGULATIONS

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

I. UNIFORM REGULATIONS

NOTE: The following represents an extension of the Code of Conduct. See Code of Conduct Rule 1.1. Waivers of certain Uniform Regulations for medical or religious reasons may be requested in writing from the Chief Executive Officer. See Rule 1.11m.

Uniforms are mandatory for all students. 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.

Uniforms are to be worn to all school functions, e.g. Back-to-School Night, Progress Report Card Conferences, Graduations, school ceremonies, etc.

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

1.1a Blazer: A navy blue blazer with gold buttons and the Boys’ Latin of Philadelphia emblem sewn on the left breast pocket. These jackets may be purchased from Flynn & O’Hara; if purchased elsewhere the parent should get pre-approval from the Discipline Office.

1.1b Shirt and Tie: Blue dress oxford shirt (buttoned down collar, NO logo on the chest), with long sleeves, tucked in, and official school tie (No clip-on ties permitted). These items may be purchased from Flynn & O’Hara. If the shirt is purchased elsewhere, the parent should get pre-approval from the Discipline Office.

1.1c Pants: Khaki dress pants: no jeans, Chinos, or slacks, etc. If purchased elsewhere the parent should get pre-approval from the Discipline Office

1.1d Belt: Pants must be worn with a plain black belt: no studs, ornamentation, logos, etc. The belt buckle should also be plain and standard size.

1.1e Socks: Black dress socks

1.1f Shoes: Black Eastland shoes (please check with the school office to ensure that correct shoe has been purchased. No exceptions will be made). Additionally, shoes must be worn properly (Foot must be completely in shoe, with laces tied.)

1.1g Ties: School ties are available for purchase at Flynn & O’Hara. Ties purchased elsewhere may not be acceptable; check with main office if purchasing elsewhere. Clip-on ties are not permitted.

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

1.1j Hats or head coverings: A student shall not wear a hat, cap, hood or other head covering in school or indoors during any school-sponsored activity whether in uniform or not in uniform. This rule may be waived only for religious or medical reasons; however, the Principal may demand evidence of the religious or medical restrictions. This would include, but is not limited to, a signed note on official stationary, by an officially recognized pastor, rabbi, or imam. Students asserting a medical reason must provide a doctor’s note signed by a PA-licensed M.D. or D.O.

1.1k Hair, Jewelry, and Body-Piercing Regulations: Excessive jewelry is not permitted. Students may wear no more than one (1) single finger ring per hand no larger than ½ inch in any direction. No gold overlays or ornamentation may be placed on teeth. Visible gold chains are not permitted. No visible body piercing is permitted in school. Hair should be neat, no longer than shoulder-length or neatly kept banded behind the head, and of natural color. No “buttons,” pins or ornamentation may be worn on the school uniforms, unless provided by, or approved by, the school.

1.1m Accepted Modifications or Alternation of Uniform: Any student required to alter or modify the accepted uniform policy for reasons of faith must submit a signed letter from either a parent or legal guardian to

the Dean of Students at the conclusion of the first full week of school. Student's whose faith prohibits their pants from touching the ground may have them hemmed to an appropriate length, Students may not cut the bottom of their pants.

General Uniform Instructions for Students in Grades 9-12:

- a. Uniforms must fit properly and may not be worn baggy/oversized or too small. Uniform clothing may not be tattered, discolored, or ripped at the seams. Shirts must be buttoned to the top.
- b. Full uniforms are to be worn from the first day of classes to the last day of classes and on all school trips unless otherwise notified by the Principal or Dean of Students.
- c. Full uniforms must be worn during all school events (e.g., Report Card Conferences, sibling graduations, Back-to School Night, summits, etc.) unless otherwise notified by the Principal or Dean of Students. Full uniform denotes that all restrictions, including jewelry restrictions, are in effect.
- d. Full uniforms must be worn to and from school, including blazers, shoes, ties, pants, etc. unless an individual student receives a waiver from the Principal or Dean of Students. Class time may not be used in relation to dressing for the outdoors.
- e. Uniforms are always required for school trips, etc., unless notified otherwise by the Principal. If advised that uniforms are not required for a school trip, then appropriate dress clothes may be required. All other dress code rules such as jewelry restrictions, etc., still apply.
- f. School blazers, blue dress oxford shirts and official school ties are to be worn based on the dates designated in the school calendar, unless notified of any change by the CEO, Principal, or Dean of Students.
- g. Blazers must be worn in the hallways and assembly areas. Students must wear blazers in class unless instructed otherwise by their teacher. If a teacher gives permission for students to remove their blazer in class, it must be either placed on the back of the seat or according to the procedure of the teacher (e.g. hangers, etc.) Students must wear blazers in the Dining Hall unless instructed otherwise by the Principal Dean of Students, or other faculty or staff.

