

Graystone Academy Charter School
Student Code of Conduct
2008-2009 School Year
FINAL COPY
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Graystone Academy Student Code of Conduct
2008-2009 School Year

One of the primary goals of Graystone Academy Charter School (“Graystone”) is to promote constructive and respectful behavior. To serve the educational needs of our community, Graystone provides opportunities for students to identify and realize their potential as responsible individuals within our society. Students, professional staff, family, and community all share in the responsibility for establishing a healthy atmosphere for that growth.

Pursuant to the Public School Code, Charter School Law and in accordance with the regulations promulgated by the Pennsylvania Department of Education, the Board of Trustees (“Board”) of Graystone has adopted this Student Code of Conduct (“Code”) in order to ensure a more conducive and orderly educational environment for the employees and students of Graystone and to promote the ideals of citizenship and orderly interaction in and among the community. In order to achieve the Board’s objective of an orderly and conducive educational environment through education, Graystone’s administrators shall incorporate age and/or grade appropriate instruction and materials into the curriculum so that all children are taught their rights and responsibilities, particularly as they are set forth in this Code.

Each student enrolled in Graystone shall adhere to this Code or be subject to such disciplinary measures as set forth herein. These rules govern student conduct that occurs:

- on school grounds at any time;
- off school grounds at any school-related activity, function or event;
- off school grounds when the conduct may reasonably be expected to (i) undermine school authority; (ii) endanger the safety of students, teachers, administrators, or any other member of the school community; (iii) or disrupt the school; and
- while traveling to and from school on school buses or vans, regardless of the School or District of ownership, or on public transportation.

All policies set forth herein are subject to amendment by the Board at anytime.

It is the expectation of the Board that this Code will be interpreted consistently with applicable law. To the extent that any portion of this Code is determined by a court or administrative agency to conflict with any applicable state or federal law, that law shall apply and the remainder of the Code shall remain in full force and effect. In the application of this Code, Graystone will not discriminate based on race, color, national origin, sex, religion, sexual orientation or disability as those terms are defined by law or any other legally protected classification.

Expectations and Responsibilities of Students

A critical goal of Graystone's educational program is to encourage maturity through the continuing development of each student's independence and responsibility. An orderly atmosphere promotes and enhances effective learning. This Code is developed to support the personal welfare of each student and to protect the common good of the entire school.

All students shall accept the following responsibilities as members of Graystone:

- 1) Each student is a representative of Graystone and as such is expected to observe this Code at all school, recreational and social functions both within and outside the Graystone community.**
- 2) Each student is expected to demonstrate respect for all persons within the school community including teachers, other students, staff, volunteers, visitors, guests, or others.**
- 3) Each student is expected to assume responsibility for the care of all school property and to exhibit a clear respect for personal and communal property within the school building and grounds.**
- 4) Each student is expected to know and abide by school and individual classroom rules and regulations.**
- 5) Each student is responsible for punctual, daily attendance beginning with his or her homeroom arrival and continuing through each day's scheduled classes and activities.**
- 6) Each student is responsible for meeting daily work expectations of preparation, class participation, and practice through homework.**

These responsibilities and expectations are to be an integral part of Graystone student behavior, en route to and from school, during all extracurricular activities, including field/class trips, as well as within the typical school day.

Expectations and Responsibilities of Parents

Parents are recognized as critical members of their child's educational team. Parents have a need and a right to know of students' responsibilities, violations of those responsibilities and resulting disciplinary measures. Their reinforcement of the school's efforts to establish a strong, positive, and safe learning environment for all students is an invaluable asset. Parents can have an enormous positive impact upon their child's school experience by consciously assuming three key responsibilities: initiating and maintaining an active role, valuing and expecting responsible behavior, and being an advocate for their child and his or her education.

Expectations and Responsibilities of Teachers

Teachers are the students' most frequent and continuous contact. It is the expectation of the administration and the community that teachers exercise their professional skills in establishing and maintaining a respectful and dignified learning environment that supports the work of individuals and the work of the class as a group.

Teachers address both academic and social discipline in their classrooms. Teachers are encouraged to exercise their fundamental right of expecting students to be prepared for class and to be active learners during class time. Expectations include: students arrive in class each day with their required materials and completed homework; students arrive ready to focus their attention and efforts on the instruction and learning activities.

Teachers are required to institute their own disciplinary consequences for classroom infractions. This should be sufficient to correct the problem. However, continuous classroom misbehavior may require parent or guardian discussion or conference. If resolution to the problem is not found among the teacher, student, guidance counselor, parent, then administrative intervention may be necessary. At this level of misconduct, teachers utilize their anecdotal records of the student's infractions, records of their own attempts at correction, and the involvement of the parents/guardians as information in seeking further resolution.

Expectations and Responsibilities of Administrators

It is the administrators' responsibility to manage a safe and healthy environment for the students and staff of Graystone. Administrators set high expectations for all students to reach their highest potentials, strive to reinforce each person's personal worth and dignity, and oversee implementation of the Code. While administrators are partners with the teachers and parents, the final disposition regarding inappropriate behavior, violations, and disciplinary action rests with the Principal's authority. In response to certain actions or behaviors by students as set forth in this Code, the Principal may refer disciplinary action to the Board for further action.

ASSEMBLY PROGRAMS

Students' behavior during assemblies should be acting responsible and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. **Unacceptable conduct as determined by the class teacher or administrator would include but not limited to whistling, uncalled clapping, boisterousness and talking during a program.** Seating for assemblies will be supervised by the teachers, staff, and administrators. Students removed during an assembly for conduct reasons may face disciplinary action and may

be barred from future assembly programs until such time as they can demonstrate appropriate conduct.

ATTENDANCE

Good attendance is essential if students are to achieve and reach their potential. Each day is important for learning. Parents are required to ensure their son/daughter maintains good attendance. Students are expected to attend school each day. When a student misses school the parent needs to notify the Principal and send an excuse for the missed attendance. Regular school attendance is an absolute necessity for satisfactory pupil progress and is required by Pennsylvania School Law.

The Commonwealth of Pennsylvania has adopted the following mandatory regulation concerning school attendance: students in grades 1-6 must complete 900 hours as the equivalent of 180 days requirement; students in grades 7-12 must complete 990 hours as the equivalent of 180 days requirement. Every Graystone student must fulfill this regulation by attending school regularly (designated school days) and completing the attendance requirement of 180 days by the end of the academic year. If the student is absent for more than one day, the parent must contact the Principal and indicate the nature of the absence and the period of time the student is unavailable. The school may require a physician's excuse if the absence is illness related. The school may, at its' discretion, consider the student truant if the Principal is not properly notified, or if the reason for the absence is otherwise unexcused. Failure to comply with the attendance requirements may result in the initiation of truancy proceedings against the parent and/or student and/or removal from the school's rolls.

Lateness

Students are expected to arrive at school promptly at 8:15 a.m. Any student who reports to school after that time is considered late and must report to the school office. A student who is late must provide a handwritten note from his/her parent or guardian explaining the reason for his/her lateness.

Early Dismissal

Students who must leave school early or during regular school hours must bring a handwritten note from his/her parent or guardian stating the time the student needs to be dismissed, the name of any person other than the parent or guardian who will be picking up the student, and the reason early dismissal is necessary. A student who is being dismissed from school early must be signed out by the parent or guardian, or the designated person, at the school office.

A student must be in attendance for the entire school day to be eligible to participate in any school-related, school-sponsored or extracurricular activities that take place on that day unless the Principal or his or her designee deem that the absence is validly excused.

Excused Absence

Parents are responsible for providing school with written verification of the reason (notes and/or documentation) for each absence within two days of the student's return to school. Any absence for which a valid excuse is not provided will be considered unexcused.

The following may be designated as valid excuses for absence of a student from school provided satisfactory evidence or documentation for the excuse is provided to the Principal:

Illness or Injury. An absence resulting from illness or injury which prevents the student from being physically able to participate in school. Any student missing more than three consecutive school days requires a note from a physician.

Medical or Dental Appointments. An absence resulting from a medical or dental appointment that cannot be scheduled outside of regularly scheduled school hours. Notice should be given to the Principal prior to the absence, except in the case of an emergency.

Death in the Immediate Family. An absence resulting from the death of a member of the student's immediate family. The immediate family of a student includes, but is not necessarily limited to, parents, grandparents, brothers and sisters.

