



2017-2018

Parent-Student Handbook

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REVISED JUNE 2017

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PENN HILLS CHARTER SCHOOL OF ENTREPRENEURSHIP | 2017-2018 CALENDAR

16 K & Middle School Orientation
23 1st through 5th Grade New Student Orientation
21-25 Teachers Prof. Dev. Week
28 First Day of School
Student Days - 4

| AUGUST 2017 | | | | | | |
|-------------|----|----|----|----|----|----|
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| FEBRUARY 2018 | | | | | | |
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19 Presidents' Day, No School **(Emergency Make-up Day)**
21 Students 2-hr Delay
Student Days - 19

1 No School
4 Labor Day, No School
20 Students 2-hr Delay
Student Days - 19

| SEPTEMBER 2017 | | | | | | |
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| MARCH 2018 | | | | | | |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

5 Progress Reports
21 Students 2-hr Delay
26 End of 3rd Quarter
28 Spring Recess, No School **(Emergency Make-up Day)**
29 Spring Recess, No School **(Emergency Make-up Day)**
30 Good Friday, No School
Student Days - 19

9 Columbus Day, No School
10 Progress Reports
18 Students 2-hr Delay
Student Days - 21

| OCTOBER 2017 | | | | | | |
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| APRIL 2018 | | | | | | |
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| 29 | 30 | | | | | |

2 Spring Recess, No School **(Emergency Make-up Day)**
3 Report Cards
27 Staff PD, No Students
Student Days - 19

1 End of 1st Quarter
7 Election Day/Parent Conferences, No Students
8 Report Cards
15 Students 2-hr Delay
23-27 Thanksgiving, No School
Student Days - 18

| NOVEMBER 2017 | | | | | | |
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| MAY 2018 | | | | | | |
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14 Progress Reports
15 Election Day/Staff PD, No Students
25 Kenneywood Day, No School
28 Memorial Day, No School
Student Days - 20

19 Progress Reports
25-29 Winter Recess, No School
Student Days - 16

| DECEMBER 2017 | | | | | | |
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| JUNE 2018 | | | | | | |
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8 Last Day of School
12 Report Cards/Final Teacher Day
Student Days - 6

1 New Years, No School
15 MLK Day, No School
18 End of 1st Semester
19 Parent Conferences, No Students
24 Students 2-hr Delay
25 Report Cards
Student Days - 20

| JANUARY 2018 | | | | | | |
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| JULY 2018 | | | | | | |
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2-6 Office Closed
9 Summer Program Begins

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SCHOOLWIDE SUPPORT STAFF

Administration

Principal/Chief Academic Officer..... Tamara Allen
Assistant Principal..... William Tracey
Chief Operating Officer..... Wayne Jones

Staff

Administrative Assistant..... Michael Chessey
Curriculum/MicroSociety Coordinator..... Jessica Zuk
Food Service Coordinator..... Darlene Shook
Innovation Specialist..... Terri Williams
Intervention Specialist..... Trevor Clinkscales
Office Manager..... Cynthia Spirk
Registration Coordinator..... Linda Porter
School Nurse..... Donna Wallace
Secretary..... Susan Singer
Social Worker/School Counselor..... Nicole Dickinson
Special Education Coordinator/School Psychologist..... Heather Clark

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MISSION, VISION, CORE VALUES

Mission

Our mission is to provide a world-class education for the students in the Penn Hills community that will not only prepare students academically but to develop into informed and responsible world citizens, creative problem solvers, and effective communicators. We believe that children of all cultures and abilities can learn and be challenged to reach their highest potential. To achieve this, the school recognizes the importance of collaboration with the entire learning community of students, parents, community members and school staff. Our mission is to ensure that the students experience real life 21st century learning experiences in an innovative, community based public school setting, and created to build a foundation that will enable students to reach their highest potential.

Vision

Our vision is for every student to reach his or her full potential and discover the pathways for lifelong success.

Core Values

We believe in Soaring to Success by building strong

- Character - The way we distinguish ourselves as individual leaders
- Academics - The way we become problem solvers, individual thinkers, and lifelong learners
- Relationships - The way we talk to, behave toward, and work with each other to become individual leaders
- Entrepreneurs - The way we organize, manage or assume the risk of a business or enterprise

For a life of leadership!