- h. To prevent blazer theft, students should have their names (not initials) in a secure place inside.
- i. All blazers must have the Boys' Latin of Philadelphia logo patch sewn on the left breast pocket. Patches may be purchased at the school.
- j. No outside coats may be worn in the hallways (except during dismissal), in the classroom, in the Dining Hall, or at assemblies.
- k. For regulations regarding labs, sports, or other special circumstances, guidelines will be provided by the teacher or coach.

II. APPROVED ACTIONS FOR UNIFORM REGULATION VIOLATIONS GRADES 9-12:

- 1. A student who is out of uniform may be excluded from the classroom. "Out of uniform" is a school violation under this Code of Conduct. See Rule 1.1 students are advised that repeated violation of these uniform regulations is a Level Two violation (2.1).
- 2. Students who on rare occasion may forget or lose their school jackets, or ties may receive a loaner on a first-come-first-served basis, if available from the SSO's Office.
- 3. If a loaner is not available or if a student has abused the loaner policy by three or more incidents, then disciplinary action may be taken. Students may not attend class out of uniform and therefore may 1) be sent home to return with the appropriate uniform within a time deemed appropriate by Dean of Students or his/her designee, 2) be suspended in-school, or 3) be suspended outside-of-school. Violations deemed minor by the Dean of Students may receive a one-time, one-day waiver at the discretion of the Administration.
- 4. Repeated violations of the uniform regulations in excess of three times in a quarter may result in a parent meeting, suspension or expulsion. Students who are suspended or sent home for uniform violations should refer to Student/Parent Handbook Section IV: "A student may be suspended or dropped immediately from the roll of the Boys' Latin of Philadelphia if he:
b) refuses to abide by the dress and uniform code included but not limited to absences exceeding three consecutive or non-consecutive days for missing uniforms or part of the uniform, i.e., improper shoes, no blazer, no ties, etc.," as well as, Code of Conduct 2.1 "Repeated School Violations."

Boys' Latin of Philadelphia Charter School

ACADEMIC POLICY

I. ACADEMIC INTEGRITY

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

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

HONOR CODE

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

I recognize that academic integrity must serve as the foundation to my academic and social learning. I understand that an education without integrity has less value and provides me with fewer opportunities to develop into a critical thinker and responsible citizen. Likewise, education with academic integrity gives me the chance to develop character, fortitude, and excellence in learning. I understand that academic integrity at our school is only as powerful as I, my peers, my parents, and my educators collectively make it, and I am committed to making it part of the social fabric of our school.

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

It is important that every member of the school community has a clear understanding of

not only academic integrity, but also **VIOLATIONS OF THE HONOR CODE**. I understand the goals and qualities of academic integrity as well as acts of academic dishonesty. These include the following:

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

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

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

WHEN RECEIVING THIS HANDBOOK, BOTH STUDENT AND PARENT ARE AGREEING TO THIS PLEDGE AND TO THE CON-

SEQUENCES FOR ACADEMIC DISHONESTY

First Offense in a Class:

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

Additional Offense(s) in a Class:

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

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

II. CURRICULUM CONTENT

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

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

III. HOMEWORK

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

IV. GRADING POLICY

1. At the end of each trimester, a grade appropriate report card is prepared for each child in grades 9-12.
2. A progress report is sent to the parents or guardians of each child midway through each trimester as designated on the calendar.
3. A minimum of three assessments for each subject will be used to determine final grades.
4. Honors and Advanced Placement level courses are weighted. Honors courses received 0.5 added value weight when calculating GPA. Advanced Placement courses receive 1.0 added value weight when calculating GPA.
5. If a student transitions from a non-honors course to an honors level course in the middle of the school year, only the trimester(s) spent in the honors section will receive the added value weight.
6. If a student transitions from an honors level course to a non-honors level course, the grade percentage for the time in the honors level course is increased by 5% to reflect the increased rigor of those studies.
7. Each faculty member evaluates a student's work according to the standards established within academic departments and by the individual teacher. These standard expectations include a high level of class participation, attendance, and a demonstration of the ability to use the concepts that have been taught, as well as consideration of the quality of a student's work and performance on assessments and projects, etc. The faculty uses the following grading scale:

