

## **PHILADELPHIA ELECTRICAL & TECHNOLOGY CHARTER HIGH SCHOOL**

### **CODE OF CONDUCT**

The objective of our school's Code of Conduct is to develop, encourage, and maintain an environment and atmosphere that promotes respect and consideration for others and a desire to learn. PE & T's Code of Conduct is designed to allow our students to be pro-active; to assume responsibility in all situations and be accountable for their actions and behavior.

The authority to exercise the disciplinary process extends to all staff. In cases of serious misconduct, repetitive misconduct, or conduct that is grossly unbecoming of any student, that student will be referred to the Disciplinarian and the Discipline Committee for appropriate intervention. Any student, who knowingly and willingly continues to ignore and/or violate our school's Code of Conduct after intervention by the Discipline Committee, will be referred to the Discipline Review Board (a panel of parents and teachers). Upon review and examination, the Discipline Review Board will render their determination as to what action(s) should be taken. This could include a disciplinary hearing before the Board of Trustees.

Students who are absent, suspended, failing two or more classes, or failing conduct according to our conduct formula, are not permitted to participate in any school sponsored event that day (athletics, practices, events, dances).

### **EXPECTATIONS AND RESPONSIBILITIES**

#### **ABUSIVE CONDUCT**

Abusive acts of any kind directed at Staff or any student are strictly prohibited. This includes, but not limited to, harassment, verbal abuse, physical abuse, racial or ethnic harassment, extortion, words or acts that threaten another student or staff person or incite others to do so, coercion, blackmail, and preventing students from entering, leaving, or moving about the school or engaging in school activities by threats or harassment.

#### **ARREST**

Any student apprehended and/or arrested by law enforcement authorities while at school or at any school related function will be suspended immediately and referred to the Discipline office. Parents/Guardians will be notified immediately and the suspension will remain in effect until the outcome has been determined by the authorities.

#### **ASSAULT**

Any student who assaults, or threatens to assault a Staff person, a Student, or any school employee will be issued an out-of-school suspension immediately, and the incident will be referred to the Discipline office. Pending an investigation and review, the Disciplinarian will determine what action should be taken. This could include, but not limited to, reviews by the Discipline Committee and Discipline Review Board, and possible referral to the Board of Trustees for a disciplinary hearing.

## **BULLYING/HARASSMENT**

### **Policy Statement**

Philadelphia Electrical & Technology Charter High School prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptions or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

### **Definition**

Bullying is any hurtful or aggressive act toward an individual or group that is intentional and repeated. There is typically a real or perceived imbalance of physical power, a social network or verbal skills that favor the perpetrator(s).

Harassment , intimidation or bullying means any gesture, written or physical act that takes place on school property, at any school-sponsored function or on the way to and from school and that:

1. Is motivated by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know under the circumstances, that the acts will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school
5. They can bully in direct ways, such as:
  - a. hitting, tripping, shoving, pinching, excessive touching
  - b. verbal threats, name calling, racial slurs, insults
  - c. demanding money, property, service and
  - d. stabbing, choking, etc

6. They can also bully in indirect ways, such as:
  - a. Rejecting, excluding, isolating;
  - b. Ranking or rating, humiliating;
  - c. Manipulating friends and relationships;
  - d. Writing hurtful or threatening emails and postings on web sites and
  - e. Blackmailing, terrorizing and proposing dangerous dares
7. Other things to know about bullying:
  - a. Some students are bullies; others are targets of bullying;
  - b. A student can be both a target and a bully at the same time;
  - c. Some students are bystanders; bystanders can be either passive or active;
  - d. Some acts of bullying at school can result in suspension and/or expulsion;
  - e. Bullying breaks the laws when it becomes stealing, assault, and battery, extortion, sexual harassment, hate crimes and other criminal acts;
  - f. Administrators, teachers, staff, students and parents must accept responsibility to recognize and report and/or intervene with bullying when it occurs.
8. School bullying affects the safety and social well being of the entire school community.

### **Expected Behavior**

Philadelphia Electrical and Technology Charter High School expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Philadelphia Electrical & Technology believes that standards for student behavior must be set cooperatively through interaction among the students, parents, or legal guardians, staff and community members, producing an atmosphere that encourages pupils to grow in self discipline. The development of this atmosphere requires respect for staff and others as well as for school property on the part of students, staff and community members.

The school believes the best discipline is self imposed and it is the responsibility of the school staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequence of their behavior. Staff members who interact with pupils shall apply the best practices to prevent discipline problems and encourage student's abilities to grow in self discipline.

