



**THE URBAN ACADEMY**  
OF GREATER PITTSBURGH CHARTER SCHOOL

# **PRIDEBOOK**

**A STUDENT & FAMILY GUIDE TO SCHOOL POLICIES AND PROCEDURES**



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## **INTRODUCTION**

### **Mission Statement**

The mission of the Urban Academy of Pittsburgh Charter School (“Urban”) is to provide superior education that will develop in our students’ academic excellence, leadership skills, and social values that will enable them to ultimately become positive contributors to the community in which they live, and society as a whole.

### **Our History**

The Urban Academy was founded in 1998 and quickly become a model of academic excellence. Our founders were African American community leaders and educators who established the school to provide ALL children in our community a high-quality education, while teaching them about African American culture and history.

Urban is oldest charter school in the Pittsburgh area is proud to have served over 2,000 scholars from throughout Allegheny County. Since our founding the school has consistently been recognized for its academic prowess while simultaneously demonstrating that lower income black students can achieve at high rates.

In response to a growing demand and the need for additional space, Urban relocated to a newly renovated \$3,000,000 school building in Pittsburgh’s Larimer neighborhood at the beginning of the 2016-17 school year.

### **School Pledge**

I pledge today to do my best,  
In reading, math and all the rest.  
I promise to obey the rules, in my class and in my school.  
I respect myself and others too, I respect the things and all I do.  
I’m here to learn all I can and try my best  
to be all I am.

### **Lion’s Creed**

I am an Urban Academy LION. I AM imbued with power, pride and courage. I will ferociously defend my path toward knowledge and will never stop until I understand who I am, from whence I’ve come and what I can be.

### **Black National Anthem**

Lift every voice and sing, till earth and heaven ring,  
Ring with the harmonies of liberty;  
Let our rejoicing rise, high as the list’ning skies,  
Let is resound loud as the rolling sea.  
Sing a song full of the faith  
that the dark past has taught us,  
Sing a song full of the hope  
that the present has brought us;  
Facing the rising sun of our new day begun,  
Let us march on till victory is won.

## **ATTENDANCE**

The Charter School emphasizes that good attendance is a key in the enhancement of student achievement.

### **Arrival & Departure**

Our school day starts at 8:00 a.m. and concludes at 3:30 p.m. No student should arrive before 7:30 a.m. Prior to 7:30 a.m., families may engage the services of Wright Childcare Solutions extended day program. Wright Childcare Solutions can be reached by calling 412-336-8637.

Breakfast begins promptly at 7:30 a.m. and ends at 7:50 a.m. Once students have eaten, they are to remain in the cafeteria until they are dismissed from the cafeteria after morning program. By no means are any of our students permitted to leave the cafeteria or to go to a classroom without the permission of an adult.

Our school day ends at 3:30 p.m. Early dismissals are highly discouraged as students will miss vital instructional time but will be honored if the parent/guardian sends a note to school on that day of the dismissal or makes a request in the morning. Early dismissal requests must indicate the date, time and the reason for the dismissal, the name of the adult who will pick the student up, and a signature of the parent/guardian. When picking up a student, the adult must have proper ID and they are required to sign the child out prior to departing our school.

If a student has to leave before the school day ends because of an emergency, the parent/guardian will still be required to report to the main desk showing the proper ID and sign the student out at that time. Please do not request to pick up your child after 2:30 p.m.

Repeated early dismissals from school, just like frequent tardiness, is considered a violation of the state attendance law.

### **After School Dismissal Procedures**

*Students who ride the bus:*

During dismissal time, all students are expected to remain in their classrooms until their bus is called over the intercom system. As their bus is called, students will meet their bus captain in the hallway, upon which the captain will take attendance. The bus captain will walk the students to their bus so they can get home safely.

*Students who are picked up:*

Students who are picked up from school will be inside the building at the door situated at the corner of Winslow and Xenia Way. Parents/guardians of students must park on Winslow or Xenia Way and walk to the doors to meet their student. Parents/Guardians are required to sign their child out before the student will be released from the premises. Pick-up begins at 3:10 p.m. and late pick-up begins at 3:30 p.m. at the reception desk. Families will be charge \$1.00 per minute that they are late for student pick-up after 3:30 p.m.

## **Absences**

On any day that a student is going to be absent because of an illness or for any other reason, the parent/guardian must telephone the student's teacher before 8:30 am with the child's name, grade and reason for the absence. Your call will be recorded on an answering machine or handled directly by the classroom teacher. Please call the student's teacher each day the student is absent.

It is the responsibility of the parent/guardian to make arrangements with the teacher(s) for the completion of all missed schoolwork. School assignments missed during the student's absence should be obtained from the teacher. Assignments will be ready at the end of the school day if requests are made by 8:30 am.

Participation in class and in the school community as a whole is an essential component of an Urban Academy education. Daily attendance is the foundation upon which students' successful mastery of class materials is based.

Frequent absences from class affect the student's ability to learn and the teacher's opportunity to teach. As a result, the student's grades and social interactions may suffer.

Individual attendance and lateness figures are recorded on a student's official transcript, which is maintained in confidential office files. In the event that students graduate or transfer to another school, this information will be forwarded and may affect admission decisions.

Upon the student's return to school, the teacher must be provided with a written excuse note from the parent.

A student arriving at school after 10:00 am or leaving school before 1:00 pm will be marked as a half -day's absence.

Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session, except that the principal may excuse a student for temporary absences when he/she receives satisfactory evidence of such mental, physical or other urgent conditions which may reasonably cause the student's absence. (See below for Homebound Instruction).

The following conditions are considered to constitute reasonable cause for absence from school:

1. **Serious Injury to or Death in the Immediate Family:** The immediate family of a student includes, but is not necessarily limited to parents, grandparents, brothers and sisters.
2. **Medical or Dental Appointments:** A note from the medical professional is required to consider this absence as excused.
3. **Personal Illness or Injury:** A note from a medical professional is required.
4. **Quarantine:** An absence that is ordered by the local health office or State Board of Health.
5. **Court or Administrative Proceedings**
6. **Observance of a Religious Holiday:** If the religious tenets to which the student and/or his/her family adhere require observance of the holiday.
7. **Out of School Suspensions**

## 8. Other Absences Approved by the Principal

To the extent required by law, no student excused due to observance of a religious holiday shall be deprived of an award, eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

The Administration will contact students who have a pattern of excessive excused or unexcused absences. The School will make every effort to work with the parent/guardian/student to reduce absences, including convening a Truancy Elimination Meeting with Parents/Guardians and Student and Charter School Administration to determine the cause(s) of unexcused absences and means by which to increase attendance so as to maximize the student's educational benefit. All absences will be treated as unexcused until the school receives a written excuse explaining the reason(s) for an absence. Parents/guardians must provide the written explanation within three (3) calendar days using a note which explains the reason for the absence and is dated and signed by the parent/guardian.

In the case of an absence of three (3) or more consecutive days, the parent/guardian must provide a note from a licensed health care provider to the school counselor. This note must also be provided to the Charter School within three (3) days of the student's return to school or these days will be counted as unexcused.

Urban recognizes its Child Find duty, pursuant to state and federal law, with regard to students with excessive excused absences and will act accordingly to screen, identify and program for a student with an impairment/disability to which the excused absences are related through written documentation from a licensed medical provider.

Please be advised that three or more unexcused absences qualify a student as being truant pursuant to the Pennsylvania School Code. The school is required by state law to report to the student's home school district or the magisterial district court for prosecution under the Commonwealth's compulsory attendance law when that student has accrued three or more days of unexcused absences. Any absence not verified in writing by a parent/guardian, physician, court, and/or other agency, within three days of the student's return to school, is considered unexcused. Planned absences without prior approval are also considered unexcused.

Additionally, Pennsylvania State Board of Education Regulations requires that students whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs:

- The school has been provided with evidence that absence may be legally excused, or
- Compulsory attendance prosecution has been or is being pursued

***Please be aware that calling your child out of school, or sending a note, does not mean the absence is excused.***

### **Lateness**

The Board of Trustees and Administration of the Urban Academy embrace the philosophy that students at the Charter School are expected to be on time for school every day. Supervision begins at 7:30 a.m. Students are

expected to be in their classrooms by 8:30 a.m. A student is considered late if he/she arrives after 8:30 a.m. When late, the child must report to the main desk and obtain a late slip, which they must present to his/her homeroom teacher. Parents/guardians must sign their children into school if they are late. Parents/guardians may not accompany students to their classrooms.

Punctuality at school is an extremely important part of each student's education and has carry-over implications for later life. Tardiness is a major factor in a student's lack of progress in school. Once a student falls behind classmates, because of tardiness, it is difficult to catch up and quite often a student will develop a dislike for school, develop behavior problems and a lower self-concept. Something important happens each period, each day. It is important that all students are at school on time.

### **Urban's Response to Lateness**

When a student is late five (5) times, the parent/guardian will receive a letter from the Administration that will serve as a reminder of Urban's policy on lateness and will ask the parent/guardian to contact the School Counselor to determine if any interventions are necessary to ensure that the student is punctual.

If a student is late ten (10) times, an administrative review will take place. The parent/guardian of the student will receive a formal letter from the Administration stating the student's number of lateness. The school administration will review all documentation between school and home. The parent/guardian will be required to meet with school officials and teachers to discuss these concerns. Interventions may include one or all of the following:

- A meeting with the teacher
- A meeting with the School Counselor
- A meeting with the Administration
- Loss of school privileges
- Possible screening/evaluation if determined by Administration through review of records and meeting with Parent/Guardian that student may have qualifying impairment or disability requiring accommodations, modifications or specialized instruction

The school will recognize justifiable absences for tardiness that take the student away from instruction in the school building for part of the school day. These will include:

- Medical or Dental appointments
- Court appearance
- Family emergency
- Other legitimate reasons as determined by school personnel

### **Early Dismissal for Medical and Dental Appointments**

On those rare occasions when it is necessary for a child to come to school late, or leave early, for appointments, the following procedures apply:

- An excuse note must be presented to the homeroom teacher. Should the appointment be in the early morning, the note is presented the day before to the homeroom teacher.
- The child must be signed in and out of school by the parent/guardian. No child is ever dismissed from school without the parent/guardian present.

- In the event that school is still in session after the appointment, the child is required to return to school.

### **Illness During School Hours**

- It is the responsibility of the parent and/or guardian to ensure that a child attends school in good health and prepared to learn. A doctor should treat lingering illnesses.
- If a child becomes ill during the course of the school day, he/she reports to the nurse's office.
- If the child must be sent home, the parent or guardian will be called and is expected to come to school to pick up the sick child. Otherwise the school nurse will call 911 to report the student's medical emergency.
- It is imperative that all health information and records are current. Please contact the school nurse at **(412) 361-1008 ext. 218** if there are any changes in your child's health that must be addressed immediately
- **It is imperative that emergency cards are kept up to date so that a responsible adult can be reached at all times.**

### **Emergency Closings**

In the event that the school will be closed due to an emergency or inclement weather, an announcement will be made on all local TV stations.