A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
F	69-below

8. Honors Designations:

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

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

9. GPA Scale:

Grade	Numeric Range Equivalent	GPA Equivalent
A	93 – 100	4.00
A-	90 – 92	3.67
B+	87 – 89	3.33
B	83 – 86	3.00
B-	80 – 82	2.67
C+	77 – 79	2.33
C	73 – 76	2.00
C-	70 – 72	1.67
F	0 – 69	0

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

11. Academic Probation: Students failing two or more classes will be on academic probation.
12. Keystone Preparation: Students in danger of not earning a proficiency score on any Keystone exam will be required to attend Keystone Preparation courses. Placement in these courses will be based on benchmark and Keystone performance.
13. Students who fail any major academic course on the final report card (June) must make up the credit in summer school at their own cost unless the course is offered by the school.
14. Freshmen who fail four or more full-year courses must repeat the year.
15. Sophomores must attain a minimum of 9 credits to become a junior.
16. Juniors must attain a minimum of 17 credits to become a senior.
17. Membership in the Boys' Latin of Philadelphia Honor Society is determined by the first and second trimester grades each year.
18. All grades are calculated using our computerized grading program.
19. Students failing two or more classes are required to attend Saturday School.

V. ATTENDANCE POLICY

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

More than **21 CHARGEABLE ABSENCES** from a full-year course and more than **7 CHARGEABLE ABSENCES** from a trimester course **MAY RESULT IN DENIAL OF CREDIT FOR THE COURSE or A LETTER GRADE REDUCTION.** The Dean of Students will consider requests for appeals of the policy when absences are occasioned by cases of extended illness or extenuating family circumstances. The

presence of unexcused class absences (truancy) in an attendance record under appeal/review will adversely affect the school's decision to grant leniency in such cases.

Absences Defined

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

VI. EARLY DISMISSAL

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

VII. SCHEDULE CHANGE REQUESTS

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

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

When schedule changes are requested due to course preferences as they relate to college admissions or student interests, students must complete a *Drop/Add Form*, which must be signed by the teacher of the course being dropped; the teacher of the course being added; a parent; the Director of College Advising (seniors only); and an administrator. There are no schedule changes per student requests after two weeks into the first trimester and one week into the second and third trimesters. Only schedule changes deemed necessary by administration will occur following these deadlines.

VIII. ATHLETIC AND EXTRACURRICULAR ELIGIBILITY

Boys' Latin provides an extensive array of extracurricular activities to its student body. These activities are an important component of a student's education, growth, and maturation, and the school seeks to encourage participation to the fullest extent possible. However, as part of the learning experience, students must understand that participation in extracurricular activities is a privilege not a right, and that continued participation carries with it certain obligations.

There are stringent academic requirements to remain eligible for athletic and extracurricular programming. Participating students will receive a three-week review to determine eligibility. The review will assess academics, attendance, and conduct.

Academics – Students must maintain a trimester 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 our community, at private social functions, and within the surrounding community with the same high standards we expect at school. Athletic and certain extracurricular activities take on a significance to which additional responsibilities attach. Generally, these activities include leadership responsibilities (often where one must apply or be selected or elected to a position) and/or activities where students represent the school in competitions and other performances viewed by people beyond the immediate school community. For those students who choose to aspire to such positions, there should be the recognition that such participation comes with additional responsibilities. Failure to embrace that leadership and refrain from appropriate conduct, in and out of school, may result in the loss of the privilege to participate in athletic or extracurricular activities.

