



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 Greater 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 became 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, the 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 Black students can achieve at high rates when given equal access to opportunity.

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 it resound as 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 key in the enhancement of student achievement.

Arrival & Departure

Our school day begins at 8:00 a.m. and ends at 3:10 p.m. Students should NOT arrive before 7:30 a.m.

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 picked up by their teacher. By no means are any of our students permitted to leave the cafeteria or to go to a classroom without the permission of a staff member.

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 a 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. it causes serious disruption at the end of the day.

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 by the floor captain. As their bus is called, students will meet their floor captain in the hallway, upon which the captain will take a count. The captain dismisses the students to the stairwell where they will be directed to their bus by members of the staff so they can get home safely.

Students who are picked up:

Students who are picked up from school will be dismissed from their classrooms to the cafeteria. Students must be picked up at the door situated at the corner of Winslow and Xenia Way. Parents/guardians of students must walk to the doors to meet and sign their student out. 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 charged \$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 that 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 student files. In the event that students are promoted or transfer to another school, this information will be forwarded and may affect admission decisions.

The teacher must be provided with a written excuse note from the parent within three (3) calendar days of the students return to school. The note must explain the reason for the absence and must be 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 healthcare provider. This note must also be provided to the school within three (3) days of the student's return to school or these days will be counted as unexcused.

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 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.

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. Instruction begins at 8:00 a.m., which is when students are expected to be in their classrooms. A student is considered late if he/she arrives after 8:10 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, due to 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 Social Worker 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 Social Worker
- 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 is 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. The following illnesses will require immediate student pickup at the discretion of the school's Nurse and a doctor's note upon return to school:
 - 100.4 Temporal Artery Temperature
 - Vomiting
 - Suspected Pink Eye
 - Suspected Ringworm
- If we are unsuccessful at contacting the primary guardian, we will call the emergency contacts in the order listed on the emergency care card. 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 and other means of mass communication to the school community.

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 14 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. In making their determination the CAO/Principal will closely review the student's grade, attendance, and internal assessment data. 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 and are also included in the new student enrollment packet . These are to be filled out completely and returned to the teacher. Please notify the nurse's office of any changes during the year. It is imperative that the nurse's office has emergency numbers to contact parents/guardians 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 nurse's 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 the 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 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 may 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. 222 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. Homework is assigned so students 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.

Parental 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 any time, 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 but not limited to 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 provider 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, students are not permitted to 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 always walk while in the cafeteria and speak quietly .
- 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 be provided to the school Nurse in a written form from a parent/guardian or medical authority identifying special dietary needs. The Nurse will share the information with the Food Services staff. 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. 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)	**Students must be fully dressed for each gym class to receive full credit.

These clothing items are NOT PERMITTED because they are not part of our school uniform:
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)

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

*** Only scholars who have gym on Friday are permitted to dress down on Thursdays.

Uniform & Dress Code Violation Consequences

1st Offense – Verbal Warning & Note Home

2nd Offense – Phone call home and Parent/Guardian are required to bring scholar’s uniform to the school

3rd Offense – Phone call home, Mandatory Parent Meeting, and the Scholar will receive lunch detention

4th Offense – Phone call home and scholar receives 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 visitor 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

Classroom Infractions

1. Incomplete homework/work
2. Not following directions
3. Violation of specific classroom rule/norm
4. Hallway violation
5. Having or consuming gum
6. Late to class
7. Bathroom misconduct
8. Uniform Infraction
9. Disrespectful language/gestures
10. Possession of cell phone or electronic device during school hours

Administrative Infractions

ATTENDANCE & PUNCTUALITY

- Class Cutting/Leaving Without Permission/Eloping
- Loitering
- Off Limit /Restricted Area
- Tardiness
- Trespassing

PROTECTION OF PROPERTY

- Arson
- Bomb Threat
- Burglary
- Deliberate Misuse of Property
- False Fire Alarm
- Gambling
- Possession of Stolen Property
- Theft, Minor
- Theft, Major
- Property Damage, Minor
- Property Damage, Major

PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING

- Threat of Violence formerly Assault/Menacing
- Physical contact that is harmful formerly Battery
- Display of Patently Offensive Material
- Extortion
- Fighting
- Firecrackers or Explosives
- Harassment or Bullying, other
- Harassment or Bullying on the Basis of Disability
- Harassment or Bullying on the Basis of Race, Color, or National Origin
- Harassment or Bullying on the Basis of Sex
- Hazing
- Intimidation
- Reckless Vehicle Use
- Robbery
- Weapon, Dangerous
- Weapon, Deadly