General guidelines for pupil conduct have been developed by the CEO, in conjunction with the school staff and approved by the Board of Trustees. These guidelines have been developed based on accepted core ethical values from broad

community involvement with input from school employees, pupils and administrators. This policy requires all students to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

Philadelphia Electrical & Technology Charter High School prohibits active and passive support for harassment, intimidation or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them and report these acts to the administrators of the school.

The administration will provide annually to pupils and their parents or legal guardian(s) the rules of the school regarding pupil conduct, pupil's due process and other rights. Parent(s) or legal guardian(s) are asked to read the handbook and sign the Code of Conduct contract saying they have read and understand the rules and regulations of the school.

#### **Consequences and Appropriate Remedial Action**

The following factors will be considered in determining the appropriate response to pupils who commit one (1) or more acts of harassment, intimidation or bullying:

1. The development and maturity levels of parties involved
2. The level of harm;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidence or continuing patterns of behavior;
6. The relationship between the parties involved; and
7. The context in which the alleged incident occurred

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with federal and state statutes, and school policies and regulations.

#### **Possible Appropriate Action**

1. Meeting with student, parent(s) or legal guardian(s) and the Disciplinarian regarding the behavior being exhibited and the remediation of such behavior.
2. Regular meetings with the school counselor regarding such behaviors

3. Meeting of the Discipline Committee of the school to determine the extent of remediation necessary for the behavior being exhibited.
4. Blatant or continuing acts of bullying can result in suspension and/or expulsion

### **Reporting Procedure**

Any student who feels he or she is being bullied, harassed, discriminated against, or who is aware of bullying, harassment or discrimination should report it immediately to the administrator, a guidance counselor, teacher or any staff person. Any student who is found to have engaged in behavior that is related to bullying, harassment, and/or discrimination will be subject to immediate and severe disciplinary action. Actions may include but are not limited to detention, suspension and/or expulsion from the school. In the event of suspension/expulsion guidelines will be followed in accordance with the school's policy.

If harassment and/or discrimination is found to have occurred, prompt and appropriate remedial action will be taken in addition to discipline of the offender. In all cases, parent(s) or legal guardian(s) will be advised of the incident and the action to be taken.

No student or employee will be retaliated against for reporting bullying, harassment or discrimination or participating in an investigation concerning these issues.

### **Consequences for False Accusation**

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral intervention up to and including suspension or expulsion.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with the school policies and procedures.

### **PHYSICAL VIOLENCE**

The Philadelphia Electrical and Technology Charter High School is totally committed to maintaining a safe learning environment for every student. Violence will not be tolerated; and any student who chooses to use violence of any sort as an option to solve issues, problems, or differences with anyone will be dealt with immediately. Any student who chooses to engage in violence or participate in a physical altercation will be referred immediately to the Disciplinarian. The student(s) will be suspended pending the outcome of an investigation, and once the information, facts, and documentation are secured the Disciplinarian will schedule a meeting with the Discipline Committee to determine what action should be taken. This may include, but not be limited to, referral to the Discipline Review Board for a determination.

## **SEXUAL HARASSMENT**

Unwanted or unwelcome contact of a sexual nature directed toward another individual is prohibited, regardless of whether the contact is by word, gesture, or other sexual conduct. Students are expected to treat other students and staff with courtesy and respect, and avoid any behavior, action, or activity that is offensive and disrespectful. All staff members are expected to be diligent in seeing that the school environment is free from sexual harassment and/or harassment in general. PE&T will not tolerate harassment on the part of any student or staff member. Any staff member or student who witnesses or is the victim of sexual harassment should report it immediately to the Assistant Principal for Student Services.

## **SUSPENSION**

Suspensions will not be imposed until the issue in question is brought to the attention of the Disciplinarian for investigation and review. Depending on the nature and severity of the infraction, the Disciplinarian may impose a suspension immediately or place the issue before the Discipline Committee for a determination.

Suspension will be an option for repeated rule violations, repeated infractions, repeated disruptive behaviors, etc. that seriously hinder the educational process and/or operation of the school. In the most serious cases, such as weapons violations, theft, vandalism, substance abuse or possession, physical violence, etc., suspension will be automatic and the Discipline Committee will meet immediately.

In order to be reinstated, a suspended student and the parent/guardian must schedule a reinstatement conference with the Disciplinarian. At this conference the Disciplinarian may impose additional sanctions as part of the reinstatement process.