IX. GRADUATION REQUIREMENTS

- Classes of 2018: A student must complete a minimum of 25 credits, including 5 credits in English (including credits from English 11 or AP Language and credit from English 12 or AP Literature or the grade level equivalents), 4.66 credits in math (including 2 credits in either Algebra I, Geometry, or Algebra II or the grade level equivalents), 4 credits in science, 3 credits in history or social science, and 3 credits in Latin. All seniors are required to complete a senior project, which includes both a written and oral component.
- Class of 2019-2021: A student must complete a minimum of 25 credits, including 5 credits in English (including credits from English 11 or AP Language and credit from English 12 or AP Literature or the grade level equivalents), 4.66 credits in math (including 2 credits in either Algebra I, Geometry, or Algebra II or the grade level equivalents), 4 credits in science, 3 credits in history or social science, and 3 credits in Latin. All seniors are required to complete a senior project, which includes both a written and oral component. Per State Law, students may have to pass all Keystone assessments.

Additionally, students must earn 6 Activity Credits. Of the 6 required Activity Credits, 2 must be completed by the completion of 9th grade. Students will remain in a 9th grade homeroom until they earn the 2 Activity Credits required of freshmen. Activity Credits may be earned through participation in Leadership Academy, an athletic team, the theatre productions, 21st Century programming, community service, or an external activity of equivalent time that is approved by the Principal. Ninth grade students must participate in Leadership Academy a minimum of 2 days per week. (Students may be assigned to a 3rd day of non-credit bearing Academic Probation if needed.)

The aforementioned programs are credit bearing as follows:

- Sports/AGA = 1 credit per season;
- 1 day of LA = 1/2 credit per trimester;
- 10 hours of approved community service = 1/2 credit

Students must attend a minimum of 80% of all required sessions in order to earn the designated credit. Activity Credit accrual will be reported on student report cards at the completion of each trimester. Students who earn 9 Activity Credits, including at least partial credit during the Senior Year, will receive special honors recognition at the graduation ceremony.

- NOTE: Valedictorian and Salutatorian determined at the conclusion of the 2nd trimester.

A. SENIOR PROJECT REQUIREMENTS

What is the Senior Project?

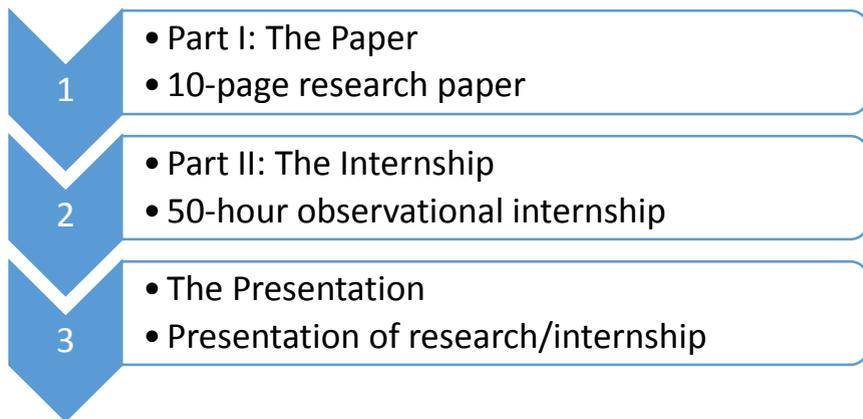
The Senior Project is an opportunity for students to put together all the learning they have done throughout high school to examine and research topics that are important to them.

- The senior project is a 3-part independent research project.
- Each student picks a topic that interests him, usually related to his desired career.

Part 1: Students create, research, and answer a question related to their topic in a research paper.

Part 2: Next, they complete a 50-hour internship at a company/organization that relates to their research paper.

Part 3: Finally, they present what they have researched and observed in a formal presentation to a panel of teachers and other students.



Why do seniors at Boys' Latin do the Senior Project?

The Senior Project is an opportunity for each student...