### **DURING INCLEMENT WEATHER URBAN FOLLOWS THE PITTSBURGH PUBLIC SCHOOL'S DELAY & CANCELLATION SCHEDULE**

### **Educational Leave of Absence Policy**

A planned absence, which extends beyond three consecutive scheduled school days, requires a formal application process in advance according to Educational Leave of Absence Policy. The formal request must be made to the CAO/Principal 30 days prior to leaving, and 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 Educational Leave of Absence Policy procedures without just cause may result in the student's removal from the School's rolls. Planned absences that shorten the school year by coinciding with either the beginning or the end of the school year are not permitted.

Educational Leave of Absence will only be approved for up to ten school days.

### **Homebound Instruction**

Homebound instruction describes the instruction a school may provide when a student has been excused from compulsory attendance under 22 Pa. Code §11.25 due to temporary mental or physical illness or other urgent reasons. Students experiencing extended chronic illness may request homebound instruction pursuant to this legal definition.

Homebound/hospital instruction is designed for students who, due to injury or other medical reason as certified by a licensed physician, and are homebound or hospitalized for a period of two (2) weeks or more. Home/hospital instruction cannot replicate classroom instruction and should be of the shortest duration possible. For further information, please contact the Principal of Urban.

## ILLNESS AND MEDICATION

The school nurse will immediately notify a parent/guardian in case of sudden illness or accident of a serious nature. Please be certain that the office has the correct information for emergency contact, and be sure that your contact knows that they are your emergency contact. Emergency information sheets are sent home the first week of school. These are to be filled out completely and returned to the teacher. Please notify the office of any changes during the year. It is imperative that the office has emergency numbers to contact parents during the day. Cellular phone numbers and email addresses should be included with your information. The school is not permitted to send a child to a doctor for medical treatment without the expressed written permission of a parent or guardian. **Please remember that it is vitally important to keep us informed of any changes to phone numbers for home, work, and cell phone.** If a parent or guardian is unable to be reached, children who become severely injured or ill will be transported to the hospital listed on the emergency card or to Children's Hospital if no hospital is listed.

Students are **not permitted to carry or have in their possession at any time** any type of medication-prescription or non-prescription on school premises. The nurse's office will hold all medications for each student, accompanied by a doctor's note. A student receiving medication in school must first have written approval from the student's physician. **No student will be permitted to take medication in school without this approval.** If your child has been prescribed medication to be taken during the school day, your child's doctor must complete a form that specifies the medicine to be taken and the dosage. This form has to be on file at the school before any medication can be administered to a student. The form is available in the school office. If at all possible, medication should be given at home. For example, antibiotics three times a day can be taken before school, immediately after school and at bedtime. All medication must be delivered in the pharmacy's original container to the school nurse. All medications will remain in a secure location.

Medication must be brought to school properly labeled and packaged by a registered pharmacist. The medication bottle must have a Safe-T-Closure cap and the label must include:

- Patient Name
- Prescription #
- Name of medication and dosage
- Instructions for administration
- Pharmacy Name
- Pharmacy Phone #
- Name of prescribing doctor

This procedure must be repeated each time there is a change in dosage and at the beginning of every school year. These guidelines apply to the administration of all over the counter medications and usage of medical devices or equipment, i.e., nebulizer, Epi-Pen, catheter, etc., as well or if needed on a regular basis.

Unused medication must be picked up by the last day of school or it will be discarded.

Students who appear to have pink eye will be sent home after their parents are called. The child will only be readmitted once it has been confirmed in writing through a doctor's note to the School that the child has been seen by a physician and is receiving appropriate treatment.

**These guidelines are designed for the safety of your child and are strictly enforced. If you have any questions/concerns please contact, the School Nurse.**

***Administration of Medication and Equipment for Diabetes, Asthma, and Severe Allergic Reactions***

The Chief Executive Officer shall have authorization to determine procedures for staff development in monitoring students who self-administer medication and equipment for diabetes, asthma and for severe allergic reactions and reviewing students' ability to self-administer same.

Diabetic and asthmatic students and those subject to severe allergic reactions of school age may possess on their persons, including book bags and handbags, all necessary supplies, equipment and prescribed medication to perform self-monitoring and treatment.

A student with asthma shall be permitted to use an asthma inhaler and a student with diabetes shall be permitted to perform blood glucose checks, treat hypoglycemia and hyperglycemia and otherwise attend to the care and management of his or her diabetes in the classroom in any area of the school or school grounds and at any school-related activity if requested by the parent or guardian. A student with medically certified severe and possibly life-threatening allergic reaction(s) and of school age may possess an epinephrine auto-injector on their persons, including book bags and handbags, to perform treatment for an allergic reaction.

Such request must be in the form of an Asthma Medical Management Plan (AMMP) or Diabetes Medical Management Plan (DMMP) or health request form for epi-pen use, respectively, each of which includes a statement from the treating physician, certified registered nurse practitioner or physician assistant indicating that the student has successfully demonstrated capability of independent monitoring and responsible behavior in self-administering treatment or prescribed medication.

As part of a student's responsible behavior, the student is to notify the school nurse immediately following each use of medication or equipment for the student's asthma or diabetes related condition.

The AMMP and DMMP shall also contain a statement from the parent that the charter school comply with the order of the healthcare provider and that the charter school is relieved of any responsibility for the benefits or consequences of the prescribed medication when parent-authorized and that the charter school bears no responsibility for ensuring that the medication is taken.

The student is restricted from making medication or any medical equipment available to other students. The student's privilege to self-administer medication or equipment may be revoked or restricted if the student abuses or ignores charter school policies. The Code of Conduct is applicable to such misconduct.

All referenced plans and policies, including the Medication Policy, Asthma Medication and Equipment Policy, Epinephrine Auto Injector Policy, Diabetes Awareness and Management Policy, Self Monitoring & Treatment for Diabetes and Asthma Policy, Asthma Medical Management Plan, Diabetes Medical Management Plan and Emergency Care Plan Template are available in the School's main office for review and use.

## **ANTI-DISCRIMINATION/ ANTI-HARASSMENT**

Students at Urban Academy of Greater Pittsburgh Charter School 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, sexual orientation, gender identity or presentation, 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, gender identity or presentation, 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 Chief Executive Officer or another administrator if the CEO is the accused or unavailable, the administrator will promptly report the matter to the Principal. Any student who believes he/she is the victim of harassment or discrimination may likewise make a complaint to the Board of Trustees in accordance with the Complaint Policy established by the Board. Urban Academy of Greater Pittsburgh Charter School and/or the Board of Trustees 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 of Trustees of Urban Academy of Greater Pittsburgh Charter School.

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.

### **Anti-Bullying Policy**

Bullying, like other disruptive or violent behaviors that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment, is prohibited at Urban. Because students learn by example, school administrators, faculty, staff, students and volunteers are directed to: demonstrate appropriate behavior, treat others with civility and respect and refuse to tolerate bullying.

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

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

A "school setting" shall mean in the school, on school grounds, on school property, at any school testing sites or other sites used by the school, on the school's server or school's electronic, web-based, Internet or on-line

programs, in school vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by the school and any time spent necessarily traveling to and from these locations. Additionally, any student whose out of school conduct materially and substantially interferes with the educational process in the school is also subject to this Policy.

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

Consequences and appropriate remedial actions for a student who commits one or more acts of bullying may range from positive behavioral interventions up to and including in-school or out-of-school suspension from the Charter School and/or expulsion or other disciplinary removal from the Charter School. Consequences shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and will be consistent with the Code of Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Depending upon the incident, expulsion may be recommended to the Board.

All school employees are required to report alleged violations of this Policy to the Chief Executive Officer. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this Policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report without further investigation.

The Chief Executive Officer is responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the Chief Executive Officer or their designee will conduct a prompt, thorough, and complete investigation of each alleged incident. An investigation is to be conducted within three school days after a report or complaint is made known to the Chief Executive Officer.

Reprisal or retaliation is prohibited against any person who reports an act of bullying. The CEO shall determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature, severity, and circumstances of the act.

Falsely accusing another of bullying is prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another of bullying might range from positive behavioral interventions up to and including suspension and/or expulsion.

**TO REPORT AN ACT OF BULLYING, CONTACT THE CHIEF EXECUTIVE OFFICER OF THE URBAN ACADEMY OF GREATER PITTSBURGH CHARTER SCHOOL AT 412.361.1008 ext 231 or by FACSIMILE AT 412.361.1042**

## **ACADEMIC POLICIES**

### **School-Wide Grading Scale**

- A 93-100%
- B 85-92%
- C 77-84%
- D 70-76%
- F 69% and below

### **Homework**

It is recognized that all learning cannot be accomplished within the limited amount of time allotted during the school day. Therefore, homework is assigned to all students each night with the possible exception of weekends and holidays. Homework is assigned so student may learn to work independently, improve basic skills and reinforce material taught. Parents are also expected to assist students in the completion of their homework as well as review the homework before it is returned to school. Homework varies with grade level and is geared to meet the educational outcomes established by the state for that grade. Students are expected to turn in assignments completed and on time.

### **Suggestions for Homework**

- Have a place for your child to study.
- Make sure your child has a dictionary and other supplies within reach.
- Check to make sure homework is completed and neatly written.
- Parents should feel free to contact the teacher at anytime, should any questions arise concerning any of the assignments.

### **Promotion Policy**

Promotion of students to the next grade level will be based on multiple factors including the following:

1. Academic Progress
  - a. Student maintains a grade of C or higher in Reading and Language Arts
  - b. Student maintains a grade of C or higher in Mathematics
  - c. Student meets requirements of grade level expectations
2. Emotional and Social Development
  - a. Student demonstrates emotional and social development for age group
3. Attendance
  - a. Student attends school on a regular basis
  - b. Student arrives at school at designated times
  - c. Parents/Guardians provides written documentation of health related issues from a health service providers for excused absences
  - d. Bus transportation related absences verified by bus company and transportation coordinator

#### 4. STAR360 Scores

- a. Receive a score within the average range for Reading
- b. Receive a score within the average range for Mathematics
- c. Receive a score within the average range for Science

#### 5. DIBELS

- a. Student scores within an appropriate range for oral reading fluency
- b. Student scores within an appropriate range for comprehension

### **Retention**

A student may be retained and not promoted to the next grade level if they do not meet the above expectations for promotion after stringent intervention by the teacher and support services staff as suggested by the Instructional Leadership Team.