## **TEXTBOOKS**

All textbooks are the property of the school, and as such are to be cared for by the students in an appropriate manner. Defacing or damaging a textbook is no different than defacing or damaging any other school property or piece of equipment. All books are to be returned to the teacher at the close of the school year. **Final report cards will not be distributed until all textbooks and related materials belonging to the school are returned. In the event that a textbook is lost or destroyed, the student will be responsible for its replacement.**

## **VALUABLES**

Valuables such as money, purses, handbags, wallets, etc. are the responsibility of the student and not the school. Large sums of money and items of extreme value should not be carried about the school. Items of this nature should be in the

student's locker or turned into the office for safe keeping until the student is ready to leave for the day. If a student has verifiable proof that something has been taken or stolen, they should report that loss immediately to the teacher as well as the Director of Security. Communication Devices are prohibited and therefore, the school will not get involved with the theft of these devices.

**VANDALISM**

Any student guilty of vandalism, i.e., deliberately and intentionally defacing, damaging, or destroying school property, facilities, equipment, materials, etc. will be immediately referred to the Disciplinarian. Depending on the severity of the incident or the infraction, the Disciplinarian may refer the matter to the Discipline Committee for review. In addition, the student and the responsible parent/guardian can be held responsible for repairs, reimbursement and/or replacement of any damaged property or equipment.

**WEAPONS**

Students are strictly forbidden to have on their person or in their possession or in any area or space provided by the school any tool, instrument, implement, or weapon capable of causing serious injury or worse. Such items would include, but not be limited to firearms, knives, razors, stun guns, starter pistols, BB guns, harmful or toxic substances, explosives, fireworks, etc. The possession, use or attempted use of any item that may cause injury to another will result in immediate referral to the Disciplinarian as well as the Discipline Committee. In addition, should the possession and/or use of any item of this nature have legal ramifications, the school will cooperate fully with all legal authorities.

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**ATTENDANCE/LATENESS**

Commonwealth of Pennsylvania law requires every student to be in attendance on all school days and hours that school is in session. The law further mandates that students may not absent themselves without the approval of the school. Regular, consistent attendance at school is necessary and critical for success. Every absence from school must be accompanied by a phone call from a parent or guardian that same morning verifying the nature of the absence. Calls should be made to the school (267-514-1823, extension 296) between 7:00 A.M. and 7:30 A.M. Parents/Guardians will be called by the school if a student's absence has not been reported.

Students will be allowed 8 excused absences (absent note from parent). Thereafter, the only "excused" absences are medical situations verified by a physician, a death

in the immediate family, and/or a verifiable family emergency. All absent notes must be submitted to the Security Officer located at the Main Entrance on the day the student returns to school.

Students absent for three (3) or more consecutive days must submit a note from a physician. It should also be noted that students are not permitted to participate in any school sponsored activities on days when they are absent unless prior approval has been obtained from school officials.

Any student who arrives at school after 7:50am will be marked as late to school. If a student is marked late ten (10) or more times in a quarter they will be required to attend one summer school session. There are four (4) quarters in a school year. Each quarter a student starts with zero (0) lates.

In addition, any student who demonstrates persistent lateness and/or absence will be referred to the Disciplinarian for further action.

Due to safety and security reasons, the school reserves the right to contact parents/guardians regarding absences and lateness. In addition, the school also reserves the right to contact the School District of Philadelphia's truancy office if in fact truancy is suspected.

**POLICY REGARDING UNEXCUSED ABSENCES:**

<b><u>UNEXCUSED ABESNCES</u></b>	<b><u>REQUIREMENT</u></b>
<b>10 Days</b>	<b>Meeting with Counselor</b>
<b>15 Days</b>	<b>Meeting with Disciplinarian, Counselor and Parent/Guardian</b>
<b>15+ Days</b>	<b>Student will be required to attend a Summer School session for attendance.</b>

**Early Dismissals**

The following procedure must be followed for excused early dismissals to be granted:

- ❖ **a letter signed by a parent/guardian containing a valid reason for the request are encouraged to send to the school office one (1) day prior to the requested early dismissal.**
- ❖ **any student requesting an early dismissal should be picked up by a parent or guardian or their designee (a responsible adult over the age of 21). Proper identification is required.**
- ❖ **Some examples of valid reasons for early dismissal are:**
  - **participation in religious observances**

- attendance at funeral services
- a family crisis or emergency

Standard medical and dental check-ups should be scheduled after school hours. It is imperative that this procedure be strictly adhered to.

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**ELECTRONIC DEVICES**

Cell phones, I-Pods, MP3 players, CD Players, Game Boys, PSPs ARE PROHIBITED!

All of the above must be kept out of sight at all times. They must be kept in the student's locker or in the student's bookbag.