Court or Administrative Proceedings. An absence resulting from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.

Observance of a Religious Holiday. An absence may be considered excused if the tenets of a religion, to which a student or his/her parent adhere, require observance of a religious event.

Educational Opportunities or Family Educational Trips. An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Approval for such an absence must be granted prior to the absence in accordance with the Student Educational Leave of Absence Policy below.

Student Educational Leave of Absence Policy

A planned absence, which extends beyond three consecutive scheduled school days, requires a formal request be submitted in advance for approval by the Principal. A formal request must include the dates, destination, and purpose of the trip, a description of the educational value, specific plans for enrichment, and arrangements that have been made for making up missed classroom work. Failure to follow procedures without just cause may result in truancy proceedings being brought and/or removal from the rolls. Planned absences that shorten the school year by coinciding with either the beginning or the end of the extended school year are not permitted. Students will not be permitted to take off during the week of PSSA examinations for trips or vacations.

Unexcused Absence/Truancy

Students are required to provide evidence or documentation to the school explaining absences. Such evidence may take the form of a note handwritten by the student's parent or guardian. If a student returns to school without such evidence or documentation, the absence will be recorded as unexcused. If a handwritten note explaining the absence is not provided to the school within two (2) days of the student's return to school, the absence will remain unexcused.

A handwritten note or other evidence or documentation explaining a student's absence must be provided regardless of whether the student's parent or guardian notified the school by telephone that the student would be absent.

If a student is absent from school for three (3) days without a valid excuse, Graystone is required by Pennsylvania law to report the student's absence to his/her district of residence for truancy proceedings. Any student who is absent from school for a period of ten (10) consecutive days shall be dropped from the school's rolls, unless the school has been provided with evidence that the absence may be legally excused or compulsory attendance prosecution has been initiated.

If a student is absent from school for three (3) days, and Graystone does not receive notification of an acceptable excuse, the Principal will send a certified letter to the parent to inform him or her that the student is in danger of being reported truant. If attendance is not updated promptly nor a proper explanation of absenteeism given in five days of the receipt of the letter, then the Principal will bring the matter to the attention of the student's school district of residence.

Students may be disciplined for unexcused absences. However, the Principal may give consideration to extenuating circumstances beyond the student's control. **Any student who exceeds ten (10) unexcused absences in any academic year will be subject to discipline up to and including expulsion.**

School Requirements for Attendance:

Absences and Tardiness: Except in cases where prior approval is required from the Principal, on the date of an absence, a parent or guardian must call the school before 8:15 a.m. to report a student absence or tardy. Parents must indicate their name and the student's first and last name, homeroom teacher and length of the absence (if known). **If a student arrives to school after 9:00 a.m., the student must report to the front office so that his/her name can be removed from the absentee list.**

School starts at 8:15am. An excuse note must be supplied to the homeroom teacher within 24 hours indicating the reason for the tardiness.

BUS RULES AND REGULATIONS

Except as otherwise provided by law, busing will be provided by the student's school district of residence. Transportation for students to and from school will be during regularly scheduled hours. Changing of buses will be permitted only for urgent reasons such as medical and family emergencies, and requests for change must be submitted to the Principal. The following rules apply to all students riding school buses:

Arrive at the assigned bus stop at least five minutes before scheduled pick-up times. Students are responsible for their own conduct at the bus stop both before and after school. Each student shall exhibit orderly and appropriate behavior while at the bus stop and on the bus. Each student shall respect the property adjacent to the bus stop, respect the safety and property of other students, and follow all directions and guidance provided by the bus driver. The bus driver has the same authority as a teacher or administrator.

Ride only on your assigned bus and board and depart only from your assigned bus stop, unless the Principal has approved a change.

- Enter the bus and take a seat without disturbing others.
- Remain in your seat while the bus is in motion.
- Speak in a normal tone of voice while on the bus. No shouting.
- Do not throw items on the bus or from the bus at any time.
- **The same discipline rules applied in school apply traveling to and from the bus stop, at the bus stop and on the bus.**
- Smoking, eating, drinking or chewing gum on the bus is prohibited.
- Keep the bus clean and orderly.
- No items can be placed in the driver's compartment, doorway or aisle of the bus, or under seats. These areas must be kept clear to exit in case of emergencies.
- Animals are not permitted on the bus.
- Large musical instruments or school projects are not permitted on the bus unless they can be held on the student's lap.
- Objects that endanger other students are strictly prohibited. Such objects include, but are not limited to, firearms, knives, metal stars, ice skates, glass objects, etc.
- Possession of dangerous objects may result in immediate suspension of bus privileges and other discipline up to and including expulsion from school.

- Seatbelts must be worn at all times on those buses or school vehicles fitted with seatbelts.
- **Missing the bus and not attending school will result in an unexcused absence.**

Students who misbehave may be denied the privilege of riding the bus, in which case parents must make alternate arrangements to transport their children to school. Students may also be disciplined for poor conduct while riding the bus.

Video monitoring of school buses may be utilized by Graystone. If video monitoring is utilized, a warning, via a posted decal, will inform riders that a video monitoring system may be used at any time. If a student has been videotaped and disciplinary action has been recommended, in whole or in part because of what is depicted on the videotape, the parent or guardian of the student being disciplined may request to view the videotape, and the request should be directed to the Principal. Parents may view only that portion of the videotape which documents the alleged misbehavior of their child on the bus. All videotaped evidence of the student's misbehavior will be erased after the disciplinary action/disposition, and any appeals, have concluded unless such evidence is required to be retained by law.

CARE OF SCHOOL PROPERTY

Each student is responsible for the proper care of school property, supplies and equipment entrusted to his/her use. Students who willfully cause damage to school property shall be subject to disciplinary measures, prosecution and punishment as allowable under this Code and applicable law. Parents/guardians shall be held accountable for student actions, which could include cost of restoration and cost for any reward money offered. The Principal or his/her designee may report any student whose damage of school property has been serious or chronic in nature to the appropriate authorities. Referral to the juvenile authorities shall not be made without prior notification to the student's parent/guardian except when such a referral is required by law.

CONFIDENTIAL COMMUNICATIONS OF STUDENTS

Some oral or written communications between students and school personnel are confidential. Information that is expressed as confidential or received in confidence by a staff member from a student may be revealed to or by the Principal or other appropriate authority, including law enforcement personnel, when the health, welfare or safety of the student or other persons is clearly in jeopardy.

DANCES AND SOCIAL EVENTS

Permission to hold dances and other social events must be secured from the Principal's office in advance of the date scheduled for the event where school facilities and/or staff must be provided. Students participating in such events shall be held

responsible for compliance with the rules set forth in advance for their conduct, and infractions of those rules will be subject to discipline. **Participation in school social events is not a right and may be denied to any students who have demonstrated disregard for the rules of the school.** *A student must be in attendance for the entire school day to be eligible to participate in school social events that take place on that day unless the Principal or his or her designee deem that the absence is validly excused.*

DRESS CODE

Graystone has established appropriate attire for both boys and girls. Please see attached copy of the Dress Code on page 37 & 38. Students have the right to govern the length or style of their hair. However, this right may be limited when there is evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

The following items are prohibited from being worn by students:

- jewelry, (with the exception of stud earrings and watches)
- hats/bandanas or sweatbands
- non-prescription sunglasses
- ripped or torn clothing
- see-through clothing
- distracting make-up or contact lenses
- perfume or cologne; and
- Heelies (sneakers with wheels)

Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard

Failure to comply with the Student Dress Code may result in disciplinary action up to and including expulsion.

DRUG AWARENESS

Students may not possess, use, distribute or solicit the use or distribution of any unauthorized prescription or non-prescription medication, drug, narcotic, hallucinogen, steroid, growth hormone, amphetamine, barbiturate, opiate, marijuana, inhalant, alcohol or any other intoxicant or related paraphernalia while traveling to or from the school, on property owned by, leased or licensed to Graystone, or while at any school-sponsored or school-related activity or event. No violation of this rule will occur where the student is specifically allowed to possess such drug or inhaler by the student's physician, upon receipt of documentation from the student's physician and approval by the school nurse

in accordance with the school's Medications Policy.