### **BREAKFAST / LUNCH PROGRAM**

**\*\*\*\*THE URBAN ACADEMY DOES NOT PERMIT PEANUTS OR NUTS OF ANY FORM\*\*\*\***

Courtesy of the Community Eligibility Provision, all students at Urban will receive free breakfast and lunch regardless of family income.

Students are still welcome to bring their own lunches as well. When lunches are brought to school, we request that our students not bring any kind of soda. We also encourage students to make healthy eating choices. Students are not permitted to share food with one another.

Also, keep in mind when packing your child's lunch that we do not reheat food.

While in the cafeteria:

- Students are not permitted to share food with one another.
- Students must come to the cafeteria quietly.
- Students must walk while in the cafeteria and speak quietly at all times.
- All directions from cafeteria staff must be obeyed.
- Throwing food or other objects is prohibited
- Teachers will meet the students in the cafeteria and the students will be expected to return to the classroom quietly.

### **Food Allergies**

If your child has any food allergies, this information should come to us in a written form from a parent/guardian or medical authority identifying special dietary needs. Lactose free milk will be provided by the school, but not for the whole school as a substitute. Anything other than the two milk choices we will be providing can be brought in by the student as part of their lunch in a separate thermos container.

## UNIFORM & DRESS CODE

Students are expected to be in full uniform from head to toe each day. Students have one uniform. Uniforms can be ordered from the school by contacting 412.361.1008 ext. 207. You may find basic tan khaki uniform bottoms at local stores. A description of our uniform is below. We believe when you “look good, you feel good, and you do well!” Students will be issued a consequence for being out of compliance with uniform policy. Please ensure your child is in complete uniform every day. The school maintains a washer and dryer on site and if necessary may need to wash your student’s uniform. You will be notified if this ever becomes the case. Thank you.

SCHOOL UNIFORM	GYM UNIFORM
Royal Blue Shirt with School Logo	White or Grey T-Shirt
Fleece with School Logo and/or Blue Fleece/Sweater	Blue or Grey Shorts or Sweatpants (shorts must knee length)
Tan Khaki Pants, Skirt, Jumper or Shorts (knee length)	
Navy Blue or White tights (not leggings)	

<b>These clothing items are NOT PERMITTED because they are not part of our school uniform:</b>
Any color leggings (students are only permitted to wear tights which cover their feet)
Hoodies, sweatshirts, or any kind of shirts other than the approved uniform shirt
Smart Watches
Large Headbands
Excessive Jewelry (Limited to 1 small necklace, 1 bracelet, 1 ring, 1 inch hoop earrings)

**\*\*\*Students are permitted to participate in *Dress Down Fridays* for \$1, unless otherwise expressed by the Dean of Students or an administrator. \*\*\***

## **Uniform & Dress Code Violation Consequences**

1<sup>st</sup> Offense – Verbal Warning & Note Home

2<sup>nd</sup> Offense – Written Warning & Call Home

3<sup>rd</sup> Offense – Written Reprimand, Call Home & Loss of Privileges (Parents required to bring uniform same day)

4<sup>th</sup> Offense – Written Reprimand & Parent Meeting

5<sup>th</sup> Offense – Detention (in-school or after school)

## **SECURITY**

- Our school building is equipped with security cameras to ensure the safety of all.
- All parents/guardians/visitors are required to sign in and out at the office. No parent/guardian/visitor is permitted in the building without prior approval.
- All volunteers/visitors are required to get a visitors pass to be worn at all times while in the building.
- All volunteers, including parents/guardians who have direct contact with the students, are required to obtain, at their own expense, State and FBI Criminal History and Child Abuse Background Clearances. These clearances will be held in the school's main office and as otherwise required by law.

## **FIRE DRILLS**

- By law, fire drills are required, and are important to ensure the safety of students and staff.
- It is essential that when the signal is given, everyone responds promptly and clears the building as quickly as possible by the prescribed route which is posted in each classroom and office.
- Silence is always observed during the fire drill.
- Classes assemble at the predetermined location.
- Students who are not in the classroom when the alarm is sounded will leave by the nearest exit and report to their homeroom teacher at the designated location.
- Noncompliance with these regulations is a serious infraction and will result in disciplinary action.

## **CODE OF CONDUCT**

This Code applies to any conduct that occurs:

- On School Grounds at anytime
- Off School Grounds at any school activity, function or event
- Off School Grounds when the conduct may reasonably be expected to:
  1. Undermine the proper disciplinary authority of the school
  2. Endanger the safety of members of the School Community
  3. Disrupt the school
- While traveling to and from school, including but not limited to actions on any school bus, van or public transportation

## **Levels of Misconduct**

The following list of conduct categories represents a continuum of misbehaviors based on the seriousness of the act and the frequency of occurrence.

The infractions classified at **Level I** involve acts that only minimally interfere with the orderly conduct of the educational process.

At **Level II**, misconduct usually involves a serious action that shows disregard for the student, classmate, teacher, and the school.

By contrast, **Level III** misconduct involves extremely serious behavior or criminal acts that represent a direct and immediate threat to the welfare of individuals. **Level IV** misconducts often require interventions by law enforcement authorities.

A minor misconduct appropriately classified at **Level I** could move to **Level II**, and subsequently **Level III**, if the act persisted after several interventions had been attempted at a lower level. Although the seriousness of the infraction remains the same, the frequency of the occurrence requires it to be classified at a high level where a different set of disciplinary responses could be applied.

In terms of seriousness, most **Level I** misbehavior could probably be characterized as “victimless infractions.” since they are generally do not involve the welfare of others but could have a serious effect on the student’s own education. On the other hand, misconducts in **Level II and III** take an added gravity because they frequently involve a violation of the personal property or personal rights of others.

The following list of infractions and consequences/corrective action list serves as a general guideline for student conduct and discipline. **Urban reserves the right to amend or modify any disciplinary consequences on a case by case basis as well as treat any infraction as a higher level infraction depending upon the circumstances, severity of the incident, and/or other factors deemed relevant by Administration.** Repeated violations, regardless of whether they occurred in the same school year or in prior school years, may result in a violation being treated as a higher level offense and may warrant suspension, expulsion and/or other disciplinary consequences connected with higher level offenses as reasonably determined by the school on a case by case basis.

The School’s Code of Conduct and Discipline is kept on file in the school’s main office and is available upon request.

***The consequences/corrective action for any level infraction may include but is not limited to any one or more consequences/corrective actions listed.***

### **Level I Infractions:**

1. Failure to obey directions from administrators, teachers or staff
2. Homework or assignments incomplete

3. Violation of a specific classroom norm
4. Violation of a specific teacher classroom rule
5. Classroom/school disturbance/interruption/disruption
6. Non-return or damage of library book(s); school book(s)
7. Hall violation or not having a hall pass
8. Possession/eating/chewing of gum or candy
9. Late to class
10. Bathroom misconduct/procedure
11. Failure to comply with any policy stated in this Handbook or school or classroom rule
12. Uniform infraction
13. Repeatedly having Level I Infractions
14. Disrespectful language/gesture
15. Possession of personal listening device, cell phone or any electronic device during school hours.
16. Repeated violation of school dress code
17. Chronic disruptive bus behavior

**Level I Consequences/Corrective Action**

18. Class Meetings may be used for problem solving
19. Teachers may use a variety of in class consequences or redirection techniques
20. A written infraction will be given in the discipline binder
21. If a student accrues three (3) written infractions in one week, a "Because I Care" note will be sent home
22. If a student receives any infraction after a "Because I Care" note in the same week, he or she will receive an after school detention
23. Class Meetings may be used for problem solving
24. Student may receive a "Because I Care" note
25. Student may receive an after school detention
26. Meeting/Conference between student, teacher and Administration

### **Level II Infractions:**

27. Falsifying teacher or parent/guardian signature
28. Cheating
29. Bullying including physical, verbal and cyber forms
30. Use of racial or other derogatory terms
31. Threatening another student, adult or staff member
32. Misuse of the computer or internet
33. Use of a cell phone, beeper, etc. or other electronic device during school hours without permission
34. Skipping or "cutting" class
35. Tampering with or unauthorized use of elevator
36. Aggressive behaviors, including but not limited to hitting, pushing and shoving
37. Disobedience to teacher or other staff member
38. Failure to report to office as directed
39. Gambling or present at scene of gambling
40. Lying/falsehood: including presentation of forged notes or passes or refusal to identify yourself properly
41. Misuse of school property or property of others including computers, networks, web pages
42. Threatening bodily harm or property damage depending on type and severity of damage
43. Use of Obscene/Profane/Violent language or gestures
44. Creation or Possession of Obscene/Violent writing, pictures or articles
45. Academic dishonesty/Plagiarism

### **Level II Consequences/Corrective Action**

46. Teacher will issue an administrative referral
47. Meeting/conference between student, counselor and parent/guardian
48. Meeting/conference between student, teacher, principal/vice principal/social worker and parent/guardian
49. Suspension from school
50. Referral to Board of Trustees Discipline Committee for consequences up to and including expulsion

### **Level III Infractions**

51. Repeatedly having Level I, II and/or III Infractions
52. Fighting
53. Stealing/theft of school or private property
54. Smoking

55. Threatening bodily harm or property damage depending on type and severity of damage
56. Violation of Drug/Alcohol Policy including but not limited to possession, sale solicitation, use of controlled substances, including but not limited to illegal and/or counterfeit drugs, related paraphernalia, tobacco/tobacco products, alcohol and transfer of legal/prescription medication or medical equipment to other students
57. Possession and/or use and/or transfer of matches, lighters, laser pointers or any incendiary devices, weapons\*, alcohol, or illegal substances/drugs
58. Tampering with fire alarm/extinguishers
59. Terroristic threats and/or threats of death whether written, verbal or cyber in nature
60. Harassment of another student, teacher, administrator or staff member, contractor or volunteer, through verbal, physical or cyber medium
61. Counterfeiting
62. Sexual harassment of another student, teacher, administrator or staff member, contractor or volunteer
63. Failure to reasonably comply with any school policy/procedure
64. Unlawful assembly and/or riot
65. Attempted or actual possession/ use/sale/ solicitation of/manufacture and/or distribution of prescription or over the counter drugs or counterfeit drugs
66. Threats of death or serious bodily injury– either written, electronic or verbal
67. Vandalism or defacing or destruction of school property or property of another (includes writing on walls, etc.)
68. Leaving school grounds without proper authorization
69. Harassment of any kind – verbal, written or gestures
70. Attempted or actual possession/use/sale/solicitation of and/or distribution of lighters, matches, or laser pointers
71. Arson or attempted arson
72. Assault and/or battery of an employee or student, contractor or volunteer
73. Other criminal acts in violation of local, state, or federal laws and/or regulations
74. Extortion, attempted extortion, robbery, burglary and/or larceny
75. Actual or attempted possession, distribution, sale, use or lighting of fireworks, stink bombs, or other explosives
76. Sexual harassment and/or sexual assault and/or sexual battery, including but not limited to sexual molestation, making unwanted sexual advances (See Title IX Policy for further information)
77. Threats of death or serious bodily injury– either written, electronic or verbal;
78. Violations of school's internet safety and/or acceptable use policies
79. Actual or attempted possession, use, distribution, solicitation or sale of a firearm or dangerous weapon\* or look-alike weapon
80. Extortion, attempted extortion, robbery, burglary and/or larceny
81. Hazing