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GENERAL INFORMATION

RIGHTS & RESPONSIBILITIES: THE PARENT-SCHOOL COMPACT

The school and community of Penn Hills Charter School of Entrepreneurship (Penn Hills Charter School) believe that it is only through the cooperation of the parents and school that children develop their full potential. In light of this, the school and parents will work cooperatively to provide for the successful education of their children as follows:

The Parent/Guardian Agrees

- To become involved in developing, implementing, evaluating, and revising the school/parent-involvement policy.
- To use or ask for assistance that the local school provides on child development and teaching and learning methods as needed.
- To work with our child/children on their school assignments and to:
 - Ask them what they learned about that day
 - Encourage them to share their successes and their frustration
 - Provide assistance if necessary
 - Encourage them to read, write, and practice their work daily
- To monitor our child/children's:
 - Attendance at school
 - Homework
 - Television watching
 - Computer and videogame usage
- To share the responsibility for improved student achievement by:
 - Documenting daily reading with their child
 - Providing a quiet place for homework
 - Setting aside a specific time for homework
 - Assisting with homework as necessary
 - Encouraging positive attitudes toward school
 - Requiring regular school attendance
 - Giving the child the necessary supplies to do school work
- To communicate with our child/children's teachers about their educational needs.
- To ask parents and parent groups to provide information from the school on what type of training or assistance they would like and/or need to help them be more effective with their child/children in the educational process.
- To provide a healthy and safe environment.
- To volunteer in school and to attend school meetings.
- To encourage students to find activities that promote citizenship, work ethic, and healthy lifestyles.
- To respect cultural, racial, and ethnic differences.?

The Student Agrees

- To attend school every day possible.
- To participate in a positive way in all school activities.
- To encourage parents to become a part of my educational experience.
- To question, in the appropriate way and at the appropriate time, those parts of my learning that are not understood.
- To take home materials and information needed to complete all assignments.
- To complete homework in a thorough, legible, and timely manner.
- To return homework on time.
- To comply with school rules.
- To respect the personal rights and property of others.
- To respect cultural, racial, and ethnic differences.

Parent Rights and Responsibilities

1. Enrollment

a. Right: Parents have the right to enroll their children in the Charter School, regardless of their district of residence, within the enrollment guidelines established by the Board of Trustees. Enrollment may not be denied on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, physical handicap, or marital status.

b. Responsibility: Parents have the responsibility to ensure that their children who are enrolled in the Charter School attend school regularly, on time, and for the entire school day in accordance with state law and the policies set forth by the Board of Trustees.

2. Progress

a. Right: Parents have the right to receive regular official reports of their children's academic progress, through skyward family access system as well as written or oral communication

b. Responsibility: Parents have the responsibility to assist the School and their children in achieving their academic potential, including planning a time and place for completing homework, ensuring the completion of assignments that are missed, and providing the necessary supervision while their children complete assignments. In addition, parents have the responsibility to attend and participate in all parent-teacher conferences.

3. Language Preference

a. Right: Parents have the right to receive any oral and written communication from the School in the language used by the family in the home. This right includes the right to have a translator present at any disciplinary proceedings commenced against their child.

b. Responsibility: Parents have the responsibility to inform the

School when they need to receive oral and written communications in a language other than English. This responsibility includes the responsibility to notify the School if a translator will be necessary at any disciplinary proceedings commenced against their child.

4. Enforcement

a. Right: Parents have the right to ensure that the provisions of this Handbook are applied reasonably and fairly with respect to their children.

b. Responsibility: Parents have the responsibility to understand the rules set forth in this Handbook and to discuss expected behavior with their children, as well as to inform the Administration and/or Board of Trustees of their concerns regarding the application of this Handbook to their children in a calm and reasoned manner.

Student Rights and Responsibilities

1. Education

a. Right: Students have the right to a public education, unimpaired on account of race, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, physical handicap, or marital status.

b. Responsibility: Students have the responsibility to avoid actions or activities that interfere with other students' rights to an unimpaired public education.

2. Learning Environment

a. Right: Students have the right to an orderly school and classroom environment that will promote learning for all students.

b. Responsibility: Students have the responsibility to ensure that their actions do not disrupt the school or classroom environment or school activities.

3. Expression

a. Right: Students have the right to express themselves in speech, writing, and/or expression within the boundaries defined by federal and state law and the policies established by the School. The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania. Students have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

b. Responsibility: Students have the responsibility to ensure that their expression does not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others, or violate federal or state law, or the policies established by the School.