ELECTRONIC DEVICES

The use of electronic devices (including, but not limited to, laser pointers, cell phones, radios, CD players, walkmans, MP3 players, iPods, paging devices, etc.) by students is prohibited on school property during school hours unless such use is approved in advance by the Principal, his or her designee or teacher. **Such devices must be turned off or otherwise made inoperable during school hours.** Such items may be confiscated until retrieved by a parent or by the student at the end of the school year. **Graystone will not be responsible for any loss as a result of damage or theft to these devices.**

EXTRACURRICULAR ACTIVITIES

24 P.S. § 17-1719-A (14) requires that students be permitted to participate in extracurricular activities offered by their home school district provided that they are not offered by Graystone. Students must comply with the policies and meet the specific eligibility criteria set forth by that home school district. Student athletes must also satisfy eligibility requirements established by the Pennsylvania Interscholastic Athletic Association. Whenever possible, Graystone will assist students and parents to secure the opportunity to participate in the extracurricular activities for which they are eligible.

A student must be in attendance for the entire school day to be eligible to participate in any extracurricular activities that take place on that day unless the Principal or his or her designee deem that the absence is validly excused.

FINES AND OBLIGATIONS

Fines may be levied on students and/or their parents as needed to cover the cost of a student's excessive use, loss or physical damage to Graystone's real or personal property. Obligations are any debt owed to the school by a student for a variety of reasons, such as unpaid cafeteria charges or fees. Fines and obligations incurred by students shall be paid in a timely manner. Unpaid fines or obligations may result in withholding of report cards, or transcripts, as applicable, at the conclusion of the school year. It also may result in the discontinued participation in school activities, and/or non participation in graduation activities.

FIELD TRIPS AND CLASS TRIPS

While on field trips and class trips, students are representing their school and will be required to exhibit the same behavior that is expected of them in school, infractions of those rules will be subject to discipline as if they had occurred on school property. **Participation in field trips and class trips is not a right and may be denied to any students who have demonstrated disregard for the rules of the school.** Students participating in a school-sponsored trip must return a permission form to the sponsoring

teacher prior to the date of the trip. The return of the signed permission slip signifies an obligation on the part of the student to meet all responsibilities connected with the trip. Students are responsible for all class work missed (if applicable) while attending field trips or class trips. Students who do not participate in a field or class trip are expected to attend school. **Teachers who anticipate withholding a student from attending any school sponsored trip for any reason must have prior written approval from the Principal or CEO.**

FIRE DRILLS – EMERGENCY EVACUATION

Fire drills at regular intervals are required by law and are an important safety precaution.

It is essential that when the first signal is given, everyone must promptly clear the building by the prescribed route. Students are to follow the directions of their teacher and remain with the teacher outside the building until a signal is given to return inside.

FUNDRAISING

Student fundraising is the solicitation and collection of money by students for an expressly authorized school-sponsored activity, and shall include the collection of money in exchange for tickets, papers, advertising and any other goods or services. Principal approval must be obtained for all school-sponsored fundraising efforts, and approval may be withheld at the Principal's discretion. The Principal may refuse to approve the type of fundraising or the items to be sold, may require contact to be made with a representative of the firm or manufacturer of the items to be sold, and/or may require additional financial documentation to be submitted.

Fundraising Procedure:

Fundraising requests are to be submitted in writing by the teacher or staff member in charge of the group to the Principal at least 2 weeks prior to the start of the fundraising activity. The Principal replies in writing no later than 1 week prior to the proposed activity.

No student may collect money in school, on school property or at any school-sponsored event for his/her personal benefit or for a fundraiser not sponsored by Graystone. Door-to-door fundraisers may not be used by any student organization or group. Fundraisers shall not interfere with the educational program of Graystone.

GUM

Chewing gum and bubble gum are not permitted at school or on the bus unless approved and in the presence of a teacher or staff member.

HAZING

All forms of hazing of students are prohibited. Each student is responsible for respecting the rights of their fellow students and to ensure a school atmosphere free from all forms of hazing.

The term “hazing” includes, but is not limited to, any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in any organization. Examples of hazing include, but are not limited to: brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food or substance; extreme mental stress such as sleep deprivation, forced exclusion from social contact, or forced conduct which could result in extreme embarrassment.

When a student believes that he/she has suffered hazing, the student should immediately inform the perpetrator that his/her behavior is unwelcome, offensive or inappropriate. If such behavior continues, the student should follow the Code complaint procedure.

Complaint Procedure

- Students who believe they have been victims of hazing or who have witnessed hazing should promptly report such incidents to a teacher, staff member or Principal, who shall inform the student of his/her rights and the complaint process.
- If a teacher or staff member receives a complaint of hazing, they should immediately report that complaint to the Principal.
- The Principal shall conduct an impartial, thorough and confidential investigation of the alleged hazing.
- In determining whether the alleged conduct constitutes hazing, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.
- If the investigation substantiates a charge of hazing, the Principal shall take prompt corrective action to ensure that the hazing ceases, including but not limited to disciplinary action, educational activities and/or counseling services.
- If the investigation concludes that a student made false accusations of hazing, the student may be subject to disciplinary action.

INTERNET AND COMPUTER USE

Graystone extends to students the privilege of using its computer resources while at school, subject to the rules contained in the attached Acceptable Use Policy and the rules of the teacher or staff supervising the usage. The purpose of Graystone’s Internet connection is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of the student’s Internet

account must support education and research and be consistent with the educational objectives of Graystone. Transmission or acquisition of any material in violation of applicable law is prohibited, including, but not limited to, copyrighted material, threatening or obscene material, or materials that constitute unprotected student expression (see **STUDENT EXPRESSION** below). Use of the school's computer resources for commercial activities, product advertisement or political lobbying is prohibited. Students are also expected to comply with the rules of network etiquette, which include, but are not limited to, the following:

- Be polite.
- Do not use abusive language.
- Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your or other students' personal addresses or phone numbers.
- Do not use the network in such a way that would disrupt the use of the network by others.
- Do not use the network to engage in illegal activities.

All communications and information accessible via the school's computer resources, including electronic mail, is the property of Graystone, and **students do not have a right of privacy to their computer usage**. Messages or conduct relating to or in support of illegal activities may be reported to appropriate authorities. Graystone makes no warranties of any kind, either express or implied, for Internet services. Graystone will not be responsible for any damages incurred as a result of a student's use or non-use of its computer resources, including, but not limited to: loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions. Use of any information obtained via the Internet is at your own risk. Graystone has no responsibility for the accuracy or quality of information obtained through the Internet or electronic mail.

Before any student will be permitted to use Graystone's computer resources, the student and the student's parent or guardian, must sign the attached Acceptable Use Policy Acknowledgement of Agreement. The signatures on the Agreement are legally binding and indicate that the signers have read the terms and conditions contained in the Agreement.

Inappropriate use of Graystone's computer resources will result in disciplinary action that can include, but not limited to, loss of computer privileges. If a student identifies a security problem or potential security problem regarding the network, the student must notify a system administrator. **Students may not use other student's accounts.** Attempts to log on to the school's computer system as another user will minimally result in cancellation of the student's user privileges. Any user identified as a security risk may be denied access to Graystone's computer resources. Any student who maliciously attempts to harm or destroy hardware, data, the Internet or any other network attached to the school's computer resources, including, but not limited to, uploading, downloading or creating computer viruses, will be disciplined, and his/her computer privileges will be revoked.

Graystone complies with the Children’s Internet Protection Act (“CIPA”) and uses technology protection that blocks or filters Internet access to visual depictions that are defined in the CIPA as obscene, child pornography or harmful to minors.

ITEMS PROHIBITED FROM BEING BROUGHT TO SCHOOL

Any items not directly associated with the educational program, i.e. skateboards, roller blades, squirt guns, laser pointers, look-alike or toy weapons (those that are capable of inflicting serious bodily injury will be treated as a Level II offense), mace, pepper spray, lighters, etc., are NOT to be brought to school. Such items may be confiscated until retrieved by a parent or by the student at the end of the school year.

LUNCH PROGRAM – CAFETERIA RULES

Certain rules must be observed by all students in the cafeteria so that the educational environment in the classroom is not interrupted or disturbed.

- Remain in the cafeteria. Students are not permitted in any other areas of the building or outside and are not permitted to eat in any other area of the building without teacher or Principal permission.
- Do not cut in line.
- Display proper table manners.
- Speak in a normal tone of voice. No shouting.
- Place trays in the designated areas. Discard trash in the proper receptacles.