82. Unlawful assembly and/or riot
83. Trespassing
84. Purposefully or recklessly endangering the health, welfare or safety of any member of the school community
85. Threatening to endanger the health, welfare or safety of any member of the school community
86. Engaging in any consensual sexual acts (for the purpose of this Code, sexual acts include, but are not limited to: intercourse, oral sex, groping, simulated sex (including lap dances) and inappropriate noises (grunting and moaning)
87. Causing or attempting to cause physical injury or pain to any member of the school community
88. Causing or attempting to cause serious bodily injury to any member of the school community
89. Engaging in any activity that can reasonably be expected to have the effect of harassing, threatening or damaging the safety or reputation of any member of the school community
90. Actual or attempted possession, distribution, sale or use of pornography (whether written or electronic) in violation of the Child Internet Protection Act or otherwise
91. Violations of School Acceptable Use or Internet Safety Policy
92. Repeated violations of Attendance/Truancy Policies

**Level III Consequences/Corrective Action:**

- Teacher will issue an administrative referral
- Meeting/conference between student/school counselor and parent/guardian
- Suspension from school
- Referral to the Board of Trustees Discipline Committee
- Expulsion from school

\*Note: The Pennsylvania Public School Code requires the school to refer for expulsion for not less than one year any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to school or school-sponsored activity. Weapons include, but are not limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Accordingly, Urban administration shall do the following:

93. The student shall be detained
94. Any safe schools violation shall be reported to the police immediately
95. The parents/guardians shall be reasonably notified
96. The student shall be suspended
97. A Safe Schools Act report to PDE will be filed to the extent required by applicable laws/regulations.
98. The student will be recommended to the Discipline Committee for expulsion.
99. Expulsion from school as determined after a hearing held in accordance with the due process procedures below

## **SUSPENSION/EXPULSION PROCEDURES**

### **In-school suspension**

- (1) 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.
- (2) Communication to the parents or guardian shall follow the suspension action taken by the school.
- (3) 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.
- (4) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

### **Out of School Suspension and Expulsion**

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.
  - (a) Suspensions may be given by the principal or person in charge of the charter school.
  - (b) 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.
  - (c) The parents or guardians shall be notified immediately in writing when the student is suspended.

(d) 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.

(e) Suspensions may not be made to run consecutively beyond the 10 school day period.

(f) 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 the governing board.

(2) Expulsion is exclusion from school by the governing 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.

(a) 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).

(b) 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.

(c) 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.

(d) 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 district's superintendent.

(e) 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.

(f) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Ch. 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See 22 Pa. Code § 12.1 (relating to free education and attendance).

## 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:

(a) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(b) 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.

(c) The hearing shall be held in private unless the student or parent requests a public hearing.

(d) 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.

(e) 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.

(f) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(g) The student has the right to testify and present witnesses on his own behalf.

(h) 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.

(i) 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:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) 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).

(iii) 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.

(j) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

k) *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. (k) 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.

(l) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension

All hearings will take place before a qualified hearing examiner or authorized committee of the Board who will consider the evidence presented by Administration and the student in connection with a formal hearing and will make a recommendation to the Board of Trustees.

### **Student Expression**

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights.

### **Class Meetings**

Class Meetings are used throughout our school to solve problems, learn procedures, check-in with students, and to keep an open dialogue between faculty and students.

Class Meetings may be used to discuss behavior and discipline as a class. Class Meetings give the students opportunities to explore and understand the meaning of a caring community at Urban Academy.

### **In-class Consequences and Redirections**

Teachers may use a variety of methods in class to redirect students' behavior. Methods may include conversations or conferencing, temporary restrictions of class privileges, temporary separation from the group. These methods may be used for Level I infractions.

**Written Infractions**

All infractions will be documented in writing in the class discipline binder. Faculty or administration may issue written infractions for Level I Infractions. As mentioned above, there may be in-class consequences or redirections that accompany the written infractions.

**Because I Care Notes**

“Because I Care” notes are an important method of communication between families and teachers. These notes are written when a teacher or administrator has concerns about a student’s behavior or actions in school. These notes are automatically written if a student receives three Level I infractions in one week of school. These notes may also be written at any time there is a concern to be addressed. This is a warning that a detention will be issued if the behavior is not corrected. A parent or guardian must sign the note and it must be returned the next school day. Failure to get notes signed will result in additional infractions.

**Detentions**

Detentions are during school hours, after school from 3:30PM to 4:30PM and on Saturday mornings from 8:00 AM – 12:30 PM for Kindergarten – 5<sup>th</sup> grade students. Detentions are not optional and must be served on the assigned day. A written notice is sent home when a student receives a detention. This notice must also be returned on the next school day to avoid additional infractions. Students who fail to serve detentions on the day assigned will receive an additional detention (see administrative referral below).

Detentions may be issued to a student who receives 4 or more Level I infractions in one week. Detentions may also be issued for Level II infractions.

A school administrator can only issue lunch detentions.

**Conferences**

A student’s behavior records are kept in the students file and student information system. If a teacher or administrator notices a problem of repeated infractions, a conference may be called with parents or guardians. The goal of such a conference would be to discuss the problems and attempt to resolve them.

**Administrative Referrals**

Administrative referrals will also automatically be issued for any Level III or Level IV infractions. If such a referral is written, the school administration will review the problem and decide upon an appropriate action. Such actions may include suspension from school and/or loss of school privileges.

**Suspension**

There are times when a student’s behavior, abuse of school rules or track record of discipline problems may warrant suspension from school as stated above with regard to specific instances of misconduct pursuant to the various Levels of offenses.

## **Loss of School Privileges**

After an administrative referral, a student may lose certain privileges for a period of time to be determined by the administrator based on the student's discipline record. Such privileges may include field trips, dress down days, assemblies, class parties, or other special events.

## **Progressive Discipline Plan**

At Urban Academy we follow a progressive discipline plan where discipline interventions begin at the least intrusive and lowest level and work up to more restrictive and punitive levels as scholars continue to repeat poor choices and poor behaviors.

## **STUDENT ASSISTANT PROGRAM (SAP)**

Urban Academy's Student Assistance Program is a multi-disciplinary team that includes teachers, administrators, nurses, social workers, psychologists and counselors. The team is specially trained to understand and work with adolescent drug and alcohol use, abuse and dependency, depression or suicide in addition to other "at risk" behavior. The team's primary role is to identify, intervene and refer when chemical use, abuse, possession and/or distribution is suspected. The same referral process will be initiated when "at risk" behavior is identified and referred by other professionals. "At risk" behavior is defined as any manifestation of self-destructive behavior. Parents can initiate a referral to the Student Assistance Team by contacting their child's school principal or counselor.

## **SCHOOL BUS**

The Charter School considers a student's school bus ride to be a part of their school day; so UAGPCS students are required to act on the school bus in the same manner that is expected of them in the school building. Therefore, UAGPCS has written **Rules for the School Bus** so that everyone understands exactly what is expected of them. Please review each of these rules with your child. Discuss with them how these rules are not arbitrary but designed with everyone's safety in mind.

***The following is a code of conduct and consequences/corrective action for any student that rides a school bus. This includes to and from school as well as school trips or school sponsored activities.***

### **Rules for the School Bus**

- Please be at the bus stop on time.
- Wait for the bus in an orderly manner.
- Do not approach the school bus until it comes to a complete stop and the door is opened.
- Take your seat immediately.
- Stay seated and facing the front while you are on the bus. Do not get up until the bus has come to a complete stop and the door is opened.
- Enter and leave the bus in an orderly manner by the front door only. (In case of an emergency the bus driver may give you different instructions).
- Keep your head, arms, legs and belongings inside the bus at all times.
- You may speak quietly on the school bus. No loud voices or yelling is allowed.

- There is no cursing, foul language or name-calling allowed on the school bus or at the bus stops.
- You must keep your hands, feet and any other body part to yourself on the school bus and at the bus stops.
- There is no fighting allowed on the school bus or at the bus stops.
- There is no eating of food or candy, drinking or chewing gum allowed on the school bus.
- The use of personal listening devices is up to the discretion of the individual bus driver.
- You are not allowed to use any personal listening devices while on a bus during a school sponsored trip or activity.
- Make-up, perfumes, lotions, creams or ointments cannot be applied while on the school bus. These things must stay in your schoolbag or handbag.
- No medication, either prescription or over the counter, can be taken on the school bus unless with prior permission of the CEO/Principal in accordance with a student's Medical Action Plan.
- All pencils, pens, markers, crayons, scissors and paper must stay in your schoolbag or handbag.
- No one is allowed to damage, deface or vandalize any part of the school bus or anything at their bus stop.
- Selling of goods of any kind is forbidden on the bus.
- The Code of Conduct provisions are in effect on the way to and from the bus, on the bus and on the way to and from school.

### **Consequences/corrective action for school bus violations**

- A Bus Behavior Referral will be issued and sent home. The form needs to be signed by the parent/guardian and returned the next school day.
- The second (2nd) Bus Behavior Referral may necessitate an in-school consequence to be issued by the dean of students, principal and/or their designee. At this time, a warning letter will be placed in the student's file.
- The third (3rd) Bus Behavior Referral may require an in-school consequence as well as a minimum one (1) day suspension from the school bus.
- The fourth (4th) Bus Behavior Referral may require a minimum three (3) day suspension from the school bus.
- Any Bus Behavior Referrals beyond the 4th one will warrant long-term consequences that can include an indefinite suspension or expulsion from the school bus.
- Any infraction or violation outlined in Urban Academy's Pridebook or its Code of Conduct that mandates a student's suspension and/or expulsion from school applies to school bus behavior and discipline as well.

### **SEARCH AND SEIZURE**

The Board of Trustees acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property. Lockers, shelves or cabinets may be provided. The Board of Trustees reserves the right to authorize the Principal or her designee to inspect a student's storage space when such has a reasonable suspicion to believe that the storage space is improperly used for the storage of contraband, a substance or object the possession of which is illegal or any material which poses a hazard to the safety, sanitation and good order of the school.

A student's person and possessions may be searched by the Dean of Students or representative provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the student had violated or is violating either the law or the rules of the school. Two Charter School employees, including one Administrator will be present for all searched. At least one of the Charter School employees will be of the same sex as the student to conduct a person search.