- Weapon, Firearm
- Weapon, Simulated

INAPPROPRIATE LEARNING ENVIRONMENT

- Use of cellphone or electronic device
- Disruptive Conduct
- Dress Code Violation
- Forgery
- Gang Member Identifier
- Indecent Exposure
- Indecent Gesture
- Insubordination
- Interference with School Personnel
- Language, Abusive/Profane
- Non-Compliance with Disciplinary Action
- Open Defiance
- Physical Contact, Inappropriate
- Plagiarism/Cheating
- Possession of Prohibited Items
- Technology, Use Violation
- Tobacco, Use and/or Possession
- Willful Disobedience

ALCOHOL/DRUG DISCIPLINARY MEASURES

- Possession/Use
- Transfer/Sale

Any act deemed serious an occurrence by the school administration

Summary of Disciplinary Consequences and Interventions

Discipline Levels

There is a range of consequences for student misbehavior. Action Levels

Level 1 - Conference/Teacher Given Consequence/Interventions/Lunch Detention

Level 2 - Exclusion from Extra Curricular Activities/After-School Detention/Sunrise School/Extended Lunch Detention

Level 3 - Half Day of In-School Detention

Level 4 - In-School Detention/Saturday School/Community Service

Level 5 - Suspension

Level 6 - Expulsion

The use of expulsion is limited to:

- Conduct that poses a threat to the health and safety of students or school employees; or
- When other strategies to change student conduct have been ineffective; or as required by law.

Prior to any consequence, school staff considers:

- The nature of the misconduct.
- A student's age, health, and disability or special education status.
- Cultural or linguistic factors that may have played a role in the misconduct.
- Appropriateness of student's academic placement.
- Student's prior conduct and record of behavior.
- Support systems available to the student.
- Student's willingness to repair the harm.
- Impact of the incident on the overall school community.
- Availability of prevention and intervention programs that are designed to address student misconduct.
- Whether the student voluntarily disclosed the misconduct.

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

Summary of Behavior Expectations and Consequences

Examples of conduct which violates expectation	Definition	Occurrence Minor/First Serious/Rep(more than one)	Disciplinary action min— max
ATTENDANCE & PUNCTUALITY			
Class Cutting/Leaving Without Permission/Eloping	Failure to attend assigned class without permission or excuse; leaving the building, classroom or assigned area, including elopement, without prior approval of the teacher and/or administrator.	Minor/First Serious/Rep	1 — 2 2 — 4
Loitering	Remaining around the school building without permission and staff supervision for purposes other than an educational assignment.	Minor/First Serious/Rep	1 — 2 2 — 4
Off Limits	Entering a location in a building or any school property which has been restricted from student use or entering a location which has been restricted from student use during certain times of the day.	Minor/First Serious/Rep	1 — 2 2 — 5
Tardiness	Failure to be in a place of instruction at the assigned time.	Minor/First Serious/Rep	1 — 1 2 — 3
Trespassing	Entering any school property or into school facilities without proper authority; during school hours; includes any school entry during a period of suspension or expulsion.	Minor/First Serious/Rep	1 — 3 3 — 5
Other Similar Offenses or Any act deemed a serious occurrence by Administration	Any other prohibited actions involving attendance and punctuality or the location of students on school property.	Minor/First Serious/Rep	Same as related offenses
PROTECTION OF PROPERTY			
Arson	Action which may cause a fire, but none results, such as throwing a lighted match in a trash container which fails to ignite or intentionally starting any fire or combustion on school property regardless of whether any damage occurs.	Minor/First Serious/Rep	3 — 6
Bomb Threat	Reporting to school, police or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.	Minor/First Serious/Rep	2 — 6
Burglary	Unauthorized entry into the school building for the purpose of committing a crime when the building is closed to students and the public.	Minor/First Serious/Rep	3 — 6