4. Possession and Distribution of Literature

a. Right: Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the Principal.

b. Responsibility: Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to ensure that the literature they possess or distribute does not infringe upon the rights of others, and does not contain offensive language of a religious, racial or ethnic nature, or language that may be construed as harassing or obscene. Identification of the individual student or at least one responsible person in a student group is required on posted or distributed materials. Students must submit to the principal or her designee for prior approval a copy of materials to be displayed, posted, or distributed on school property. School officials may require students to submit for prior approval a copy of materials to be displayed, posted, or distributed on school property.

- i. Bulletin boards must conform to the following:
 1. The principal or his/her designee may restrict the use of certain bulletin boards.
 2. Designated bulletin board space will be provided for the use of students or student organizations.
 3. The principal or his/her designee require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- ii. School newspapers and publications must conform to the following:
 1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material, and edit other material that would cause a substantial disruption or interference with school activities.
 3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 4. Prior approval procedures regarding copy for school

newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval lapses without a decision, the material shall be considered authorized for distribution.

5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- iii. The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions of federal and state laws.
- iv. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
- v. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students. The place of the activity may be restricted to permit the normal flow of traffic within the school and exterior doors.

5. Religion

- a. **Right:** Students have the right to their own beliefs and the exercise of those beliefs to the extent that the exercise of those beliefs is consistent with state and federal laws.
- b. **Responsibility:** Students have the responsibility to ensure that the exercise of religious freedom does not infringe upon the Constitutional rights and freedom of religious expression of others.

6. Search and Seizure

- a. **Right:** Students have the right to be free from unlawful searches and seizures of their personal property and possessions.
 - i. The principal or her designee will adopt reasonable procedures regarding student searches. The School shall notify students and their parents/guardians of the procedures regarding student searches.
 - ii. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
 - iii. Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains material that pose a threat to the health, welfare, or safety of the students in the school, student desks may be searched without prior

warning.

- iv. When school authorities have reasonable suspicion that materials that pose a threat to the health, welfare, or safety of students or the school community are in the possession of a student or contained within a student's belongings, school authorities may search the student's person and/or belongings to the extent that such a search is permitted by applicable state and federal laws.

b. Responsibility: Students have the responsibility to not possess materials, objects, implements, and/or instruments that are prohibited by federal, state, and/or local law or that may be disruptive or otherwise in violation of the school's rules.

7. Peaceful Assembly

a. Right: Students have the right to peaceful assembly.

b. Responsibility: Students have the responsibility to secure approval for use of school facilities for assembly; to discuss with an administrator the appropriateness of the facility for the function; and to ensure that assembly does not disrupt the educational process. Lack of adequate supervision shall be grounds for disapproval of the assembly.

8. Transportation

a. Right: Students have a right to safe and orderly transportation to and from school or a school activity when transportation is provided.

b. Responsibility: Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere; to refrain from conduct which may cause a hazard to themselves, their fellow students, or to the public; and to refrain from violating federal, state and/or local laws, or school policy regarding transportation. Students who fail to fulfill their responsibility may relinquish their right to transportation.

ADMISSION & ENROLLMENT

The Charter School is an independent public school established and operated under a charter. The Charter School complies with all applicable federal, state, and local laws in providing equal opportunity to all students. Consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951—963), a student may not be denied access to a free and appropriate public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin, or disability. Additionally, the charter school will not discriminate in its admission policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, proficiency in the English language or any other illegal basis.

A student may not be excluded from school programs because the student has a disability, the student is pregnant, or the student is an eligible student identified

under Chapter 711 (relating to special education services and programs).

All resident children of Penn Hills in the grade levels served by the Charter School qualify for admission. The Charter School Law defines a student's school district of residence as the school district in this Commonwealth in which the parents or guardians of a child reside. 24 P.S. § 17-1703-A. If space is available, the Charter School may enroll nonresident students.

Students are eligible to attend Penn Hills Charter School if they meet the enrollment criteria for their home district. If a child is eligible to enroll in their home district's kindergarten based on their birthday guidelines, then they are eligible to enroll in Penn Hills Charter School' kindergarten for the year of enrollment.