Stolen items and items that are specifically prohibited by local, state or federal law, including but not limited to Charter School Law and Board of Trustees' policies, may be impounded. The student shall be given a receipt for any items impounded by the Charter School, and parents shall be notified in writing.

Anything found and impounded by the Charter School in the course of a search, which is evidence of violation of this Code may be:

1. Admitted as evidence in any suspension or expulsion proceeding;
2. Turned over to any law enforcement office;
3. Destroyed after use at a disciplinary proceeding if it has no significant value; or
4. Turned over to the parent/guardian of the student from whom it was seized.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The Charter School 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.

### **TECHNOLOGY POLICIES**

#### **Internet Safety Policy**

The Board of UAGPCS provides computer network and Technology Resources to enhance educational opportunities for Charter School students, employees, and the Charter School community. This policy details acceptable use of Technology Resources provided by the Charter School. These services and equipment are provided by the Charter School as a privilege to the User (as defined below) and appropriate and ethical use of any Charter School Technology Resources, tools and equipment is required.

It is every Technology Resource User's duty to use Technology Resources responsibly, professionally, ethically and lawfully. Access to these resources may be designated a privilege, not a right. This policy applies to aspects of both adult and minor acceptable use of Technology Resources.

This policy is intended to fulfill requirements of state and federal laws to the extent applicable, including the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. §§ 254(h) and (l) and the Neighborhood Children's Internet Protection Act (N-CIPA), the 2008 Broadband Improvement Act, P.L. 110-385 and any applicable implementing regulations.

As such, this policy addresses the following:

- A. Access by minors to inappropriate matter on the Internet and World Wide Web.
- B. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- C. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- D. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- E. Measures designed to restrict minors' access to materials harmful to minors.

In using or accessing Charter School's Technology Resources, Users must comply with the following provisions.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined as follows:

**Child Pornography.** Under federal law, any visual depiction, including any photograph, film, video, picture, or computer image or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under Pennsylvania law, any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

**Minor.** For purposes of compliance with CIPA, a minor is an individual who has not yet attained the age of seventeen. For other purposes, minor shall mean any person under the age of eighteen (18).

**Obscene.** Under federal and Pennsylvania law, any material if:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene.
3. The subject matter, taken as a whole, lacks serious artistic, political, educational, or scientific value.

**Password.** A unique word, phrase, or combination of alphanumeric and non-alphanumeric characters used to authenticate a User ID as belonging to a specific User.

**Sexual Act and Sexual Contact.** Has the meanings given such terms under 18 U.S.C. § 2246(2), 18 U.S.C. § 2246(3), and 18 Pa.C.S.A. § 5903.

**Technology Protection Measure.** A specific technology that blocks or filters Internet access to content that is Obscene, Child Pornography or harmful to Minors and the material is covered by a certification regarding CIPA.

**Technology Resources.** Technologies, devices, and resources used to access, store or communicate information. This definition includes, but is not limited to, computers, information systems, networks, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital

cameras, wireless reading devices, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications, devices and services, multi-media resources, hardware and software, including Moodle software.

User. Any person who has signed this policy and is permitted by the Charter School to utilize any portion of the Charter School's Technology Resources including, but not limited to, students, parents, employees, Board of Trustee members, contractors, consultants, vendors, and agents of the Charter School.

User Identification (ID). Any identifier that would allow a User access to Charter School's Technology Resources or to any program including, but not limited to, e-mail and Internet access.

Vandalism. Vandalism is any malicious attempt to harm or destroy Technology Resources, data of another user, Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Authorized Users**

Charter School's Technology Resources may be used by any authorized User. Use of Charter School's Technology Resources is a privilege, not a right. If a potential User has a history of discipline problems involving Technology Resources, the Chief Executive Officer ("CEO") or designee may make the decision not to give the potential user access to certain Charter School Technology Resources.

### **User Privacy**

Computer accounts and Technology Resources are given to Users to assist them in the performance of Charter School related functions. A User does not have a legal expectation of privacy in the User's electronic communications or other activities involving Charter School's Technology Resources, including e-mail, in anything they create, store, send, share, access, view, or receive on or through the Internet.

By using Charter School's network and Technology Resources, all Users are expressly waiving any right to privacy and consenting to having their electronic communications and all other use accessed, reviewed, and monitored by Charter School. A User ID with e-mail access will only be provided to authorized Users on condition that the User consents to interception of or access to all communications accessed, sent, received or stored using Charter School technology and signs this policy.

Electronic communications, downloaded material and all data stored on the Charter School's Technology Resources, including files deleted from a User's account, may be intercepted, accessed, or searched by the Charter School administrators or designees at any time in the regular course of business to protect Users and the Charter School's equipment. Any such search, access, or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Please refer to the Charter School's policy relating to Remote Access and Monitoring of Technology Resources for a comprehensive review of the provisions governing the Charter School's use of software to access, monitor, and track school-issued Technology Resources.

### **Technology Administration**

The Board directs the CEO or designee to assign trained personnel to maintain the Charter School's technology in a manner that will protect the Charter School from liability and will protect confidential student and employee information retained on or accessible through the Charter School's Technology Resources.

Administrators may suspend access to and/or availability of the Charter School's Technology Resources to diagnose and investigate network problems or potential violations of the law or the Charter School policies and procedures. All Charter School Technology Resources are considered Charter School property.

Charter School may maintain or improve Technology Resources at any time. Charter School or authorized Charter School agents may remove, change or exchange hardware, equipment or other technology between buildings, classrooms or Users at any time without prior notice.

### **Content Filtering and Monitoring**

Charter School employs technology protection measures and will monitor the online activities of Minors on the Charter School network and/or all Technology Resources and equipment with Internet access, as required by law. At a minimum they are meant to block visual depictions that are obscene, illegal, pornographic, Child Pornographic and/or harmful to Minors as well as Internet/World Wide Web/computer resource access to such material. If Users find a website deemed inappropriate, such website must be reported to the CEO. After review of the site, appropriate steps will be taken to block inappropriate site from Users.

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 CEO.

In making decisions to disable Charter School's Technology Protection Measure device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the Charter School. A student or parent/guardian claiming they have been denied access to Internet material that is not within the purview of this policy shall be afforded expedited review and resolution of the claim. The Technology Protection Measures will be used to protect against access to visual depictions that are Obscene, harmful to Minors, illegal, pornographic, and Child Pornographic, as required by law.

Technology Protection Measures are not foolproof, and Charter School does not warrant the effectiveness of Internet filtering except to the extent expressly required by federal and state laws. Evasion or disabling, or attempting to evade or disable, a Technology Protection Measure device installed by Charter School is prohibited.

Charter School shall not be held responsible when a student or other User knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

### **Viruses**

Viruses can cause substantial damage to Technology Resources. Users are responsible for taking reasonable precautions to ensure they do not introduce viruses to Charter School's Technology Resources.

All material received on disk, flash drive, or other magnetic or optical medium, and all materials downloaded from the Internet or from Technology Resources or networks that do not belong to the Charter School must be scanned

for viruses and other destructive programs before being transferred to Charter School's Technology Resources. Any User receiving an e-mail from a questionable source must contact the CEO before opening the e-mail or any attachment included in the e-mail.

To ensure security and avoid the spread of viruses, Users accessing the Internet through Technology Resources attached to Charter School's network must do so through an approved Internet firewall or Technology Protection Measure.

### **Encryption Software**

Users shall not install or use encryption software on any Charter School Technology Resource without first obtaining written permission from the CEO. Users shall not use passwords or encryption keys that are unknown to the CEO.

The federal government has imposed restrictions on export of programs or files containing encryption technology. Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States.

### **Web Content Developed by Students**

As part of class/course assignments, students may be developing and/or publishing content to the Internet via web pages, electronic and digital images, blogs, wikis, podcasts, vodcasts, and webcasts, or may be participating in videoconferences.

The following guidelines must be adhered to when students develop and publish information to the Internet:

1. Personal information such as phone numbers, addresses, e-mail addresses or other specific personal information shall not be published or shared to a public page or videoconference.
2. All web content must comply with this policy.
3. All web content and videoconferencing must be under the direction and supervision of the teacher/administrator and is to be used for educational purposes only.
4. All web content is subject to copyright law and fair use guidelines.
5. All web content shall only be posted to Charter School approved web pages, blogs, wikis, podcasts, webcasts, and video conferences.

### **Prohibitions**

Students, staff, and all Users are expected to act in a responsible, ethical, and legal manner in accordance with Charter School policies and federal and state laws. Specifically, the following uses of Charter School's Technology Resources are prohibited:

1. To facilitate illegal activity, including unauthorized access and hacking.
2. To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.

5. Production or distribution of hate mail, unlawfully discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
7. To access or transmit material that is harmful to Minors and/or Users, indecent, Obscene, pornographic, Child Pornographic, terroristic, or advocates the destruction of property.
8. Use of inappropriate language or profanity.
9. To transmit material likely to be offensive or objectionable to recipients.
10. To intentionally obtain or modify files, data and passwords belonging to other Users, or integral to system and network operations.
11. Impersonation of another User, anonymity, and/or use of pseudonyms.
12. Loading or use of unauthorized games, programs, files, or other electronic media.
13. To disrupt the work of other Users.
14. Destruction, modification, or abuse of Technology Resources and peripheral hardware or software.
15. Relocation of Charter School hardware without prior administrative consent.
16. Quoting personal communications in a public forum without the original author's prior consent.
17. To access or use any form of electronic mail on Charter School Technology Resources unless authorized by the CEO or designee.
18. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts, or professionals for educational purposes.
19. Using a disk, removable storage device, or CD/DVD brought into Charter School from an outside source that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with Charter School established procedures.
20. To discriminate against, advocate violence against, harass, intimidate, bully or cyber bully others.
21. To send unsolicited ("spamming") or forwarded e-mails and chain letters to persons.
22. Using "spoofing" or other means to disguise User identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, e-mail systems, chat groups, chat rooms, or through other Technology Resources.
23. To send, transmit or otherwise disseminate proprietary data, trade secrets, or other confidential information of Charter School.
24. Posting or allowing the posting of personal information about themselves or other people on the Technology Resources unless authorized by the CEO. Personal information includes address, telephone number (including home, work, and cell phone numbers), school address, work address, pictures or video bites, clips, etc.
25. To refer to or attempt to refer to Charter School or its employees, agents, trustees, parents or students in any electronic communication, posting, blog, website, e-mail or social networking site, without written authorization of the CEO.
26. To access or transmit gambling, pools for money, or any other betting or games of chance.
27. To solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
28. Posting, sharing, or attempting to post information that could endanger an individual, cause personal damage or a danger of service disruption.

29. Indirectly or directly making connections that create “backdoors” to Charter School, other organizations, community groups, etc., that allow unauthorized access to the Technology Resources or Charter School.