Students who do not obey cafeteria rules will be issued consequences or may be prohibited from eating with their peers in the cafeteria. Free/reduced lunches are available to students from households that meet Federal Income Guidelines. Forms outlining this program are sent home with students at the start of every school year.

MEDICATION

All medication (prescription and over-the-counter) must be brought to the nurse’s office by the parent/guardian. Students, at no time, should be in possession of any types of medication. Students may not keep any medications with them or in their school bags during the school day. All medications are kept in the nurse’s office.

As to the possession and use of asthma inhalers, however, a student must demonstrate the capability for self-administration and responsible behavior. The student must verify with the school nurse his/her ability to administer the medication and that he/she has permission to do so. The student is restricted from making the inhaler available to other students. For asthma inhalers, the school requires a written statement by a doctor or other prescribing medical professional indicating the drug, the dose, the timing of the dose and the diagnosis/reason the medication is required; a requirement for a written request from the student’s parent/guardian that the school comply with the orders of the

doctor; and the ability of the school to reserve the right to require the doctor to provide a statement justifying the continued use of the inhaler beyond a certain time period.

All medications (prescription and over-the-counter) must be presented to the school nurse in the original labeled container from the pharmacy or drugstore. Pharmacists will provide additional labeled containers for prescription medications if asked.

All medication (prescription and over-the-counter) must be accompanied by written permission from both a physician and the parent/guardian. The required form is available from the school nurse.

Parents who wish to give medication to their children during the school day must administer it in the office of the school nurse.

Medication in baggies or foil wrappings will not be accepted or administered. Vitamins, antacids, acetaminophen or ibuprofen, and lactose products (ex, Dairy Ease) must also be accompanied by written permission from a physician and parents/guardian with clear instructions for dosage and administration times. Parents whose children may require an Epi-Pen or EZ Pen for severe allergy reactions, must provide a supply to be kept in the nurse's office for use by their child.

Only the exact amount of prescription medication for the treatment period should be kept in the nurse's office. Pharmacists will provide extra labeled containers if asked.

The school nurse is charged with the final determination of what over-the-counter items fall under the category of medication and for developing procedures to carry out this policy.

PLAYGROUND RULES

General rules apply to playground areas and equipment available for student use.

- **Stay off equipment if it is wet**
- Do not jump off the equipment – use the stairs and ladders
- Do not touch moving children or equipment
- Leave the mulch on the ground
- Use the equipment as it was intended to be used
- Use only appropriate language
- No running, chasing or tagging on the equipment
- Wait for people to finish before starting out on monkey bars, slides, etc.
- Stay in line and wait your turn patiently at the equipment
- Do not play tag on the equipment and mulched area
- Go down slides feet first, on bottoms and no climbing up the slides
- Do only chin ups on the bars
- Monkey bars are for hanging, not climbing

Rough play is not permitted – no tackle football, wrestling, snowball throwing or “pretend fighting”. No student may leave the play area or cafeteria without permission from an aide or teacher. Any disrespect involving an aide or teacher will not be tolerated. Students must line up immediately when signaled. Students who violate these rules will sit out of recess and may face additional consequences at the duty teacher’s discretion.

Graystone is not responsible for children who are on the school playground when school is not in session, or who return to the playground after school hours.

RECESS

During recess, students enjoy a period of supervised free play. Recess provides an opportunity for youngsters to relax and socialize with their friends. Classes participate in the daily recess period according to the specific grade level schedule. Recess is supervised by a member of the teaching and or support staff.

SEARCH AND SEIZURE POLICY

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, or student lockers and may seize any illegal or unauthorized materials discovered during the search.

Personal Searches – A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

Locker, Desk or Cubbie Searches – All lockers, desks and cubbies (collectively referred to as “locker”) are and shall remain the property of Graystone, and students shall not have an expectation of privacy in these locations. Employees may inspect a student’s locker at any time for the purpose of determining whether it is being improperly used for the storage of contraband, illegally possessed substances or objects, or any material that poses a hazard to the safety and order of the schools. Except in an emergency situation, reasonable steps shall be taken to ensure that the student whose locker is to be searched is notified and given an opportunity to be present during the search. However, the student’s consent and/or the student’s presence is not required for the search. Whenever the search of a student’s locker is prompted by the reasonable suspicion that the contents of the locker create an emergency, the Principal may open the locker as soon as it is necessary to do so to discharge his/her duty to protect the persons and property in the school. The Principal or his/her designee has sole authority to order the search, shall be present whenever a student locker is inspected, shall be responsible for the safe keeping and handling of any substance, object or material found to be improperly stored in a student’s locker, and for the prompt written recording of each locker inspection, including the reason for the search, persons present, items

found and their disposition. If a locker search request is made by a law enforcement officer, the Principal shall comply with the request only upon presentation of a search warrant or upon the intelligent and voluntary consent of the student.

STUDENT DISCIPLINE

No student may engage in conduct, or encourage any other person to engage in conduct, that jeopardizes or threatens the health, safety or welfare of any member of the school community, or that disrupts or undermines the educational mission of Graystone.

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of Graystone, to protect students from further violations, and, when appropriate, to provide the student with needed educational programming. However, except for those matters referred to the Board for resolution, the determination of the level of discipline shall be made solely by the appropriate administrators and/or staff, taking into consideration the previously mentioned purposes of discipline, the nature and extent of the harm done, the age and maturity of the child, the educational and disciplinary record of the child, the degree of responsibility, and any justifying or aggravating circumstances deemed relevant. Race, sex, color, religion, sexual orientation, national origin or disability of the student shall not be considered in determining discipline. In the event of a disability, the administration, staff or the Board, as applicable, shall take all necessary steps to comply with the Individuals with Disabilities Education Improvement Act, 20 U.S.C. §1400 *et seq.*

Graystone has the right to impose consequences for acts or behaviors that are not specifically delineated within this Code if those acts or behaviors threaten the health, safety and/or welfare of other members of the school or community, or if those acts or behaviors disrupt the learning environment.

Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Such means may include counseling the student; conferencing with the parent/s; assigning extra responsibilities at school; assigning community service; or imposing detention, in-school suspension, out-of-school suspension for up to ten (10) consecutive school days, expulsion for a period of more than ten (10) consecutive school days, or permanent expulsion.

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is strictly prohibited by law and school policy. Teachers and school authorities may only use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

Detention

Detention is a disciplinary measure of the seizure of a student's personal time as restitution for misconduct.

Teacher Detention: Teachers may impose and conduct after-school detentions in the classroom for all academic and social misbehaviors (for Level I Offenses only). All Level II Offenses must be submitted to the Principal (or his or her designee) for review and imposition.

Administration Detention: Administrator's may impose school detention and/or after-school detention as determined for all Level I and Level II Offenses. In the event of detention and retaining the student after school, the parent and/or student will be responsible for transportation to and from school.

Level I Rules

Discipline occurs at Two (2) levels, Level I and Level II, each representing an escalation in the seriousness of the offense or violation. Level I Teacher-led disciplinary actions are most frequently of a consequential nature. Various means may be used by school personnel on a case by case basis to discourage violations of Level I Rules. Teachers' means may include but are not limited to: counseling the student; conferencing with the parent/s; assigning extra responsibilities at school or at home and/or imposing classroom detention. All other means of discipline such as assigning community service, in-school suspension, out-of-school suspension (for up to ten (10) consecutive school days or referral to the Board of Trustees for an expulsion hearing) will only be conducted by the Principal (or his or her designee).

Rule 1 Student Expectations

Students shall act in a courteous manner at all times and toward all members of the school community, and shall not engage in conduct which disrupts any school-sponsored or school-related educational program or activity.