The enrollment process for the 2018—2019 school year will begin in November with an open enrollment period for interested families who are not currently enrolled at Penn Hills Charter School. This open enrollment period will last until early February and is designed to collect the applications of all interested families. Parents must present the following information at the time of registration:

- Birth Certificate (notarized copy of birth certificate; baptismal certificate; copy of the record of baptism – notarized or duly certified and showing the date of birth; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of birth.)
- Custody Papers (if this applies)
- A copy of one of the following documents to use for residency verification:
 1. Utility bill (electric or gas), Property tax bill or
 2. PA Department of Transportation identification or driver's license, or
 3. PA Department of Transportation vehicle registration, or
 4. Copy of current State/Federal program enrollment
 5. Copy of current pay stub with name and address of employee and employer, or
 6. Residency affidavit, or
 7. Government agency identification card, or
 8. Deed, Lease or
 9. Agreement of Sale.
- Copy of parent/guardian driver's license or other photo ID.

- Complete immunization records, which include:
For attendance in **ALL grades** in 2017/2018 children need the following:
 - 4 doses of tetanus* (1 dose on or after the 4th birthday)
 - 4 doses of diphtheria* (1 dose on or after the 4th birthday)
 - 4 doses of polio (1 dose on or after the 4th birthday)
 - 2 doses of measles
 - 2 doses of mumps
 - 1 dose of rubella (German measles)
 - 3 doses of hepatitis B
 - 2 doses of varicella (chickenpox) vaccine or history of disease
 - 1 dose of Tdap **prior to the start of 7th grade**
 - 1 dose of Meningitis (MCV4) **prior to the start of 7th grade**
- Parent Registration Statement regarding Suspensions/Expulsions

Tuberculin Test required of all students new to the school

These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

In January each year, current families will be sent a letter confirming their intentions for the following school year and indicating if there are any new siblings that will be joining the charter school family. After we have that information, we will know how many open slots exist for the following year. Siblings will be given a preference for any spaces that are available in grade levels that will be served the following school year (see next paragraph for Sibling Lottery information). If you decide at any point that you will not be returning, please notify the front office registration coordinator immediately so they know of the additional openings.

At the end of the open enrollment period, if there are more interested families than available spaces, a public lottery will be held. Penn Hills families will be given a preference in the lottery process. Students not enrolled for the 2017-2018 school year will be put on a waitlist and enrolled if a seat opens up.

An application is not a guarantee of admission. Students are admitted depending upon the number of vacancies that occur at each grade level. For those students applying under a sibling preference, a Sibling Lottery will be held if the number of siblings exceeds the number of spaces available in any particular grade. A sibling shall be defined as one of two or more individuals having one common parent.

If your child is not admitted through the lottery process and you are still interested in having him/her attend Penn Hills Charter School, you must reapply for the next school year.

TRANSFER/WITHDRAWAL

When a parent chooses to transfer their student from another school, the parent must sign a Parental Registration Statement upon enrollment regarding whether the student was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an action or offense involving a weapon, alcohol, or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

If a parent chooses to withdraw their child from Penn Hills Charter School, they must contact the school office to obtain a Student Withdrawal Form. Parents of students that are leaving Penn Hills Charter School must notify the front office staff of the date of transfer and the name and address of the new school.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is important that the school maintains accurate records for each student. This information is used for contact between the school and the home. Parents must notify the school office and the homeroom teacher, in writing, of a change of address and/or telephone number or any changes to emergency contacts. Parents can obtain a Change of Address form or an Emergency Contact form, whichever is appropriate, from the front office.

CUSTODY ARRANGEMENTS

If there is a legal arrangement of custody concerning your child, there must be a copy of that court document on file at the school. A note saying that an individual is not able to have contact with your child is not sufficient. The school is required, by law, to have our own copy of court orders and custody arrangements for reference. The same rules apply to all Protection From Abuse orders.

STUDENT SUPPLIES

The majority of classroom supplies will be provided, but donations are welcome.

BIRTHDAYS

Birthdays are an important part of childhood years. If a parent wishes to send in a treat for their child's birthday, they may coordinate with the homeroom teacher about a time for the snack. Please provide all supplies necessary to enjoy the celebration. Healthy treats are encouraged in an effort to educate our children about good nutritional choices. Parents are encouraged to think of other ways to celebrate birthdays, such as sending in a book for the classroom library or a game that can be played during free time. Often, these things go a long way with children and can be enjoyed long after a cupcake has been eaten!

BIRTHDAY INVITATIONS ARE NOT TO BE DISTRIBUTED IN SCHOOL UNLESS EVERY CHILD IN THE HOMEROOM IS RECEIVING ONE!!!