## **Security**

Charter School intends to strictly protect its Technology Resources against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these assets and in lessening the risks that can harm Technology Resources. Therefore, Users are required to comply fully with this Policy and to immediately report any violations or suspicious activities to the CEO.

System security is protected in part by the use of passwords. All passwords must be at least eight (8) characters and include alphanumeric and special characters. Users will be required to change their passwords every thirty (30) days. Charter School will maintain a password history that prevents the use of a repetitive password. After three (3) unsuccessful access attempts, an attempted User will be locked out and must contact the CEO or designee. After a period of inactivity, the User will be automatically logged off the system.

Failure to adequately protect or update passwords could result in unauthorized access to personal or Charter School files. Users shall be responsible for safeguarding their passwords for access to Charter School’s Technology Resources and for all transactions made using their passwords. To protect the integrity of Charter School Technology Resources and systems, the following guidelines shall be enforced:

1. Students and other Users shall not reveal their passwords to another unauthorized individual.
2. Passwords shall not be printed or stored online.
3. Students and other Users are required to log off from the network when they complete working at a particular station.
4. Users are not to use a computer that has been logged in under another student's, teacher's or User's name.
5. Any User identified by the CEO or designee as having a history of discipline problems involving Technology Resources may be denied access to any or all of Charter School’s Technology Resources.
6. Students and other Users shall not alter a communication originally received from another person or computer with the intent to deceive.
7. Users shall not misrepresent the identity of a sender or source of communication.
8. Users shall not disable or circumvent any Charter School security software or hardware.
9. Users shall not interfere with or disrupt Charter School’s systems, network accounts, services, or equipment.
10. Files, system security software/hardware or any Charter School system shall not be altered or attempt to be altered without the written authorization of the CEO or designee.
11. Unauthorized hardware and electronic devices shall not be connected to the Charter School system.
12. Users shall comply with requests from the CEO or designee to discontinue activities that threaten the operation or integrity of the Charter School system.

Use of passwords to gain access to Technology Resources or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on Technology Resources. Charter School retains access to all material stored on the Technology Resources regardless of whether that

material has been encoded with a particular User's password, subject to limitations as set forth in Charter School's policy governing Remote Access and Monitoring of Charter School's Technology Resources, as well as applicable law.

Users shall not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users shall not use the Technology Resources to "snoop" or pry into the affairs of other Users by unnecessarily reviewing the files and e-mails of another.

A User's ability to connect to another computer's system through the network or by any other electronic means shall 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 and the CEO.

### **Safety**

To the greatest extent possible, Users of the network will be protected from harassment or unwanted or unsolicited communication. Any network User who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, staff member or an administrator.

Communications through Charter School Technology Resources are limited to only that which serves a demonstrable educational purpose. For safety reasons, Charter School Users shall not reveal personal addresses or telephone numbers to other Users on Charter School networks or on the Internet.

The CEO or designee shall be responsible for implementing protection measures to determine whether Charter School's computers, laptops, iPads, Kindles and other Technology Resources and technology related devices such as USB drives, digital cameras and video cameras, PDAs, MP3 players, printers, etc., are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include, but not be limited to:

1. Utilizing technology protection measures that block or filter Internet access for minors and adults to certain visual depictions that are Obscene, Child Pornography, harmful to minors with respect to use by Minors, or determined inappropriate for use by Minors by the Board.
2. Maintaining a listing of all employees and Users with access to the room which contains Charter School's server.
3. Generate and maintain monitoring reports (including firewall logs) of User activity and remote access on Charter School's system by all Users, including but not limited to students, employees, contractors, consultants, and/or vendors.
  - a. The report should include the date, time and reason for access, whether it was remote access, changes made, and who made the changes.
4. Maintaining documentation that students no longer enrolled at Charter School, terminated employees, and contractors/vendors with expired contracts or who are terminated are properly removed from Charter School's system in a timely manner.
5. Analyzing the impact of proposed program changes in relation to other critical business functions before adopting the proposed program changes.

6. Developing compensating controls to mitigate information technology (IT) weakness and alert Charter School to unauthorized changes to student data, i.e. reconciliations to manual records, analysis of student trends, data entry procedures and review, etc.

### **Vendors**

If Charter School shares internally sensitive or legally/contractually restricted Charter School data with parties outside the Charter School community, Charter School shall first enter into a Non-Disclosure Agreement with the party. The Non-Disclosure Agreement is needed to protect Charter School's proprietary or otherwise sensitive information. Non-Disclosure Agreements are typically needed when entering into a business relationship with vendors, consultants, and contractors. All Non-Disclosure Agreements must be reviewed by Charter School's legal counsel before signing.

All vendors, consultants, and/or contractors shall only be granted access to Charter School's Technology Resources to make changes or updates with prior written authorization from the CEO or designee. Once the vendor, consultant and/or contractor, completes its work, access to Charter School's Technology Resources will be removed.

Vendors, consultants and contractors are required to assign unique user IDs and passwords to each of their employees authorized to access Charter School's system. Vendors, consultants, and/or contractors may be terminated for violating this Policy and/or violating any state or federal laws.

All vendors, consultants and/or contractors and their employees who have direct contact with students must comply with the mandatory background check requirements for federal and state criminal history and child abuse. An official child abuse clearance statement for each of the vendors', consultants', and/or contractors' employees shall be submitted to Charter School prior to beginning employment with Charter School. Failure to comply with the background check requirements shall lead to immediate termination.

### **Closed Forum**

Charter School's Technology Resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

All expressive activities involving Charter School Technology Resources that students, parents/guardians, and members of the public might reasonably perceive to bear the approval of Charter School and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion on behalf of Charter School for legitimate educational reasons. All other expressive activities involving Charter School's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### **Records Retention**

Charter School personnel shall establish a retention schedule for the regular archiving or deletion of data stored on Charter School Technology Resources that complies with Charter School's Record Retention and Destruction Policy as well as all federal and state laws and regulations. It is the User's responsibility to know which records

are subject to these conditions and to comply with these laws and regulations or to contact the CEO for clarification.

In the case of pending or threatened litigation, Charter School's attorney will issue a litigation hold directive to the CEO or designee. A hold directive will direct all Charter School administration and staff not to delete or destroy any electronic mail or other documentation on a computer as related to a specific student, employee, and issue and/or for a specific time period. Failure to follow such a directive could result in negative legal consequences for the User and/or within the actual or threatened litigation. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal, or destruction of relevant documents until the hold has been lifted by the Charter School's attorney.

E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the Charter School until the hold is released. No employee, who has been so notified of a litigation hold, may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

#### **Drafting E-mails**

Like any other document, an e-mail message and other computer information is discoverable during litigation. An e-mail may be used in litigation to indicate what a User knew or felt. It is important to keep this in mind when creating e-mails 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. Since e-mail communications are discoverable during litigation, they will have to be turned over to the opposing party unless determined to be privileged by the Charter School's legal counsel.

#### **Privileged Attorney-Client Communications**

Confidential e-mail sent to or retained from counsel or an attorney representing Charter School shall include this warning header on each page: "ATTORNEY CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

**Damages.** All damages incurred by the Charter School due to a User's intentional or negligent misuse of Charter School's Technology Resources, including loss of property and staff time, may be charged to the User. Charter School administrators have the authority to sign any criminal complaint regarding damage to Charter School technology.

#### **No Warranty/No Endorsement**

Charter School makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides.

The electronic information available to students and staff on the Internet or through web-based services does not imply endorsement of the content by Charter School, with the exception of resources approved and adopted by the Board. Nor does Charter School guarantee the accuracy of information received using Charter School's Technology Resources.

Charter School is not and shall not be responsible for the loss of data, delays, no deliveries, misdeliveries, or service interruptions. Charter School is not and shall not be responsible for any information that may be damaged or unavailable when using Charter School Technology Resources or for any information that is retrieved via the Internet. Charter School is not and shall not be responsible for any damages incurred as the result of using Charter School's Technology Resources, including but not limited to, the loss of personal property used to access Technology Resources. Further, Charter School is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

### **Unauthorized Disclosure of Information of Minors**

It is a violation of state laws including, but not limited to, Chapter 12 of Title 22 of the Pennsylvania Code, The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) and all other federal laws and regulations, to access data of a student the User does not have a legitimate educational interest in or to disclose information about a student without parental permission or absent an exception to the disclosure requirements. 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 Charter School's student records and confidentiality policies. Unauthorized disclosure, use, and dissemination of personal information regarding Minors are prohibited.

### **Compliance with Applicable Laws and Licenses**

In their use of Technology Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. Users shall 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 it is confirmed in advance from appropriate sources that Charter School has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the Charter School, as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the CEO or designee.

### **Violations of Acceptable Technology Usage Policies and Procedures**

Use of Technology Resources and equipment in a disruptive, manifestly inappropriate, or illegal manner impairs Charter School's mission, squanders resources, and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all Users granted access to Charter School's Technology Resources. Any violation of Charter School policies or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of User privileges. User privileges may be suspended pending investigation into the use of Charter School's Technology Resources and equipment.

Employees may be disciplined or terminated, and students suspended or expelled, for violating this Policy. Any attempted violation of Charter School's policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **Consequences for Inappropriate Use**

Charter School Users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of Charter School Technology Resources includes, but is not limited to: intentional copying, deletion or damage to files or data belonging to others; copyright violations; or theft of services. Any illegal usage of Charter School Technology Resources will be immediately reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet or any Charter School Technology Resource. Suspension of access, loss of access and other disciplinary actions may be consequences for inappropriate use. Vandalism may result in cancellation of access privileges, discipline, and possible criminal action.

### **Cessation of Access**

Upon termination or ending of enrollment, employment or the termination of any contract with or from Charter School, no further access to or use of Technology Resources is permitted without the express authorization from the CEO.

### **Education of Technology Resource Users**

Charter School shall implement a program which educates students and staff about acceptable use and Internet safety associated with Charter School's Technology Resources. All students must complete a designated Technology Resources and Internet training prior to unsupervised use of Charter School's Technology Resources as required by the 2008 Broadband Data Improvement Act. This training includes, but is not limited to: appropriate online behavior, including interacting on social networking websites and in chat rooms; cyber bullying awareness and response; proper use of Technology Resources; restricted activities with Technology Resources; and access and monitoring of school-issued Technology Resources to students.

### **No Additional Rights**

This Policy is not intended for and does not grant Users any contractual rights.

Users of Charter School's Technology Resources must review this Policy closely and sign and return to Charter School a form acknowledging receipt and acceptance of the terms in this Policy, which is attached hereto. Venue for any legal action arising out of an alleged and/or actual violation of the attached Agreement(s) shall be in Allegheny County, Pennsylvania

## **INTERNET SAFETY POLICY PURSUANT TO THE CHILDREN'S INTERNET PROTECTION ACT (CIPA)**

### **Background**

According to the Pennsylvania Department of Education ("PDE"), the Federal Children's Internet Protection Act ("CIPA"), Pub. L. No. 106-554 and 47 USC 254(h), mandates that schools that receive federal technology funds

must develop and implement measures and policies to prevent access to “visual depictions” that are determined to be “obscene”, “child pornography”, or “harmful to minors” as defined herein.