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

Senior Project: Requirements and Grading Policies

Requirements

- Each student must complete the Senior Project in order to graduate.
- Each student must complete **all three parts** of the Senior Project in order to pass the project.
 - 10-page research paper
 - 50-hour observational internship
 - Presentation of research and experience to a panel of teachers/students
- Each student **must be approved** by his mentor, Dr. Tennant, and Mrs. Bonner **before going on his internship:**

- Final draft of the research **paper** must earn a passing grade from his mentor.
- Dr. Tennant must establish that he is on track to complete all **graduation requirements**. If a student is in danger of failing any of these required credits, he will not be approved to go on his internship.
- Need to complete Mrs. Bonner’s college or post-graduation **preparedness checklist**:
 - If he is going to college after graduation:
 1. Need to have been accepted to at least one college, or applied to at least one safety school
 2. Need to have completed all financial aid paperwork
 3. If he has chosen a school, need to have sent in deposit and intent to enroll

OR

- If he does not plan on going to college after graduation:
 1. Need to have planning meeting with Mrs. Bonner

Grading Policies

- The project will count as the final exam grade for students’ senior English course
 - Students must pass the final exam for their senior English course
 - Students cannot graduate without passing their senior English course
 - Therefore, students must pass the project in order to graduate
- The total point value for the project is 250 points
 - The paper is worth 180 points
 - The internship is worth 35 points
 - The presentation is worth 35 points
- Standard policy across all portions of the project is that students can only receive 80% of earned score for late submissions.

For example, if a student submits the research paper late, a mentor will grade the paper according to the rubric. Once this score is given, it will then be multiplied by 0.8 to get the final grade. A paper that earns a score of 160 but is submitted late would ultimately be counted as a 128 ($160 \times 0.8 = 128$).

B. “WALKING” PRIVILEGES

- Graduates must fulfill **all** graduation, academic, and discipline requirements in order to “walk,” i.e., participate in Graduation Exercises.
- No student who has failed to meet any graduation requirement, e.g. Senior Project, etc. will be permitted to “walk” at graduation.
- No student found cheating on his Senior Final Exams will be permitted to “walk” at graduation.

Computer and Internet Acceptable Use Policy

Boys' Latin of Philadelphia Charter School

Revised: March 28, 2017

Boys' Latin of Philadelphia Charter School 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 of Philadelphia Charter School.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff 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 of Philadelphia Charter School-owned equipment.

Boys' Latin of Philadelphia Charter School Rights and Responsibilities

It is the policy of the Boys' Latin of Philadelphia Charter School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff 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 of Philadelphia Charter School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Boys' Latin of Philadelphia Charter School retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. 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.
4. 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 of Philadelphia Charter School-owned equipment and, specifically, to exclude those who do not abide by the Boys' Latin of Philadelphia Charter School's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Boys' Latin of Philadelphia Charter School reserves the right to restrict online destinations through software or other means.

5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members 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 of Philadelphia Charter School.
2. Staff 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

1. Use of the electronic media provided by the Boys' Latin of Philadelphia Charter School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, 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

1. A student should exercise caution, in consultation with a parent or school staff member, 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

1. The security of the schools' computers and/or computer services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or Technology department immediately. The student shall not demonstrate the problem to others or access unauthorized material.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Boys' Latin of Philadelphia Charter School.
2. 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.

3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, Boys' Latin of Philadelphia Charter School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. 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.
3. Any use of the network for commercial or for-profit purposes is prohibited.
4. Excessive use of the network for personal business shall be cause for disciplinary action.
5. Any use of the network for product advertisement or political lobbying is prohibited.
6. 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.
7. 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.
8. 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.
9. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
10. The unauthorized installation of any software, including shareware and freeware, for use on Boys' Latin of Philadelphia Charter School computers is prohibited.
11. 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.
12. Boys' Latin of Philadelphia Charter School's network may not be used for downloading entertainment software or other files not related to the mission and objectives of Boys' Latin of Philadelphia Charter School 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 of Philadelphia Charter School.

13. 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).
14. Use of the network for any unlawful purpose is prohibited.
15. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
16. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17. 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

1. 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 staff. The student will also be subject to disciplinary action for any violations of school policies/procedures or school rules.
2. Required Sharing of Computer Passwords with School Staff – 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 any and 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.
3. 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.
4. 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.
5. Return of Computers - Computers must be returned in acceptable working order at the end of the school year or whenever requested by school staff. 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

1. Boys' Latin of Philadelphia Charter School cannot be held accountable for the information that is retrieved via the network.
2. 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.
3. Boys' Latin of Philadelphia Charter School 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.
4. Boys' Latin of Philadelphia Charter School 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 of Philadelphia Charter School reserves the right to change its policies and rules at any time.