FAMILY INVOLVEMENT

Parents are encouraged to be an active part of our school community. Penn Hills Charter School will match interested parents with needs both within the building and at home. We understand that work schedules and community commitments may prevent some parents from being available during school hours, so it is our intention to work out jobs and schedules that are mutually beneficial.

All guests must sign in at the main office upon entry to the school building. You will be given a visitor's pass that must be visible during your time in the school. **Volunteers must obtain FBI, criminal and child abuse clearances before being permitted to volunteer at the school.** Copies of these clearances must be kept on file in the front office. Thank you for your cooperation to ensure the safety of our children. Please refer to the Volunteer Manual located on our website.

[State Police Criminal Record Check](https://epatch.state.pa.us/Home.jsp)

<https://epatch.state.pa.us/Home.jsp>

[PA Child Abuse History](https://www.compass.state.pa.us/cwis/public/home)

<https://www.compass.state.pa.us/cwis/public/home>

[FBI Federal Criminal History Check](https://www.pa.cogentid.com/index_pdeNew.htm)

https://www.pa.cogentid.com/index_pdeNew.htm

[FBI Fingerprint Locations](https://www.pa.cogentid.com/ohio/PDE/PDE_regions/reg_1.htm)

https://www.pa.cogentid.com/ohio/PDE/PDE_regions/reg_1.htm

PARENT TEACHER ASSOCIATION (PTA)

Penn Hills Charter School employs the help of a volunteer network of the families in our school and active community members. The organization is comprised of an executive board and its members, mainly the parents of Penn Hills Charter School students. Bi-monthly open forum meetings are held to discuss ideas for fundraisers, school activities, and any other pertinent information about the school.

Some of the responsibilities of the PTA are assisting the school and its staff by sponsoring school related activities, hosting fundraisers throughout the year, and sponsoring classroom activities.

The mission of the PTA as the school expands is to be an open forum for Penn Hills Charter School families and to continue to assist the staff in giving them the support and funding that they need to make our children shine to their full potential.

CAMPBELL'S SOUP LABELS & BOX TOPS FOR EDUCATION

Campbell's Soup labels and General Mills "Box Tops for Education" will be collected throughout the year at Penn Hills Charter School. We will use these to help purchase resources for the school including, but not limited to, playground equipment, learning videos and DVD's, and computer supplies. Please be sure to detach the labels and box tops from the product before sending them to school. You may also want to ask friends and neighbors who do not have children using these programs to save the labels for our school as well. The more we collect the more we can purchase!

GROCERY STORE SUPPORT

If you shop at Giant Eagle or Bottom Dollar grocery stores, your purchases can help purchase items for Penn Hills Charter School students. Register your card with each grocery store to reflect that your child attends Penn Hills Charter School.

LOST & FOUND

We advise you to label your children's clothing and other personal belongings with a permanent marker. In the event that something does go missing, you may look for that item in the Lost and Found box. At the end of each month, all unclaimed items will be donated to a local charity.

PERSONAL ITEMS

Penn Hills Charter School does not accept responsibility for the personal belongings of students. We are not responsible for lost, stolen, damaged items etc.

We encourage students to leave at home those belongings that are not necessary for their education. Specifically, fidget spinners and electronic devices such as electronic games, toys, head phones, iPods, etc. are not allowed in school unless special permission has been granted. Any other personal items that staff members find to be unsafe or inappropriate for school will be confiscated and held in the office until parents retrieve them.

Please note that we understand the need for students to have cell phones for safety and connectivity. However, while students are in school, cell phones are to be turned off and put away in the student's locker if in Prep Academy (grades 6 - 8) or bookbag if in Intermediate (Grades 3-5) or the Primary (Grades K-2) Academy. If a student needs to be contacted throughout the school day, parents may contact the main office. If students are found to be using their cell phones in the school, phones will be confiscated and a parent/guardian will need to come pick up the phone. **PHCSE is not responsible for lost, stolen, or damaged cell phones.**

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ATTENDANCE INFORMATION

ABSENCES

STATEMENT OF PURPOSE

This Policy and its associated guidelines are intended to promote regular school attendance and to facilitate the academic, social, emotional and physical development of students. The compulsory school attendance law of Pennsylvania requires every child of compulsory school age to be in school unless absent for an approved reason. Parents and/or guardians are charged with the responsibility for their child's/ children's school attendance. PHCSE realizes that it will be necessary for students to be absent on occasion when a student is prevented from attendance for certain reasons such as illness, health care and religious holidays. It has been proven that students who attend school regularly achieve more than those who do not. Class attendance and participation are imperative for ensuring engagement and academic achievement. Therefore, it is the policy of PHCSE that all students be in attendance unless absent for an approved reason. It will be the responsibility of the School Principal or his/ her designee to implement these guidelines for the attendance policy of the school and/or to review any exceptions.