PDE has further stated that schools receiving certain E-rate discounts are also mandated by the Neighborhood Children’s Internet Protection Act (N-CIPA) to adopt and enforce an Internet Safety Policy (ISP) that addresses harmful or inappropriate online activities. N-CIPA was passed as part of CIPA.

The Board of UAGPCS has adopted this Policy in order to establish specific standards to comply with CIPA and N-CIPA requirements. This Policy is to be read in conjunction with the UAGPCS Acceptable Use of Computer Resources Policy and shall supplement, not supplant, UAGPCS Acceptable Use of Computer Resources Policy.

The CEO or designee is directed to include this Policy in the Parent and Student Handbook and the Employee Handbook. Failure to comply with this Policy and/or Internet safety requirements of UAGPCS shall result in consequences as set forth in the school’s Parent and Student Handbook, Code of Conduct or Employee Handbook and/or as allowed by applicable law. Consequences may include, but are not limited to: denial of or restriction to access to technology, suspension, expulsion, notification of authorities, termination, commencement of civil and/or criminal proceedings and/or other consequences available under school policy and/or applicable state and/or federal laws.

This Policy has been adopted after reasonable public notice and at a meeting held open to the public to address this Policy.

**Purpose**

UAGPCS uses computer resources to facilitate the education of students and to aid in matters related to the operations of UAGPCS. UAGPCS further places student Internet safety as a primary concern.

It is every computer user’s duty to use computer resources, including the Internet, responsibly, professionally, ethically and lawfully. Access to these resources shall be designated a privilege, not a right.

This policy applies to aspects of both adult and student compliance with Internet safety at UAGPCS.

CIPA/N-CIPA Compliance/Internet Safety

It is the policy of UAGPCS to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, and all other forms of direct electronic communications.
2. Prevent unauthorized access and other unlawful online activity.
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
4. Comply with the Children’s Internet Protection Act, Pub. L. No. 106-554 and 47 USC 254(h).

To the extent consistent with applicable state and federal laws and reasonably practical, technology protection measures (or “Internet filters”) shall be used at UAGPCS to block or filter Internet, and other forms of electronic communications, and access to inappropriate information.

The form and type of technology protection measures used during the 2013-2014 school year are identified by the technology department and any questions may be directed to the CEO.

The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 2256 of Title 18, United States Code; or
3. Harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

As required by the Children’s Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Technology protection measures shall only be disabled pursuant to the direction of the CEO or designee to the extent allowed by applicable law and regulation, for bona fide research or other lawful purposes of an adult as determined by the CEO or designee. The development of procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the CEO of UAGPCS or designee.

The CEO or designee shall take reasonable steps to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

As required by the Children’s Internet Protection Act, prevention of inappropriate network usage at UAGPCS shall include:

1. Unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all members of the UAGPCS staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this Policy and applicable laws, including the Children's Internet Protection Act as well as in accordance with any administrative procedures developed by the CEO in furtherance of this Policy.

In accordance with the "Protecting Children in the 21st Century Act" and its requirement to certify to the Schools and Library Division ("SLD") that the school's Internet Safety Policy includes educating minors about appropriate online behavior, students shall be educated about appropriate online behavior, including cyber-bullying awareness and response and interacting with other individuals on social networking sites and in chat rooms.

With regard to educating minors about appropriate online behavior, the CEO or designee is directed to:

1. Make such educational opportunities available to students during the school year.
2. Notify students and their parents about these educational opportunities in advance.
3. Maintain documentation of:
  - a. Educational programs offered.
  - b. The dates and locations of such opportunities.
  - c. How online safety was taught and what was covered in the programs offered.
  - d. Those in attendance at the programs offered.

The CEO, or designee, is directed to file and/or provide the appropriate certifications evidencing compliance with CIPA and N-CIPA as required by applicable state and/or federal laws and regulations.

The CEO, or designee, is directed to maintain documentation of compliance with CIPA and N-CIPA certification requirements including the annual filing of FCC Form 486.

The CEO, or designee, is directed to ensure that UAGPCS employs necessary technology protection measures in accordance with this Policy and shall report to the Board when modifications are needed to technology protection measures at UAGPCS.

The online activities of students shall be monitored and minors' access to harmful materials shall be restricted to the extent required by applicable laws and regulations.

To the extent not inconsistent with applicable laws and regulations, the following disclaimers apply:

1. There shall be no expectation of privacy by users of UAGPCS' Technology Resources.
2. UAGPCS does not guarantee the effectiveness of technology protection measures or Internet filtering.
3. UAGPCS does not guarantee network functionality or accuracy of online information.

The CEO is directed to implement any procedures that may be necessary to implement this Policy as well as to timely submit any forms and paperwork as required by CIPA and N-CIPA and/or applicable state and federal Internet safety laws and regulations.

## TITLE I SCHOOL - PARENT COMPACT

The School Parent Compact is jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State's high standards (*ESSA, Section 1116(d)*).

### **School**

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Carry out the mission of the Urban Academy of Greater Pittsburgh Charter School ("Urban"), which is to provide superior education that will develop in our students' academic excellence, leadership skills, and social values that will enable them to ultimately become positive contributors to the community in which they live, and society as a whole.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement
  - frequent reports to parents on their children's progress, including monthly data reports.
  - reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities;
  - Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand. (i.e. newsletters, Class Dojo, email, text messaging, and translations where possible and necessary) (*ESSA, Section 1116(d)(1-2)*)
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment
- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents

### **Parent**

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Volunteering in their child's classroom
- Supporting their child's learning
- Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time
- Create a home atmosphere that supports learning
- Send the student to school on time, well-fed, and well-rested on a regular basis
- Attend school functions and conference
- Encourage their child to show respect for all members of the school community and school property
- Review all school communications and respond promptly

### **Student**

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Demonstrate P.R.I.D.E.
- Get to school on time every day
- Develop a positive attitude toward school
- Be responsible for completing homework on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do work that is neat & reflects the student's best effort
- Be respectful to all school members and to school property

## ACKNOWLEDGMENT OF AGREEMENT

Name \_\_\_\_\_  
(Please Print) (Last) (First) (Middle Initial)

As a User of UAGPCS's Computer Resources, I have read the entire Acceptable Use Policy, which consists of 7 pages, understand it and agree to comply with the guidelines contained in the Policy as explained by UAGPCS and the Director of Technology. In addition to complying with all terms of the Policy, when using any UAGPCS 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, the Director of Technology or the Executive Director, 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 UAGPCS Computer Resource to insult or threaten other Users. I assume responsibility for the content of messages I send to others.
4. I will respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes of those Users. I will not allow other Users 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 or Director of Technology can access and read my messages.
6. I understand that all Computer Resources belong to the Charter School 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 Director of Technology gives me permission in writing.
8. I will not add any software to the school's Computer Resources unless the Director of Technology 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 this Parent/Student Acknowledgement Form, 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 UAGPCS; termination of employment; charges for damages; and civil or criminal penalties. You are subject to the punishment determined by UAGPCS.

## Parent/Student Copy

To verify that you have received and reviewed the UAGPCS PRIDEBOOK 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 and agree to abide by school rules.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT/GUARDIAN: I have reviewed the Student Code of Conduct, including the Student Code of Conduct, with my child and understand my child's 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 received and reviewed the UAGPCS PRIDEBOOK and this checklist, **please sign the following statements and return to your child's classroom teacher:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**STUDENT: I have reviewed the Student Code of Conduct, with my parent or guardian and understand my responsibilities and agree to abide by school rules.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PARENT/GUARDIAN: I have reviewed the Student Code of Conduct with my child and understand my child's 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: \_\_\_\_\_

# **ADDENDUMS**

Progressive Discipline Plan

Schoolwide PRIDE Rules



# URBAN ACADEMY

— OF GREATER PITTSBURGH CHARTER SCHOOL —

## PROGRESSIVE DISCIPLINE PLAN AND PROCEDURE

### DISCIPLINE PHILOSOPHY

“To remind scholars that their bad choices don’t make them bad people, but do have consequences, which are based on our high expectations and mandate to foster a healthy and distraction free learning environment.”

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  - h. Handling Violations or Rules and Guidelines
  - i. Eliminating Put-Downs
  - j. Action Plan
- IV. School Level-Referral to Administration

## **I. Progressive Discipline**

The purpose of the Discipline Plan is to foster in each scholar the ability to be self-discipline. Urban Academy seeks to create an atmosphere conducive to learning, creativity, and character growth. The school supports partnership of teachers and parents to fulfill the obligation to teach scholars the role of responsible citizenship in the school community.

At Urban Academy we follow a progressive discipline plan where discipline interventions begin at the least intrusive and lowest level and work up to more restrictive and punitive levels as scholars continue to repeat poor choices and poor behaviors.

Our plan reflects and considers the Urban Academy Mission Statement and has at its core the learning experience of the scholar, and how that experience will help them in their adult life, as well as creating a safe schools environment.

## **II. Expectations begin with Parents and Scholars**

The first level of discipline begins with parents and scholars themselves. Appropriate language, dress, attendance, and actions are the first step toward avoiding the discipline processes that the school must provide. The Urban Academy wants to support parents and families in their desire to educate their scholars. The school would like to be involved in the discipline of each scholar in a minimal way. If each family would discuss what constitutes appropriate language, dress, attendance, and action at a school setting then discipline would largely remain in the parent's hands. It is expected that scholars will:

- Take pride in themselves and the Urban Academy
- Develop a positive self-image
- Support a safe environment
- Set goals and work continuously to accomplish them
- Accept responsibility for their own actions
- Show respect for themselves and others
- Do their best to arrive at school on time
- Do their best to attend school regularly

- Develop good work and study habits
- Complete all work on time and to the best of their ability
- Use their time wisely and in a non-disruptive manner

### **III. Teachers and Staff**

Teachers are responsible for discipline in their respective classrooms, in the halls and generally on school property or at school functions. Teachers communicate the Urban Academy’s clearly thought out discipline philosophy and classroom rules that reflect that philosophy. A variety of techniques should be used in order to meet the needs of differing scholars and classroom situations. Altering seating arrangements, behavior charts, time out, one-to-one visits, and progressive discipline are just a few of the tools that teachers may use to establish and maintain good classroom discipline. A “Because I Care” letter is available to communicate information to the home concerning a scholar.