The following disciplinary actions will occur if a student has one of the above devices in plain sight:

First Offense: Device is taken from student; student can retrieve the device at the end of the day (2 demerits issued)

Second Offense: Device is taken from student; parent must come in to retrieve the device (2 demerits issued)

Third Offense: Device is taken from student; device will not be returned until the end of the school year (2 demerits issued)

**\* Any student who refuses to hand over a device when requested by a school employee will be sent to the disciplinarian, parents will be notified, and the student will be suspended.**

**\*Communication Devices are the responsibility of the student! The school is not responsible for lost or stolen devices.**

**COMPUTER ACCESS & ACCEPTABLE USE POLICY**

The Administration must insure that the use of technology is consistent with the mission of the school, its goals, and its objectives. Every student is expected to act maturely, ethically, and responsibly when using the school's equipment, especially the telecommunication equipment and devices. Students are prohibited from using the school's computer network for any commercial purposes; for transmitting, receiving, submitting, or publishing any material that is deemed to be defamatory, abusive, profane, sexually explicit and offensive, threatening, and illegal. Students are prohibited from tampering with any of the school's technical resources and will incur severe penalties for intentionally damaging and/or misusing the school's computers, systems, or networks. Any violation of the school's computer access policy will result in the loss of computer privileges, referral to the Disciplinarian, and legal action if deemed necessary.

## **CONFIDENTIALITY**

Written consent from a parent/guardian shall be required prior to the release of any student records or any personally identifiable information contained therein to any individual, agency, or organization. Parents/Guardians have the right to inspect and request copies of all educational records, and under the regulations established by the Family Educational Rights and Privacy Act, the rights of parents/guardians regarding these same records are to be transferred to the student upon reaching the age of eighteen (18).

## **DEMERITS**

The demerit system has been established to enable students to act responsibly and to be accountable for their own performance and behavior. By implementing this system, it is the hope of the Administration that students will learn to appreciate the importance and the need for self-discipline. It is the responsibility of the student to notify and advise their parents/guardians of any infractions incurred with regard to the school's Code of Conduct or the school's regulations.

Every student will begin each quarter with 100 points. The passing grade in discipline is seventy (70). Violations of the Code of Conduct or of school rules and regulations will result in points being deducted from a student's conduct grade. More serious violations could result in more serious penalties. Point deductions can vary from one (1) point for a minor violation to thirty-one (31) points for more serious violations. In any event, the Disciplinarian will make the determination as to what measures will be taken in the event of persistent conduct violations. As a student begins to lose points, the following action will begin:

If a student fails conduct for the school year, s/he will have to attend summer school for two (2) weeks.

The following is a list of some infractions and the number of points that may be assessed:

**One Point:** dress code violation(101), using profanity(102), no ID(103)

**Five Points:** class/cafeteria disruption(501), electronic devices(502), elevator(503), defiance(504)

**Ten Points:** truancy(1001), smoking in the building (1002), cutting class (1003), gross disrespect (1004)

**Referred to Disciplinarian:** violation of drug/alcohol policy, harboring any weapon, vandalism, burglary/theft, threatening remark towards teacher/staff member, threatening another student/bullying, leaving school grounds without permission, physical violence

## **DRESS CODE**

**SHIRTS:** All students must purchase and wear correctly sized white and/or blue oxford style dress shirts with the school logo. The only available shirts will be the blue and/or white oxfords.

**PANTS:** All students – incoming and returning – will be required to wear black slacks. Note: Carpenter pants, jeans, cargo pants, stretch pants and sweat pants are not acceptable! Blue or any other color slacks are not acceptable. The dress code policy will be strictly enforced with no exceptions.

**SHOES:** All students (incoming and returning) must wear black shoes! Black sneakers are permitted. Shoes must be all black. **NO EXCEPTIONS!**

**SWEATERS & TIES:** Students must purchase and wear a PE&T grey, pullover, v-neck sweater. Sweaters must be worn from November 3<sup>rd</sup> through April 29<sup>th</sup> (weather permitting). During this time period, **male students** will be required to wear a **black school tie** with their school sweater. Female students must also wear the school sweater, but are not required to wear the school tie.

**PROHIBITED:** Hooded sweatshirts are **NOT** permitted to be worn during the school day at any time during the school year. Students are **NOT** permitted to wear a long sleeved shirt of any color under their PE&T short sleeved school shirt.

The only allowable jewelry will be a watch and small post earrings. No visible body piercing is permitted on any student. This includes piercing of the tongue, chin, eyebrows, lips and nose. Hoop earrings, hanging earrings, chains, pins, etc are not permitted. Hats, headgear, scarves, etc are not permitted.