The following, although not exhaustive, shall be considered violations of this Rule:

1. Disobedience: refusal or failure to obey
2. Disrespect: lack of respect or rudeness
3. Dishonesty: lying or not telling the truth
4. Failure to follow established school rules
5. Failure to attend class or late arrival to class without a valid excuse
6. Failure to comply with the established dress code
7. Failure to comply with the established attendance policy

8. Loitering and/or failure to provide identification upon request
9. Possession or use of beepers, pagers, cell phones, walkman, iPod, MP3 players, look-alike or toy weapons (those that are capable of inflicting serious bodily injury will be treated as a Level II offense), laser pointers, mace, pepper spray, lighter, or any telephonic, stereophonic or digital device, not including a calculator or digital watch, during school
10. Running or making of excessive noise in the school building
11. Lying to school authority
12. Failure to follow established classroom rules

Rule 2 No student shall use offensive language

Students shall refrain from using language that may be classified as obscene, offensive or vulgar, or which would violate school policies regarding discrimination and/or harassment of any kind.

A student will be considered to have violated this Rule if he/she makes libelous or slanderous remarks directed at another member of the school community.

A student will be considered to have violated this Rule if he/she sends or forwards any offensive, sexually-oriented, obscene, vulgar, and/or threatening messages, pictures, or symbols from any source to any member of the school community.

A student will be considered to have violated this Rule if he/she wears or displays any colors or symbols with the intent to show or indicate allegiance to or affiliation with any gang.

Rule 3 Students shall maintain good records of attendance.

Students shall adhere to the School's Attendance Policy.

The following, although not exhaustive, will be considered violations of this Rule:

1. Excessive unexcused absence (i.e. three or more)
2. Excessive unexcused lateness or tardiness (i.e. three or more)
3. Failing to report to class without a valid excuse
4. Truancy

Rule 4 Plagiarism

Students are prohibited from plagiarizing. Plagiarism is intentionally copying or imitating the language, ideas, thoughts, or work of

another individual and presenting them as one's own original work. All plagiarism detected will result in a "0" for that assignment.

A student will have violated this Rule if he/she forges any paper, report, test or notes, or engages in any other type of cheating and/or copying of the work of another student.

A student will also be considered to have violated this Rule if he/she copies any publication or paraphrases any publication without appropriate reference.

Rule 5 Students shall not engage in gambling, or take or place bets on chance for personal benefit.

Rule 6 Students shall not engage in improper use of technology.

Students shall respect the computer privileges granted to them and shall comply with the School's Acceptable Use Policy whenever they use the School's computers, equipment, network system or any other technology owned by or licensed through the School.

The following, although not exhaustive, shall be considered violations of this Rule:

1. Giving his/her password to another individual
2. Using another's password
3. Illegally downloading copyrighted material from the internet.
4. Purposely or recklessly visiting sites on the internet that contain sexually explicit or otherwise offensive materials
5. Harming, damaging or disrupting hardware and/or software
6. Harming or destroying the data of another person or student
7. Harming or destroying the internet or other school networks
8. Purposely or recklessly creating, downloading, or uploading a computer virus
9. Breaking into or hacking into other files or systems
10. Accessing and/or altering school records, information or files without express permission
11. Conducting any business enterprise
12. Material that is fraudulent, harassing, sexually explicit, pornographic, violent or advocating of violence, profane, obscene, intimidating, threatening, defamatory, discriminatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or accessed, reviewed, displayed on or stored in the Charter School's Computer Resources

Rule 7 Students shall not damage, deface, destroy or steal school property or the personal property of another member of the school community

A student will be considered to have violated this Rule if he/she creates graffiti, carves, tears, cuts or otherwise marks, regardless of whether the marking is permanent, property owned or leased by, or licensed to the School.

A student will be considered to have violated this Rule if he/she steals or attempts to steal school property or the personal property of another member of the school community while on school property or at any school-sponsored or school-related activity or event.

A student will be considered to have violated this Rule if he/she attempts to pass or solicit counterfeit money or to make counterfeit money.

A student will be considered to have violated this Rule if he/she attempts to purchase stolen or illegally obtained property at any school-sponsored or school-related activity or event.

Rule 8 Students shall not cause or attempt to cause physical injury to any member of the school community.

Students will be held responsible for their purposeful, reckless and negligent actions and the reasonably foreseeable consequences of their actions.

The following, although not exhaustive, shall be considered violations of this Rule:

1. Physical contact by pushing, punching, shoving, slapping or hitting
2. Physical contact by kicking
3. Throwing any object that may cause injury to another at any member of the school community
4. Biting
5. Spitting
6. Roughhousing or horseplay

Rule 9 Students shall not falsely activate any fire alarm, security system, smoke detector or any other device which may cause disruption of the school community, fear or panic.

Any student who falsely activates any such device or renders a false report that results in a response by authorities including, but not limited to, the fire department, the police, emergency medical personnel, and/or results in evacuation of the school building/s will be considered to have violated this Rule and may be subject to sanctions under federal, state and/or local law.

Rule 10 **Students may not possess, use, distribute or solicit the use or distribution of any tobacco product or related paraphernalia while on property owned by, leased or licensed to the School, or while at any school-sponsored or school-related activity or event**

A pattern of violations of this Rule may result in expulsion or placement of the student in an alternative school that addresses issues of substance abuse.

Rule 11 **Students may not possess, use, distribute or solicit the use or distribution of any unauthorized prescription or non-prescription medication, drug, narcotic, hallucinogen, steroid, growth hormone, amphetamine, barbiturate, opiate, marijuana, inhalant, alcohol or any other intoxicant or related paraphernalia while on property owned by, leased or licensed to the School, or while at any school-sponsored or school-related activity or event. No violation of this rule will occur where the student is specifically allowed to possess such drug or inhaler by the student's physician, upon receipt of documentation from the student's physician and approval by the school nurse in accordance with the school's Medications Policy.**

A pattern of violations of this Rule may result in expulsion or placement of the student in an alternative school that addresses issues of substance abuse.

Rule 12 **Students shall not directly or indirectly communicate any threat to any member of the school community which places that person in fear or apprehension of injury, pain and/or ridicule.**

Continual threats, harassment, bullying and/or intimidation are considered and treated as Level II offenses

Rule 13 **Students shall not expose or attempt to expose their genitalia to any member of the school community, nor shall they touch**

the genitalia of another.

Sexual assault, acts or harassment shall not be considered violations of this Rule, but shall be treated as Level II offenses.

Level II Rules

The Principal of Graystone (or his or her designee) shall be responsible for all Level II discipline infractions or violations.

Students who engage in activities that violate any federal, state and/or local law may be subject to criminal charges and punishment in addition to any disciplinary measures undertaken by Graystone. Violations of Level II rules may result in suspension and/or expulsion from Graystone.

Rule 14 No student shall engage in repeated violations of this Code.

A student will not be considered to have engaged in repeated violations of this Code unless the student has previously been warned or disciplined for violations of this Code.

A student who repeatedly violates this Code may be subject to suspension and/or expulsion.

Rule 15 Students shall not engage in any activity which can reasonably be expected to have the effect of harassing, threatening or damaging the safety or reputation of any member of the school community.

The following, although not exhaustive, shall be considered violations of this Rule:

1. Unwelcome sexual advances
2. Requests for sexual relations and/or favors
3. Sexual comments
4. Sexually-oriented gestures, sounds, remarks or comments
5. Offensive remarks or comments related to a person's race, gender, religion, disability or national origin
6. Efforts to intimidate or bully

Any of the above conduct, or any other conduct which may reasonably be considered as a violation of this Rule, whether in written, oral, electronic or digital form is subject to disciplinary consequences.

Rule 16 Students shall not engage in any consensual sexual acts, nor shall they force or attempt to force any other member of the

school community to engage in any sexual act.

For the purpose of this Rule, sexual acts include, but are not limited to intercourse, oral sex, groping sexual parts and simulated sex.

Rule 17 **Students shall not cause or attempt to cause physical injury or pain to any student, teacher, administrator, staff member or any other employee or agent of the School, or any member of the school community.**

Rule 18 **Students shall not cause, attempt to cause or threaten to cause serious bodily injury to any member of the school community with a weapon or without regard to the value of human life.**

Rule 19 **Students shall not possess any weapon on their body, in their clothing or belongings, in their vehicle, or in any storage space or container provided by the School.**

For the purposes of this Rule, “weapon” shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

The following steps shall be taken by appropriate personnel at the School in the event a student violates this Rule:

1. The student will be detained and, where possible, brought to the office of the Principal/CEO or designee
2. The incident will be immediately be reported to Police or any other appropriate authority
3. The student’s parent/s or guardian/s will be immediately notified
4. Expulsion may be recommended in accordance with the law of the Commonwealth of Pennsylvania

A Serious Incident Report will be filed by the Principal (or his or her designee) and should contain:

- Circumstances of possession and discovery of the weapon
- Action taken by Police or other authority in response to the call for assistance
- Action taken by the School, including details of contact with parent/s or guardian/s, filing of the report and notice to Police or other authority
- An image of the weapon
- A report to the Pennsylvania Department of Education

Rule 20 Students shall not engage in or attempt to engage in any conduct which endangers the health, safety or welfare of any other member of the school community.