Deliberate Misuse of Property	The intentional use without proper permission of property belonging to the school, or an individual for a purpose other than that for which it was intended or in a manner likely to damage the property.	Minor/First Serious/Rep	1 — 2 2 — 4
False Fire Alarm	Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.	Minor/First Serious/Rep	3 — 5 5
Gambling	Playing any game of skill or chance for money or anything of value.	Minor/First Serious/Rep	1 — 2 2 — 4
Possession of Stolen Property	Having in one's possession or under one's control property which has been stolen when the person possessing it has reasonable cause to believe the property has been stolen, or possession without permission of property belonging to another.	Minor/First Serious/Rep	1 — 3 3 — 4
Theft, Minor	Theft: taking property belonging to the school or any individual or group without prior permission. Minor Theft: includes items with a retail value of less than (\$20), but excluding personal items such as wallets, purses, or keys.	Minor/First Serious/Rep	1 — 3 3 — 5
Theft, Major	Includes items with a retail value of more than (\$20) or any keys, purses, or wallets regardless of the value of its contents.	Minor/First Serious/Rep	2 — 4 3 — 5
Property Damage, Minor	Vandalism: intentionally causing damage to or defacing school or property of others. Minor Vandalism: includes situations in which minor damage can be repaired or replaced at no cost to the School District.	Minor/First Serious/Rep	1 — 2 2 — 5
Property Damage, Major	Includes situations that will cost the School to repair or replace the damage or damage that involves a substantial disruption of school activities, such as destruction of school records.	Minor/First Serious/Rep	2 — 4 3 — 5
Other Similar Offenses or Any act deemed a serious occurrence by Administration	Other similar actions which threaten or result in the loss or destruction of property.	Minor/First Serious/Rep	Same as related offense

PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING

Threat of Violence formerly Assault/Menacing	Intentional attempts, by word or conduct to place a school employee or another student in fear of immediate physical injury (Also see Threat of Violence)	Minor/First Serious/Rep If Staff	3 — 6 6 1-day min. suspension
Physical contact that is harmful formerly Battery	Intentionally, knowingly, or recklessly causing physical harm to another, but not mutual combat; unlawful application of force; physical contact that is willful and harmful.	Minor/First Serious/Rep If Staff	3 — 6 3 — 6 2-day min. suspension
Display of Patently Offensive Material	Displaying sexually, racially, or religiously patently offensive materials.	Minor/First Serious/Rep	1 — 3 3 — 4
Extortion	Forcing other persons to act against their will, such as the demand for money.	Minor/First Serious/Rep	2 — 4 3 — 5
Fighting	Fighting involves the exchange of mutual physical contact, such as pushing, shoving, and hitting, with or without injury (i.e., mutual combat).	Minor/First Serious/Rep	1 — 5 2 — 6
Firecrackers or Explosives	Using or possessing any firecrackers, fireworks, bullets, ammunition, or explosive materials or devices.	Serious/Rep If Weapon	3 — 6 6
Harassment or Bullying, other	Disturbing consistently, by pestering or tormenting; abusive words. Harassment, nonsexual, (physical, virtual, verbal, or psychological). Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 6
Harassment or Bullying on the Basis of Disability	Intimidation or abusive behavior toward a student based on disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 6
Harassment or Bullying on the Basis of Race, Color, or National Origin	Intimidation or abusive behavior toward a student based on race, color, or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1 — 2 3 — 6
Harassment or Bullying on the Basis of Sex	Unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassment or bullying on the basis of sex also includes gender-based, nonsexual harassing conduct, such as harassment based on gender stereotyping. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.	Minor/First Serious/Rep	1 — 4 3 — 6

Hazing	Any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any student group, organization, or class.	Minor/First Serious/Rep	1 — 2 3 — 6
Intimidation	Forcing or discouraging an action by creating fear; extortion. (Also see Extortion)	Minor/First Serious/Rep	1 — 4 3 — 6
Reckless Vehicle Use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health or safety or to disrupt the educational process.	Minor/First Serious/Rep	2 — 3 3 — 6
Robbery	Taking property from a person by force or threat of force.	Minor/First Serious/Rep	3 — 6 3 — 6
NOTE: Discipline for any weapon violation regardless of type, must be done in consultation with administration and/or their designee			
Weapon, Dangerous	Any weapon, device, instrument, material, or substance which <u>under the circumstances in which it is used, attempted to be used, or threatened to be used</u> , is readily capable of causing death or serious physical injury.	Any Occurrence	6
Weapon, Deadly	Possession of any instrument, article or substance specifically designed for and capable of causing death or serious physical injury.	Any Occurrence	6