Parents take note: the dress code policy will be strictly enforced! Any student who fails to conform to our dress code policy and/or abuses this policy will be referred to the Disciplinarian.

The Philadelphia Electrical and Technology Charter School has two new and easier methods for you to order your school uniforms.

### **Method #1**

1. Go on to the school website [www.pettech.org](http://www.pettech.org) and click on the store link.
2. Choose item, woven shirt or sweater.  
(Sweater must be worn starting Monday, November 3, 2009)
3. Follow directions until your order is complete.
4. Pay with credit or debit card.

### **Method #2**

1. Pick up and complete order form from school.
2. Enclose check or money order.
3. Mail to:

Print and Sew  
10960 Dutton Road  
Philadelphia, PA 19154  
215.281.3909

### **FOOD SERVICES**

Due to health and sanitation issues, students are not permitted to bring food or drink into the classrooms. Students may access the building beginning at 7:00 A.M. Students who wish to have breakfast or who bring breakfast should go directly to the cafeteria, eat their breakfast, and at 7:30 A.M. will be dismissed to their first period classes. Food and/or drink will not be permitted outside of the cafeteria. Lunches will also be served in the cafeteria; and at all times, the students will be expected to act in a mature, dignified, and orderly manner.

**All families must submit the application for free and reduced lunch by September 14<sup>th</sup>.**

### **IDENTIFICATION CARDS**

For security and safety reasons, every student will be required to wear a school-issued photo-identification badge. Students must wear their lanyard with their I.D. card around their necks at all times. This identification card will also be required at school functions off- site such as sporting events, dances, etc. The retention and care of this badge is the responsibility of the student; any student who defaces and/or loses the I.D. card will be required to purchase another for \$10.

### **INTERROGATIONS/SEARCHES**

The Administration and Security personnel reserve the right to question any student or students regarding their conduct or behavior as well as the conduct or behavior of others. They also reserve the right to search any student or students as well as their property if reasonable cause exists that any illegal or unauthorized items, substances, contraband, or materials are in their possession that may jeopardize the well-being and/or safety of others or the safe operation of the school.

### **LOCKS/LOCKERS**

Every student will be provided with a locker. The lockers are the property of the school and are provided to store outerwear, books, personal belongings, etc. While the lockers remain the property of the school, the maintenance of the locker is the responsibility of the student. Students are not permitted to use another student's locker, nor are they permitted to share a locker with another student.

Tampering with another student's locker is a very serious issue. Lockers may be searched by the Administration and Security Director if reasonable cause exists that the locker contains something harmful or illegal. Searches of this nature will be conducted in the presence of one or more witnesses.

Students are to provide their own lock and every locker is to remain locked throughout the day. The school assumes no responsibility for any materials or belongings that are missing or stolen from a locker as a result of the locker not being secured.

**HALL PASSES / BATHROOM PASSES**

Students are not permitted to wander about the building, the corridors, etc. or exit the building without authorization. If a student needs to leave a classroom or an assigned area, they must first secure a pass from their teacher or staff person in order to do so.

**SCHOOL CLOSINGS and DELAYED OPENINGS**

PE&T follows the lead of the School District of Philadelphia regarding school closings and delayed openings due to inclement weather. School closings are announced on KYW 1060.

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**SUMMER SCHOOL**

Any PE&T student who fails an academic course will be required to make up that course before graduating or promotion to the next grade level. PE&T does not conduct Summer school for fully year academic failures. Students having to make up final failures in courses must attend another program in order to make up any failed courses. Students must make up any courses they failed in order to graduate. Refer to the credit requirements for PE&T to ensure timely graduation.

**NOTE:** Not following this procedure will result in no grade level promotion at PE & T.

Discipline/Attendance Courses are conducted for 2 weeks at PE&T. Each class is 2 hours per day. Any PE&T student who fails conduct or exceeds the maximum number of absences (15+) will be required to attend summer school. Students late 10 or more times in any quarter will be required to attend summer school.

**A failure to complete discipline/attendance summer school will result in the recommendation for dismissal from PE&T.**

**Rules of PE&T Summer School**

- 4<sup>th</sup> Quarter Credit Recovery for 2009-2010 will be held from June 28<sup>th</sup> through July 8<sup>th</sup>.

- Discipline /Attendance summer school for 2009-2010 will be held from July 12<sup>th</sup> through July 30<sup>th</sup>.
- Discipline/Attendance summer school and credit recovery do not permit any absences.
- Students must wear school uniform.
- Any questions regarding summer school should be directed to Dr. Thomas Conway.