The following, although not exhaustive, will be considered violations of this Rule:

1. Setting or attempting to set a fire or explosion on or in property owned by, leased or licensed to the School
2. Retaliating against any member of the school community who participated in any investigation or proceeding
3. Activating the fire alarm, security system or other such device when there is no threat of fire or breach of security, and fire personnel, police or other authority is dispatched to the School
4. Planting, hiding or locating, or threatening to plant, hide or locate, any bomb or explosive device on property owned by, leased or licensed to the School

Disciplinary Action

The following provisions are merely guidelines for disciplinary action, and are not intended to be all-inclusive. Other disciplinary responses for violations can be found throughout this Student Code of Conduct. The severity and frequency of the offense(s), combination of offenses, repetitious nature of the offense, as well as the age and maturity of the student, dictate and/or influence the administrator's choice of disciplinary action. The Principal (or his or her designee), CEO, and Board shall exercise discretion in making judgments regarding specific behavioral problems not addressed in the Student Code of Conduct, unless prohibited by applicable law. Disciplinary actions may be used independently or in combination. When appropriate or required by law, local law enforcement authorities, the State Police, the Chester County District Attorney, the Chester County Department of Children, Youth, and Family Services and/or another appropriate agency will be notified.

Detention

Detention is a disciplinary measure of the seizure of a student's personal time as restitution for misconduct.

Teacher Detention: Teachers may impose and conduct after-school detentions in the classroom for all academic and social misbehaviors (for Level I Offenses only). All Level II Offenses must be submitted to the Principal (or his or her designee) for review and imposition.

Administration Detention: Administrator's may impose school detention and/or after-school detention as determined for all Level I and Level II Offenses. In the event of detention and retaining the student after school, the parent and/or student will be responsible for transportation to and from school.

Exclusion

Exclusion from school may take the form of suspension or expulsion.

- (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - (i) Suspensions may be given by the principal (or his or her designee).
 - (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - (iii) The parents or guardians shall be notified immediately in writing when the student is suspended.
 - (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code.
 - (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
 - (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by Graystone.
- (2) Expulsion is exclusion from school by the Board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.
 - (i) During the period prior to the hearing and decision of the Board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
 - (ii) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

- (iii) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
1. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the Board.
 2. Within 30 days of action by the board, the parents or guardians shall submit to the school written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act 2004.
 3. If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

Exclusion from classes—in-school suspension.

In-school suspension is the removal of a student from his/her scheduled classes and placement in a supervised study area for up to the full school day. In-school suspensions may be imposed by the Principal, CEO, Board or their designees. A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. Communication to the parents or guardian shall follow the suspension action taken by the school. Guidelines for in-school suspension are given to each student at the time of his/her exclusion. Students are required to complete assigned schoolwork from their individual teachers during their in-school suspensions of one (1) to ten (10) days. All other work is due upon the student's return to class. When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal or head of school shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in the Pennsylvania Code. Students may not participate in any school activity during their in-school suspension unless otherwise required by law. Students attending in-school suspension are recorded as present for the school day; absences are not credited to suspended days. All in-school suspension time must be completed prior to a return to the classroom. The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

Hearings.

- (1) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- (2) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 - (i) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - (ii) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - (iii) The hearing shall be held in private unless the student or parent requests a public hearing.
 - (iv) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
 - (v) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - (vi) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - (vii) The student has the right to testify and present witnesses on his own behalf.
 - (viii) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - (ix) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 1. Laboratory reports are needed from law enforcement agencies.
 2. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act 2004 (20 U.S.C.A. § § 1400—1482).

3. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- (x) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- (3) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
 - (i) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
 - (ii) The following due process requirements shall be observed in regard to the informal hearing:
 1. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 2. Sufficient notice of the time and place of the informal hearing shall be given.
 3. A student has the right to question any witnesses present at the hearing.
 4. A student has the right to speak and produce witnesses on his own behalf.
 5. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

Discipline of Students with Disabilities

Graystone shall comply with the Individuals with Disabilities Education Improvement Act (IDEA 2004) and any applicable federal and state statutes or regulations when disciplining students with disabilities. Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities, and/or conduct injurious to themselves or others shall be disciplined in accordance with their Individualized Education Programs (IEP), behavioral intervention plan, Title 22 Chapter 711 and relevant portions of Chapter 12 of the State Board of Education Regulations, IDEA 2004, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and any other applicable federal or state law.

STUDENT EXPRESSION

Students have the right to express themselves in verbal, written or symbolic representation or communication. Student expression that occurs while on school property during school hours or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the

student expression involved constitutes unprotected student expression as defined in this policy, and provided that the off-campus or after hours expression does or is likely to materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions.

Unprotected student expression. Certain public demonstrations of student expression are not protected by the right of free expression. Such unprotected student expression includes, but is not limited to, that which:

- 1) Libels, slanders or defames any specific person or persons;
- 2) Violates the legal rights of any individual;
- 3) Constitutes unlawful sexual or racial harassment, unlawful racial intimidation, unlawful ethnic intimidation, unlawful intimidation based on nationality or any other legally protected characteristic;
- 4) Violates, or encourages the violation of, laws or school board policies;
- 5) Advertises, promotes or announces tobacco products, alcoholic beverages or any other product or service not permitted to minors by law, or the use thereof;
- 6) Advertises, promotes or announces commercial products or services;
- 7) Is obscene, vulgar, indecent or pornographic;
- 8) Incites violence or advocates the use of force;
- 9) Threatens immediate harm to the welfare of the school community or to an individual;
- 10) Is likely to or materially interfere with school activities, school work, the education process, or discipline and order of Graystone. Examples of "material interference" include, but are not limited to, causing a student to be late to an activity, diverting the attention of a teacher or other school official from an activity, causing misbehavior;
- 11) Solicits funds for non-school organizations or institutions when such solicitations have not been expressly approved by the school board at a public meeting as documented in the minutes of the school board.
- 12) Violates Graystone's written procedures on time, place and manner for the distribution of otherwise protected expression

Students have the responsibility to ensure that their expression does not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others, or violate federal or state law, or the policies established by the school. Students who engage in unprotected expression may be disciplined.

TERRORISTIC THREATS OR ACTS

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, visitor or volunteer.

A *terroristic threat* is: (1) a threat to commit any crime of violence communicated with the intent to terrorize another, to cause evacuation of a building, place of assembly or

facility of the public and transportation or with the intent to otherwise cause serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience; (2) the intentional communication, without factual basis or knowledge, of the existence or potential existence of a weapon of mass destruction; or (3) the intentional threat to place or set a weapon of mass destruction. A *terroristic act* is an offense against property or involving danger to another person. To *communicate* means to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex or similar transaction. A *weapon of mass destruction* is a bomb, biological agent, chemical agent or nuclear agent as those terms are defined by 18 Pa.C.S. § 2715.

Students must inform the Principal (or his or her designee) or CEO about any information or knowledge relevant to a possible or actual terroristic threat or act. Failure to do so may result in disciplinary action up to and including expulsion.

UNLAWFUL DISCRIMINATION/HARASSMENT

Students at Graystone have the right to education in an environment that is free from harassment and discrimination. Harassment occurs when a student demands a sexual favor, or otherwise threatens, intimidates, annoys, alarms, causes substantial emotional distress, or creates a hostile environment for another based on the other's gender, age, race, color, national origin, religion, disability, socioeconomic status or beliefs. Discrimination occurs when a rule or established practice confers privileges on or denies privileges to a particular class of persons based on race, sex, color, religion, sexual orientation, national origin or disability.

If a student believes he/she is the victim of harassment or discrimination, he/she shall report the alleged harassment or discrimination to the Principal or to another administrator if the Principal is the accused. Any student who believes he/she is the victim of harassment or discrimination may likewise make a complaint to the Board in accordance with the Complaint Policy established by the Board. Graystone and/or the Board will undertake to investigate the student's complaint thoroughly and completely, and will maintain confidentiality to the extent allowed by federal, state or local law and the policies established by the Board.