Weapon, Firearm	Possession of a gun; including but not limited to a firearm which is “designed to or may readily be converted to expel a projectile by the action of an explosive and any explosive, incendiary, or poison gas.” (Section 921 of Title 18 of the U.S. Code.) “Possession” is defined to include, but not limited to having a weapon located: (1) in a space assigned to a student such as a locker or desk, (2) on the student’s person or property (on the student’s body, in student’s clothing, in an automobile), (3) under the student’s control, or accessible or available; for example: hidden on school property. Confiscated guns are turned over to the police.	Any Occurrence	6
Weapon, Simulated	Possession of articles that resemble, but are not, knives, guns, or other weapons.	Any Occurrence	3 — 6
Other Similar Offenses or Any act deemed a serious occurrence by Administration	Engaging in other similar acts which endanger the physical safety or mental or emotional well-being of others.	Minor/First Serious/Rep	Same as related offense
APPROPRIATE LEARNING ENVIRONMENT			
Use of cellphone or electronic device	Using a cellphone or electronic device during school hours. Usage of cellphones to record videos and or post photos while at school, on the bus or at the bus stop is strictly prohibited.	Minor/First Serious/Rep	1 — 2 2 — 6
Disruptive Conduct	Behaving in a manner which disrupts or interferes with the educational process, including consensual sexual activity.	Minor/First Serious/Rep	1 — 4 2 — 6
Dress Code Violation	Dressing or grooming in a manner that disrupts or is likely to disrupt the educational climate or process, or a threat to the learning opportunity, health or safety of the student or any other person. Includes violation of school adopted dress code.	Minor/First Serious/Rep	1 — 2 2 — 3
Forgery	Providing a false signature or altering school documents.	Minor/First Serious/Rep	1 — 4 2 — 3
Gang Member Identifier	Displaying material that identifies a student as a member or associate of a gang, including identified behaviors.	Minor/First Serious/Rep	1 — 3 3 — 6
Indecent Exposure	Exposure of private parts of the body in a lewd or indecent manner in a public place. Exposure of sexually explicit content to another person.	Minor/First Serious/Rep	1 — 5 3 — 6

Indecent Gesture	Making gestures which convey a grossly offensive, obscene, or sexually suggestive message.	Minor/First Serious/Rep	1 — 2 3 — 6
Insubordination	Failure to comply with a proper and authorized direction or instruction of a staff member.	Minor/First Serious/Rep	1 — 4 3 — 6
Interference with School Personnel	Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence, or harassment.	Minor/First Serious/Rep	2 — 4 3 — 6
Language, Abusive/Profane	Writing or saying anything which ridicules or humiliates another person on account of age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation. Any use of obscene violent and/or profane language	Minor/First Serious/Rep	1 — 4 3 — 6
Non-Compliance with Disciplinary Action	Failure to make satisfactory progress toward completing an assigned consequence or intervention(s).	Minor/First Serious/Rep	1 — 4 3 — 6
Open Defiance	Orally refusing to comply with a direction or instruction of a staff member.	Minor/First Serious/Rep	1 — 4 3 — 6
Physical Contact, Inappropriate	Pushing, Shoving, Play fighting or other inappropriate touching that does not result in harm.	Minor/First Serious/Rep	1 — 2 3 — 6
Plagiarism/Cheating	Representing another person's work as one's own.	Minor/First Serious/Rep	1 — 4 3 — 6
Possession of Prohibited Items	Possession of items that are not permitted at school. Includes toy weapons that do not resemble a real weapon. (As with actual weapons, discipline for toy weapons must be done in consultation with the School Climate & Discipline Committee)	Minor/First Serious/Rep	1 — 4 3 — 6
Technology, Use Violation	Using technology equipment other than in the manner directed by school staff; violations of internet security.	Minor/First Serious/Rep	1 — 5 3 — 5
Tobacco, Use and/or Possession	Using or possessing by any age student any form of tobacco or nicotine delivery device on or adjacent to school property and at all activities without regard to location.	Minor/First Serious/Rep	3 3-6
Willful Disobedience	Repeated refusal or failure to comply with a direction or instruction of a staff member.	Minor/First Serious/Rep	2 — 3 3 — 6

Other Similar Offenses or Any act deemed a serious occurrence by Administration	Engaging in other similar conduct that disrupts the educational process or interferes with teaching and learning.	Minor/First Serious/Rep	Same as related offenses
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ALCOHOL/DRUG DISCIPLINARY MEASURES			
PREVIOUS VIOLATION	CURRENT VIOLATION		DISCIPLINARY ACTION
If first violation was for...		Was this violation for possession/use or transfer/sale?	Then the Disciplinary Action Level will be:
N/A	First	Possession/Use	Level A
N/A		Transfer/Sale	Level A
Possession/Use	Second	Possession/Use	Level B
Transfer/Sale		Possession/Use	Level B
Possession/Use		Transfer/Sale	Level B
Transfer/Sale		Transfer/Sale	Level B

DISCIPLINARY ACTION LEVEL	DESCRIPTION
Level A*	In-School Detention/Suspension
Level B*	Student's file will be presented and reviewed by the board of trustees.