#### **A. Philosophical Guidelines for Level I discipline: Teachers and Staff**

- Treat scholars as you would like to be treated
- Teachers can do only 50% of the work – parents and scholars are responsible for the other 50%
- Teachers can only **influence** behavior. Scholars must decide to change behavior, and parents must regularly communicate expectations.
- Prevent Problems – change situations before they occur
- Document all discipline action in red behavior binder
- Only natural consequences teach – consequences must reflect the violation
- For teacher (staff) directed detentions, teachers plan to supervise it themselves and use it as an opportunity to build trust with the scholar
- Teachers reinforce positive behavior by calling home regularly to affirm what the scholar is doing right
- Scholar are encouraged to share how they feel by writing a “How I feel” note

#### **B. Difference Between Punishment and Discipline**

- Punishment is an Emotional Response:
  - It requires judgement
  - It imposes an outside power
  - It arouses resentment and anger
  - It invites more conflict
- Discipline is a Planned Response:
  - It allows the scholar to recognize what he or she has done wrong
  - Ownership of the problem stays with the scholar
  - The scholar learns how to solve the problem
  - It leaves the dignity of both the scholar and the teacher intact
- Discipline Is Not:
  - Ridicule
  - Sarcasm
  - Embarrassment
- Good Teaching as Discipline Prevention

- i. In order for learning to take place, there must be order in the classroom.  
Micromanagement is a tool – Teacher Responsibility
- ii. In order for learning to take place, there must be something worth learning – Scholar Responsibility
  - 1. Each scholar is expected to write a Learning Value Statement to which the teacher can hold them accountable.

### **C. Desired Behaviors**

- a. All the behaviors the Urban Academy would like to see exhibited by our scholars should be displayed in the classroom and communicated in a friendly way.
- b. Behaviors are actions we can see and hear

### **D. Differences between Rules and Guidelines**

- a. Rules: Undesirable Behavior = Consequence. Rules are hard and fast. If a rule is broken then there must always follow a consequence. Rules are serious and are described as Levels of Misconduct in the Urban Academy Parent & Student Handbook.
- b. Guidelines: Expected Behaviors with No Set Consequence. Guidelines are followed because of teacher expectations. We want very high expectation but there is flexibility.
- c. It is best to have very few Rules and lots of Guidelines.

### **E. Consequences**

- a. Consequences should be; realistic for both the scholar and the teacher, be natural, and not uncomfortable enough to make it more comfortable for scholars to choose the responsible behavior.
- b. It is not the severity of the consequences, but it is consistency that causes behavioral change. Consistency means that you say what you mean, mean what you say, and do what you said you would do.

### **F. Rules and Consequences**

- a. The selection of the Rules and Consequences appropriate for the teacher's classroom will include the involvement of the scholars in generating and selecting rules and consequences. The teacher may select some by themselves and then build consensus with the scholars to agree with the rules and consequences. Ownership of and commitment to the rules and consequences is essential. Remember there should be very few rules, because anytime there is a rule broken there must be a consequence, every time.
- b. Rules and Guidelines need to be taught not assumed. Teachers will direct an explanation, check for understanding, and practice the knowledge of rules and guidelines at the beginning of every school year. Lesson plans about teaching rules, guidelines, and consequences are highly recommended.

### **G. The Use of Rewards**

- a. Teachers will use care when using external rewards (objects) because reinforcement is positive or negative only as seen by the scholar and positive rewards can be different for each scholar according to his or her needs and desires.
- b. Teachers will encourage scholars to reward themselves.
- c. Research on Rewards:
  - i. They do work – temporarily
  - ii. After initial positive impact wears off, there is a decrease in the quality of the work because of minimal amount of work, less creativity, and reduced risk-taking
  - iii. Due to “Conditioning Satiation” teachers will need to continually increase the intensity of the reward – it costs you more
  - iv. The more the reward, the less interest the scholar will should in the topic being rewarded because there is a shift from wanting to learn to wanting the reward.
  - v. Kids who are given lots of rewards end up being stingier than those not rewarded.
  - vi. Those who were rewarded for positive behaviors returned to self-defeating behaviors much quicker after external reinforcement was removed than those who were not rewarded for achievements.
  - vii. The person who benefited most from giving the rewards was the giver.
  - viii. Rewards and authentic acts of **kindness**, **gratitude** and **appreciation**, given on a consistent basis or as part of the normal routine of the classroom are more effective rewards than external objects.
    - 1. i.e, Morning Recognition, Wall of Fame for Civics, Character, others

#### H. Handling Violations of Rules and Guidelines

- a. Most classroom management problems arise during transition times; therefore, effective lesson planning with well-designed transition behaviors and activities that heave been taught to the scholars will help avoid problems.
- b. Use the Law of Less Intervention. Don’t use a sledge hammer when some of these might work. Eye Contact, The look, Gesture, Proximity, Call Scholar’s Name, Shake Your Head, Clear Your Throat, Flick the Lights, Count, Count Backwards, Use Humor, Touch, Ignore, Anticeptic Bouncing, etc.
- c. Teacher can best deal with what they see (witness statements will be taken into account when warranted). Scholars should tell the teacher when something is disruptive, dangerous, destructive, or extremely disturbing.
- d. Teachers should avoid arguing with scholars or using sarcasm. Sarcasm can be confusing to scholars and arguing with a scholar is like mud wrestling with a pig. You both get dirt, and the pig loves it. Use the “broken record” technique. If a rule or guidelines is violated, don’t argue rather state the unacceptable behavior then state the consequence or what you want the scholar to do and repeat it over and over again as needed with a calm voice tone.

#### I. Eliminating Put-Downs, ie. Ripping, Bullying

- a. Put-Downs are extremely damaging to the scholars, the teacher, and the classroom environment. Tell the scholars we will not tolerate put-downs. Do not allow put-downs under the pretense of “we were just teasing”. Help identify put-downs by saying to scholars “that’s a

put-down and it hurts”. Hold classroom discussions to help scholars understand put-downs. Further violation of put-downs will result in forfeiture of privileges using progressive discipline.

#### J. Action Plan

- a. The first line of defense is to model and correct behavior. No Power Struggles. We teach rules and guidelines and desire accountability. School wide discipline approach:
  - i. Request behavior change
  - ii. Call home
  - iii. Written infraction
  - iv. Lunch detention with teacher
  - v. After School detention
  - vi. Family conference
    1. Parent observation required
  - vii. Saturday detention
  - viii. In-School detention
  - ix. Out of School suspension

**NOTE: Items i. – v. are teacher administered | Items vi. – ix. are administered by administration**

**NOTE: Teachers should appropriate discretion relating to the Levels described in the Student Handbook.**

#### K. School Level-Referral to Administrator

- a. When teachers or staff members have tried all of their discipline methods with no success, the scholar is to be referred to an administrator. It is at this level that more stringent consequences may be assigned. The hope is that scholars will solve the problems with the teacher and not need to be referred to the office. The administrator, depending upon the offense, has several levels of discipline that *may* be utilized.

### CLASSROOM RULES

- \_\_\_ Don't chew gum
- \_\_\_ Put your things away quickly
- \_\_\_ Keep your hands and feet to yourself
- \_\_\_ Be open to New Ideas
- \_\_\_ Think before you speak
- \_\_\_ Share the spot light
- \_\_\_ At teacher's signal, stop talking
- \_\_\_ Wait your turn or until called on to speak
- \_\_\_ Respect others with words and actions
- \_\_\_ Be ready with your work

- \_\_\_ Never knock others down to build yourself up
- \_\_\_ Participate positively in class
- \_\_\_ Kindly obey directions from administrators, teachers and staff
- \_\_\_ Always complete your classroom and homework assignments
- \_\_\_ Return everything that has been loaned to you in the same condition in which you received it

**\*\*Individual classrooms may make additions and or rephrase some of these rules\*\***

## POSSIBLE CONSEQUENCES FOR BREAKING RULES

**\*Students with IEP are not permitted to miss specials.**

- \_\_\_ Call home
- \_\_\_ Conference in hall
- \_\_\_ Late for lunch
- \_\_\_ Extra assignments
- \_\_\_ Loss of hall pass privileges
- \_\_\_ Detention
- \_\_\_ After School Detention
- \_\_\_ Action Plan
- \_\_\_ Change seat assignment
- \_\_\_ Send to the office
- \_\_\_ Loss of free time
- \_\_\_ Loss computer lab
- \_\_\_ Letter of apology
- \_\_\_ Reduced recess time
- \_\_\_ Head down on desk
- \_\_\_ Lunch with teacher
- \_\_\_ Stay after class (but not late to science)
- \_\_\_ Homework to be assigned by parent
- \_\_\_ Parent attend class
- \_\_\_ Talkative ones teach
- \_\_\_ Fix whatever is broken
- \_\_\_ Choose your consequences
- \_\_\_ Scholar writes letter to parent
- \_\_\_ Go to hall to "start-over"
- \_\_\_ Reduce gym time
- \_\_\_ Scholar calls home to explain the problem



# PRIDE RULES

**P** Polite and Respectful

**R** Responsible and Ready

**I** Independent Scholar

**D** Do your best

# E Encourage Others

## **HOME**

*Be a responsible scholar*

Inform parents of how school day went  
Read at least 20-30 minutes each night  
Be respectful to family and friends  
Do your homework and put in book bag  
Remember it is your work

## **SCHOOL BUS**

*Riding the bus is a privilege*

Stay in your seat  
No yelling/cursing  
Use technology appropriately  
Keep hands and objects to yourself  
Respect each other (bus, bus driver, and peers)

## **MORNING MEETING**

*Motivate your Mind*

Participate  
Be respectful to your audience  
Enter quietly and orderly  
Stay in your assigned seat  
Eat upon arrival

## **CAFETERIA**

*Feed your body. Feed your mind.*

Clean up after yourself

Stay in your seat and raise your hand  
Use inside voices (listen for call and response)  
Eat first, then talk  
Don't share food

## **RECESS**

*Be safe, have fun*

Take turns  
Good sportsmanship  
Stay with your class  
You can't say "you can't play"  
Respect and return equipment

## **BATHROOM**

*Respect the privacy of others*

Go  
Flush  
Wash  
Dry  
Trash

## **HALLWAY**

*Keep it moving*

Go straight to your destination  
3:2:1:0  
3 steps between people  
2 hands at your side  
1 block near wall  
0 noise level

## **FIELD TRIPS**

*Always be a scholar*

Follow Directions  
Stay with your group  
Be aware of your surroundings  
Display positive bus behavior (refer to Pride Bus rules)  
Engage in learning (ask questions & do your research)

## **CLASSROOMS**

*Respect your den*

Remain seated

Raise hand and keep calm

Respect personal space

Be prepared and ready to learn

Transition quietly

## **SCHOOLWIDE**

*Be Proud*

No fighting

Respect your classmates, adults and yourselves

Report negative behavior to an adult

Keep our school clean

Encourage your peers

Transition quietly

Come to school

Keep all toys at home

No bullying