Nothing in this Code shall be construed to discourage or prohibit a student who feels he/she has been the subject of criminal activity or a criminal offense from contacting the police or other appropriate authority.

To the extent anything in this Code could be construed to conflict with federal and/or state law, the federal and/or state law applies and will guide student rights, responsibilities and behavior.

WEAPONS

Students shall not possess or bring weapons or replicas of weapons into Graystone, to any school-sponsored activity, or onto any public conveyance providing transportation to school or to a school-sponsored activity.

A “weapon” is defined as any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle; any look-alike knife, shotgun, rifle or gun; and/or any other tool, instrument or implement capable of inflicting serious bodily injury. This includes, by way of example and not limitation, pocketknives of all sizes and designs, box cutters, Swiss army knives, nail cutters and work tools that could constitute a weapon.

A student is in “possession” of a weapon when the weapon is found on the person of the student, in the student’s locker, desk, backpack, or in the student’s vehicle and the weapon is under the student’s control while the student is on school property, on property being used by the school, at any school function or activity, at any school-sponsored activity held away from the school, on any conveyance providing transportation to a school or school-sponsored activity, or while the student is on his/her way to or from school.

If a student violates this policy, the Board shall expel the student for a period of not less than 1 year following a hearing. However, the Board has discretion to recommend modifications of this expulsion requirement on a case-by-case basis, and, in the case of a disabled student, shall comply with applicable law. If a student is expelled, Graystone may make an alternative assignment or provide alternative educational services during the period of expulsion.

Should a classroom project or demonstration involve a need to bring an item that could be classified as a weapon to school, the student is required to obtain written permission from the classroom teacher who will notify the Principal of the need.

Adopted: _____

GRAYSTONE ACADEMY
Student Dress Code
2008-2009
Revised 7/30/2008

BOYS

Tops: Polo Shirts (short or long sleeve)
Navy (K-5)
Light Blue (6-8)
Shirts must be long enough to be tucked into bottoms

Sweater: Cardigan (Button-up) – Navy

Bottoms: Chino Dress Pants or Shorts
Khaki Colored
Belts must be worn
Pants must fit around natural waist

Socks: White, Navy (K-5) or Light Blue (6-8)

Footwear: Sneakers – White or Black
Shoes – Brown and/or Black
Shoes must be tied or Velcro fastened

Physical Education Dress:
Graystone Logo T – shirt
Sweatpants (cotton) – Gray or Navy
Sneakers – White or Black

*Revised as of 7/30/08

GIRLS

Tops: Polo Shirts (short or long sleeve)
Navy (K-5)
Light Blue (6-8)
Shirts must be long enough to be tucked into bottoms

Sweater: Cardigan (Button-up) – Navy

Bottoms: Chino Dress Pants, Skirts, Skorts, or Shorts
Khaki Colored
Belts must be worn

Pants must fit around natural waist

Socks/Stockings/ Tights:

White, Navy (K-5) or Light Blue (6-8)

Footwear: Sneakers – White or Black

Shoes – Brown and/or Black

Shoes must be tied or Velcro fastened

Physical Education Dress:

Graystone Logo T- shirt

Sweatpants (cotton) – Gray or Navy

Sneakers – White or Black

*Revised as of 7/30/2008

Dress Limitations

- Jewelry – stud earrings and watch only
- No hats/bandanas or sweatbands
- Non-prescription sunglasses may not be worn
- Clothing must be in good repair (no holes, rips or tears)
- No see through clothing
- Girls of appropriate age must wear proper undergarments
- No distracting or unusual hair colors, hair styles, or large hair
- Distracting make-up or contact lenses are not permitted
- No perfume or cologne
- No Heelies (sneakers with wheels)

Parent/Student Copy

To verify that you have reviewed the Student Code of Conduct and this checklist, **please sign the following statements:**

Student Name: _____ Grade: _____

STUDENT: I have reviewed the Student Code of Conduct with my parent or guardian and understand my responsibilities.

Student Signature: _____ Date: _____

PARENT/GUARDIAN: I have reviewed the Student Code of Conduct with my child and understand my responsibilities.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

PARENT/GUARDIAN: I understand that my responsibilities to the school and my positive participation are vital to my child's success at the school.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Office Copy

To verify that you have reviewed the Student Code of Conduct and this checklist, **please sign the following statements:**

Student Name: _____ Grade: _____

STUDENT: I have reviewed the Student Code of Conduct with my parent or guardian and understand my responsibilities.

Student Signature: _____ Date: _____

PARENT/GUARDIAN: I have reviewed the Student Code of Conduct with my child and understand my responsibilities.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

PARENT/GUARDIAN: I understand that my responsibilities to the school and my positive participation are vital to my child's success at the school.

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

**Graystone Academy Charter School
139 Modena Road
South Coatesville, PA 19320**

**COMPUTER/INTERNET
ACCEPTABLE USE POLICY**

Purpose

Graystone Academy Charter School (“Graystone Academy”) relies on its computer network for student learning. To ensure appropriate use of the school’s Computer Resources, Graystone Academy has created this Acceptable Use Policy (the “Policy”).

It is every student’s duty to use the Computer Resources responsibly, professionally, ethically and lawfully. Access to these resources may be designated a privilege not a right.

DEFINITIONS

From time to time in this Policy, we refer to terms that require definitions:

The term “**Computer Resources**” refers to the Graystone Academy computer network. Specifically, Computer Resources, whether owned or leased, including, but not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (for example: Internet commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

POLICY

The Computer Resources are the property of Graystone Academy. Students are permitted access to the computer system for academic purposes. Occasional, limited, and appropriate personal use of the computer system is permitted when the use does not: (1) interfere with the student’s academic performance; (2) interfere with any other student’s academic performance; (3) have undue impact on the operation of the computer system; (4) violate any other provision of this policy or any other policy, guideline, or standard of Graystone Academy. At all times, students have the responsibility to use Computer Resources in a professional, ethical, and lawful manner.

Use of the computer system is a privilege that may be revoked at any time. In using or accessing our Computer Resources, students must comply with the following provisions.

NO EXPECTATION OF PRIVACY: The computers and computer accounts given to students are for academic purposes. Students do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to Graystone Academy and should be used by students of Graystone Academy primarily for academic purposes.

Monitoring the Online Activities of the Students: Network monitoring tools are used to “police” Computer Resources of all students (examples: VNC, PC Anyware, Remote Control and Hyena). Teachers are required to monitor their student’s activities while using the Computer Resources in all learning environments.

WAIVER OF PRIVACY RIGHTS: Students expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Students consent to allowing personnel of Graystone Academy to access and review all materials students create, store, send, or receive on the computer or through the Internet or any other computer network. Students understand that Graystone Academy may use human or automated means to monitor use of their Computer Resources.

PROHIBITED ACTIVITIES

Prohibited Uses: Without prior written permission from Graystone Academy, Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, mass mailings, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material, downloading non-academic-related media, plagiarism, hacking or any other unauthorized or illegal use.

INAPPROPRIATE OR UNLAWFUL MATERIAL: Material that is fraudulent, harassing, sexually explicit, pornographic, violent or advocating of violence, profane, obscene, intimidating, threatening, defamatory, discriminatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or accessed, reviewed, displayed on or stored in Graystone Academy Computer Resources. Students encountering or receiving this kind of material have the responsibility to immediately report the incident to their teacher.

SPOOFING AND SPAMMING: Students may not, under any circumstances, use “spoofing” or other means to disguise their identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, or chat groups. Without expressed permission from Graystone Academy, students may not send unsolicited (“spamming”) e-mails to persons with whom they do not have a prior relationship.

MISUSE OF SOFTWARE: Without prior written authorization from Graystone Academy, students may not do any of the following: (1) copy software for use on their home computers; (2) modify, revise, transform, recast or adapt any software or (3) reverse-engineer, disassemble, or decompile any software. Students who become

aware of any misuse of software or violation of copyright law have the responsibility to immediately report the incident to their teacher.