Additional Notes

Some violations may result in a referral to the Pittsburgh Police Bureau.

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 Administration. .

(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 the 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-ins 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 classroom infractions.

Possible Interventions: Seating change, student conference parent contact, student contract, redirection, proximity, loss of privilege, apology, verbal & non-verbal prompt, reward alternate behavior.

Written Infractions

All infractions will be documented through the referral forms submitted during the referral process for each level. As mentioned above, there may be in-class consequences or redirections that accompany the written infractions.

In-School Detentions

In-school detentions are during school hours and can range from a half day to a full day consequence. In-school detentions are not optional and must be served on the day that was assigned. In the event of a student's absence, the student will be required to serve out their consequence on the next present day. Students who are assigned In-school detention will continue to receive all interventions throughout the day.

Detentions

Detentions are during school hours, after school from 3:10PM to 4:10PM and on Saturday mornings from 8:00 AM – 12:00 PM for Kindergarten – 5th 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. Students who fail to serve detention 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 Classroom Infractions in one week. Detentions may also be issued for Administration infractions.

Conferences

A student's behavior records are kept in the student's 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, a behavioral contract may be implemented.

Administrative Referrals

Administrative referrals will automatically be issued for any Administrative 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 social worker.

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 forward facing while you are on the bus. Do not get up for any reason until the bus has come to a complete stop and the door is opened. (When you arrive to school, or arrive at your bus stop)
- 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. Use an appropriate voice level.
- 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.
- Throwing objects on the bus or out of the windows is strictly prohibited
- 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.
- Usage of cellphones to record videos and or post photos while on the bus or at the bus stop is strictly prohibited.
- 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 school bag 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 school bag 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

When a Bus Behavior Referral is received parents/guardians will be notified. Consequences can result in a lunch detention, after school detention, In-School detention, Saturday academy, community service, bus suspension, out of school suspension and/or expulsion from the bus.

All consequences are at the discretion of the Administration or their designee.

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/or possessions may be searched by the Administration or their designee, provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the scholar has 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 searches. 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

All students are subject to disciplinary procedures to promote positive changes in their behavior and to

protect others. Special procedures exist for students with an IEP, a formal Section 504 plan or those who have been identified for a special education referral who are suspended for more than ten (10) days in any school year. 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 injuries 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 the 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 content 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, multimedia 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 email 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 sites 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 email from a questionable source must contact the CEO before opening the e-mail or any attachment included in the email.

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 emails 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 emails 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 Emails

Like any other document, an e-mail message and other computer information is discoverable during litigation. An email may be used in litigation to indicate what a User knew or felt. It is important to keep this in mind when creating emails 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's 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.

URBAN ACADEMY OF GREATER PITTSBURGH CHARTER SCHOOL
SCHOOL-LEVEL PARENT & FAMILY ENGAGEMENT POLICY AND GUIDELINES

2020-2021

Urban Academy of Greater Pittsburgh Charter School (UAGPCS) follows the parent and family engagement guidelines listed below. UAGPCS will distribute and/or make this policy available to all parents for our schoolwide Title I program annually in a format and language that parents can understand.

Guidelines

UAGPCS will involve parents in the planning, review, and improvement of the Parent & Family Engagement Policy and the Schoolwide Title I Plan. The invitation to participate may be extended through any of the following Parent or Community Events or channels of parent communication:

- Class Dojo
- Annual School-wide Events
- Email/ Website / School Calendar
- School Social Media Accounts
- "Parents Academy"/ Family Meetings
- Weekly Parent Newsletter
- Parent/Teacher Conferences
- School-wide REACH calls

Parents may participate by reviewing the current policy and plan, engaging in Q&A sessions at Parent or Community Events, attending Parent Teacher Organization meetings, scheduling one-to-one conversations with teachers, or submitting ideas and suggestions to the school administration. The policy will be:

- Jointly developed and agreed upon by parents and family members of Title I students
- Written in an understandable format and provided in a language parents can understand
- Distributed to all parents of Title I students

- Made available to the local community
- Updated annually to meet the changing needs of families and schools.

Parents will have the opportunity to review the revised plan annually during a Class Dojo posting period in the spring.

UAGPCS will provide the necessary support to its administration, teachers and staff to plan and implement effective family engagement activities.

UAGPCS will use parent engagement strategies that are integrated and coordinated with other applicable Federal State, and local laws and programs.

UAGPCS will conduct an annual evaluation of the effectiveness of the content and effectiveness of the Parent Involvement Policy in improving the academic quality of the school and success of its students, including identifying barriers to greater participation by families and the needs of parents to assist their students' learning. The findings will be used to design strategies to support successful school and family interactions and to revise the policy.

UAGPCS will involve families in school activities by fostering effective collaboration with the Parent and Teacher Organization, and by using the above listed communication channels to provide parents with timely information about school activities, about the Title I program and about the overall education of their child(ren), including but not limited to:

- Description and explanation of curriculum to be used
- The forms of academic assessment used to measure student progress
- Proficiency levels that students are expected to meet (standards)
- Opportunities for decision-making related to the education of their children
- Opportunities for decision-making related to classroom management policies
- Materials and training on how parents can improve their child's achievement

UAGPCS will ensure, to the extent possible, that information sent home is in a language and form parents can understand, providing opportunities for the informed participation of parents and family members who have limited English proficiency, parents with disabilities, and parents of migratory children.

UAGPCS will convene an Annual Meeting in October of each year, during which parents will be informed of the school's participation in the Title I program, the requirements of the program, and their right to be involved in the planning, review and improvement of the program. UAGPCS will do its best to accommodate parents' schedules by offering flexible methods of participation in this annual meeting.

UAGPCS will include a jointly developed and annually reviewed School-Parent Compact, which is a written agreement of school, parent, and student responsibilities for helping students achieve, with the Parent / Student Handbook.

UAGPCS will support, educate and encourage school staff to build ties between home and school., by educating teachers, specialized support personnel and other staff – with the assistance of parents – in the value of family contribution and providing them with strategies for reaching out, communicating with, and working with parents and families as equal partners.

UAGPCS will develop appropriate roles for partnerships with community-based organizations.

UAGPCS will respond to any parent suggestions and provide such other reasonable support for parental involvement as soon as practicably possible

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.

P Polite and Respectful
 R Responsible and Ready
 I Independent Scholar
 D Do your best
 E Encourage others

- 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.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

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

Schoolwide PRIDE Rules



What is PBIS?

PBIS stands for Positive Behavior Interventions and Supports. PBIS is an approach that schools can use to improve school safety and promote positive behavior. It's also a way for schools to decide how to respond to a child who misbehaves. It's a framework for teachers, administrators, and parents. Furthermore, it is used with all students in the school, whether or not they are in PSE.

PBIS has a few important principles:

- Every child can learn proper behavior.
- Stepping in early can prevent more serious behavior problems.
- Each child is different, and schools need to provide many kinds of behavior support.
- How schools teach behavior should be based on research and science.
- Following a child's behavioral progress is important.
- Schools must gather and use data to make decisions about behavior problems.

PRIDE Expectations

P

Polite and Respectful

R

Responsible and Ready

I

Independent Scholar

D

Do your best

E

Encourage Others

The following pages describe what PRIDE expectations and behavior looks like in various parts of the school. There are PRIDE signs posted in various areas that serve as a reminder to students of the specific behaviors that demonstrate PRIDE expectations.

HOME

Tell parents about your day
Read 20-30 minutes each night
Be respectful to family and friends
Do your homework and put it in your bookbag

MORNING MOTIVATION

Motivate your mind.

Eat upon arrival
Participate
Look at and listen to the speaker
Dismiss quietly and in order
Stay in your assigned area

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
Only eat your food

CLASSROOMS/SPECIALS

Respect your den.

Remain seated

Respect personal space
and ready to learn

Raise your hand

Be prepared
Transition quietly

HALLWAYS & STAIRWELLS

Keep it moving.

Go straight to your destination

3,2,1,0

3 steps between people

2 hands at your side

1 block near the wall

0 noise level

RECESS

Be safe, have fun!

Take turns

Show good sportsmanship

Stay with your class

Always say, "You CAN play"

Respect and return equipment

BUS

Riding the bus is a privilege

- Stay in your seat
- Use kind words and actions
- Use technology appropriately
- Keep hands and objects to yourself
- Respect each other (bus, bus driver, and peers)

FIELD TRIPS

Always be a scholar

- Follow Directions
- Stay with your group
- Be aware of your surroundings
- Display positive bus behavior (see PRIDE bus rules)
- Engage in Learning (ask questions and do your research)

SCHOOL WIDE

Keep all body parts to yourself

- Respect and encourage EVERYONE
- Report inappropriate behavior to an adult
- Keep our school clean
- Keep all personal toys at home