OTHER: Unless expressly authorized by Graystone Academy, the following are also unacceptable uses of Computer Resources, as defined herein:

1. Students may not use Computer Resources to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. Students may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or video bites, clips, etc.
3. Students may not agree to meet with someone they have met on the Internet without their parent's approval and participation.
4. Students may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping" or "electronic discovery."
5. Students may not deliberately disrupt or harm hardware or systems, interfere with computer performance, interfere with another's ability to use equipment and systems, or destroy data.
6. Students may not use Computer Resources to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
7. Students may not use the Computer Resources to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
8. Students may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
9. Students may not knowingly or recklessly post false or defamatory information about a person or organization.
10. Students may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users of Computer Resources.
11. Students may not indirectly or directly make connections that create "backdoors" to Graystone Academy, other organizations, community groups, etc. that allow unauthorized access to the Computer Resources or Graystone Academy.
12. Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
13. Students may not engage in personal attacks, including prejudicial or discriminatory attacks.
14. Students may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

15. Students may not re-post a message that was sent to them privately without permission of the person who sent them the message.
16. Students may not forward or post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
17. Students will not install or reproduce unauthorized or unlicensed software on Computer Resources.
18. Students may not plagiarize works that they find on the Internet or other resources.
19. Students may not use Computer Resources for private business activities or unreasonable personal use.
20. Students will not download files unless approved by their teacher.
21. Students will follow the directions of their teachers and administrators when using Computer Resources and will obey all school rules regarding Computer Resource usage.

STUDENT CODE OF CONDUCT

Student behavior on Computer Resources is also governed by the **behavioral expectations** which appear in the Graystone Academy Student Code of Conduct.

Teachers and other staff members will make every attempt to monitor and guide students toward appropriate materials and the use of the system. It is understood that access to the Computer Resources is a privilege, not a right. Failure to abide by the rules in this document could result in the revocation of access privileges, disciplinary action (including suspension or expulsion from Graystone Academy), or legal action, as deemed appropriate. Parents/guardians or perpetrators may be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency. Actions warranting suspension or expulsion will be subject to the due process procedures outlined in the Student Code of Conduct.

PASSWORDS

RESPONSIBILITY FOR PASSWORDS: Students are responsible for safeguarding their passwords for access to the computer system. Students may give their Individual Passwords to the teacher for safekeeping. Individual passwords should not be printed, stored online, or given to others without express consent of the teacher. Students are responsible for all transactions made using their passwords. No student may access the computer system with another student's password or account.

PASSWORDS DO NOT IMPLY PRIVACY: Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that students have an expectation of privacy in the material they create or receive on the computer system. Graystone Academy has global passwords that permit access to all material stored on their computer system regardless of whether that material has been encoded with a particular student's password.

SECURITY

ACCESSING OTHER USER'S FILES: Students may not alter or copy a file belonging to another student without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another student does not imply permission to read, alter, or copy that file. Students may not use the computer system to "snoop" or pry into the affairs of other students by unnecessarily reviewing the files and e-mail.

ACCESSING OTHER COMPUTERS AND NETWORKS: A student's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems.

COMPUTER SECURITY: Students may not attempt to circumvent Graystone Academy's data protection measures or uncover security loopholes or bugs. Students may not gain or attempt to gain unauthorized access to restricted areas or files on the computer system. Students should not tamper with any software protections or restrictions placed on computer applications, files, or directories. Students who engage in this type of activity may be subject to loss of computer privileges, disciplinary action up to and including expulsion from Graystone Academy as well as civil and criminal liability.

INTERNET FILTERING TECHNOLOGY: Graystone Academy employs firewall solutions. At a minimum it is meant to block visual depictions that are obscene, child pornography, and harmful to minors. If a student finds a website deemed inappropriate it must be reported to the student's teacher or CEO/Principal. After review of the site appropriate steps will be taken to shield the site from students. For purposes of bona fide research or other lawful purposes certain blocked sites may be made available for those purposes only after approval of the request by the teacher. Graystone Academy does not warrant the effectiveness of Internet filtering.

VIRUSES

VIRUS DETECTION: Viruses can cause substantial damage to computer systems. Each student is responsible for taking reasonable precautions to ensure he or she does not introduce viruses to the Graystone Academy network. To that end, all material received on floppy disk or other magnetic or optical medium and all materials downloaded from the Internet or from computers or networks that do not belong to Graystone Academy MUST be scanned for viruses and other destructive programs before being placed onto the computer system. Students should understand that their home computers and laptops might contain viruses. All disks transferred from home computers and laptops to the Graystone Academy network MUST be scanned for viruses. Any student receiving email from a questionable source MUST contact the teacher before opening the email or any attachment included in the email.

ACCESSING THE INTERNET: To ensure security and avoid the spread of viruses, students accessing the Internet through a computer attached to Graystone Academy's network must do so through an approved Internet firewall.

ENCRYPTION SOFTWARE

USE OF ENCRYPTION SOFTWARE: Students may not install or use encryption software on any of Graystone Academy's computers without first obtaining written permission from the teacher. Students may not use passwords or encryption keys that are unknown to the teacher.

EXPORT RESTRICTIONS: The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States.

ELECTRONIC MAIL

DRAFTING E-MAILS: Because they may appear informal, e-mail messages are sometimes off-hand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can later be used to indicate what a student knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may remain on the system.

MISCELLANEOUS

UNAUTHORIZED DISCLOSURE OF INFORMATION OF MINORS: It is a violation of state laws, including, but not limited to, Title 22 of the Pennsylvania Code and federal laws, including but not limited, to the Family Education Rights and Privacy Act ("FERPA"), to disclose information about a student without parental permission or absent an exception to the disclosure requirements. All access and distribution of student data is recorded. Questions regarding the disclosure of student information must be directed to the CEO prior to disclosure and must conform to Graystone Academy's student records/confidentiality policies.

COMPLIANCE WITH APPLICABLE LAWS AND LICENSES: In their use of Computer Resources, students must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. You should not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless you have confirmed in advance from appropriate sources that Graystone Academy has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by Graystone Academy as well

as legal action by the copyright owner. Any questions concerning these rights should be directed to your teacher or the CEO/Principal.

CESSATION OF ACCESS: Upon graduation, withdrawal or expulsion from Graystone Academy, etc., no further access to or use of Computer Resources is permitted without express authorization from the CEO.

NO ADDITIONAL RIGHTS: This Policy is not intended for and does not grant students any contractual rights.

ACKNOWLEDGMENT OF AGREEMENT

Name _____
(Please Print) (Last) (First) (Middle Initial)

As a student of Graystone Academy Computer Resources, I have read the entire Acceptable Use Policy, which consists of 8 pages, understand it and agree to comply with the guidelines contained in the Policy as explained by Graystone Academy. In addition to complying with all terms of the Policy, when using any Graystone Academy Computer Resources, as defined above, I accept the following basic rules:

1. I will treat all Computer Resources with care and will leave them in good working condition when I am finished.
2. I will use appropriate language on all Computer Resources. If the language is obscene, defamatory, harassing, sexually explicit, threatening, violent, insulting, demeaning or otherwise inappropriate as deemed by a teacher or CEO/Principal, I will not access it, use it, or disseminate it.
3. I will always treat people on-line with respect. I will not use any Graystone Academy Computer Resource to insult or threaten other students. I assume responsibility for the content of messages I send to others.
4. I will respect the privacy of other students and will not make any attempts to gain access into the private mailboxes of those students. I will not allow other students access to my mailbox and will keep my password private.
5. I understand that Computer Resources are to be used for educational use. I understand that the system administrator can access and read my messages.
6. I understand that all Computer Resources belong to Graystone Academy and I will treat them with respect.
7. I will not install or download any applications (games), programs or materials at school from the Internet or from any Computer Resources unless the teacher gives me permission in writing.
8. I will not add any software to the school's Computer Resources unless the teacher gives me permission in writing.
9. I understand that the software provided to me for use is protected under copyright law. I agree not to copy this software unlawfully and/or distribute any materials provided for our use. I will model and encourage ethical use of the software among my friends, family members, and the community.

By signing below, you agree to abide by the Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result

in the loss of your privileges to Computer Resources; disciplinary action, including suspension or expulsion from Graystone Academy; charges for damages; and civil or criminal penalties. You are subject to the punishment determined by Graystone Academy.

X _____
(Student Signature) **(Date)**

X _____
(Parent/Guardian Signature) **(Date)**