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 school office before 8:30 a.m. 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 registration coordinator. **Please call the school office each day the student is absent.**

It is the responsibility of the parent/guardian and student to make arrangements with the teacher(s) for the completion of all missed school work. School assignments missed during the student's absence can be obtained from the teacher by notifying the school office.

COMPULSORY SCHOOL ATTENDANCE

Compulsory school age refers to the period of a child's life from the time the child enters school, which may be no later than eight years of age, until the age of seventeen or graduation from high school, whichever occurs first. It is mandatory for all children of compulsory school age to attend and be present at school unless excused from attendance for an approved reason under the Pennsylvania School Code. PHCSE is responsible for monitoring and maintaining records of attendance of students, and all absences will be treated as unexcused and/or unlawful until the school receives and approves a written excuse explaining the reasons for an absence. PHCSE is required by law to enforce compulsory school attendance. PHCSE will utilize all lawful methods set forth in the School Code for enforcing attendance, including but not limited to, filing truancy charges with the local magistrate and/or contacting the county children and youth agency for assessment.

ATTENDANCE STANDARDS

Absence – Absence is defined as non-attendance in school in an individual

class, the entire school day or a combination of both. Absence includes tardiness to class and/or school as well as early dismissals. Absences are calculated on a per year basis and are not calculated over multiple academic years.

Excused Absence – An “excused absence” includes the absence of a student for any of the following reasons:

Illness or Other Urgent Reasons: Upon receipt of satisfactory evidence of mental, physical or other urgent reasons, a parent’s written note will excuse a student’s absence. A maximum of ten (10) days of cumulative absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days require an excuse from a physician.

Health Care – A student may be excused during school hours to obtain non-school professional health care, including emergency care, hospitalization and/or quarantine. A student may be excused during school hours to obtain non-school professional health care, including emergency care, hospitalization and/or quarantine. Documentation from the treating licensed health care professional shall be obtained and provided to the school.

Bereavement – A student may be temporarily excused from school for bereavement and/or to attend the funeral of a family member. All such excuses must be reported to and approved by the School Principal or his/her designee.

Religious Holidays and Religious Instruction – A student shall be excused from school for absences by the observance of the student’s religion recognized by the Board of Education as a bona fide religious holiday.

Weather Emergency – If a decision is made for schools to remain open, parents/guardians have the option to keep their children home for health and safety reasons. Parents/guardians are ultimately responsible for making this decision. If a parent decides to keep his or her child home in any situation, including inclement weather, he or she should call the school to report his or her child’s absence. A written explanation of the absence must be provided to the homeroom teacher upon return to the school within two (2) days. Failure to provide a written explanation of the absence within two (2) days will result in an unlawful or unexcused absence. The School Principal or his/her designee determines whether a student’s absence will be excused for these reasons.

Involuntary Exclusions – A student who is lawfully absent from school or class due to involuntary exclusion shall be excused. An involuntary exclusion includes out-of-school suspensions, temporary alternative education placements and incarceration or home-detention. Attendance at a required in-school suspension shall not be counted as an absence.

School-Approved Activities – A student absent from class or school due to participation in a school, Principal or teacher approved activity, including, but not limited to field trips, service learning, assemblies, support groups, counseling,

mentoring, or tutoring shall be lawfully excused.

Other Principal-Approved Excuses – A School Principal or his/her designee may excuse a student from attendance for lawful reasons. Administrator – Approved Excusals are: educational vacations, counseling or support groups, or social service agency appointments including, but not limited to Children, Youth and Families.

Unexcused Absence (Unlawful Absence) – All absences that are not excused pursuant to this policy will be considered Unexcused. If a student is under age 17, then an absence that is not excused pursuant to this policy will be considered Unlawful and Unexcused. Tardiness that results in a student missing class without a written lawful excuse will be considered an Unexcused and/or Unlawful absence. Parents/guardians shall submit written explanations for Excused Absences within **two** (2) calendar days of the absence. If the school does not receive a written explanation within **two** (2) calendar days of any absence, the absence will be permanently counted as Unexcused and/or Unlawful.

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

The Truancy Elimination Plan (TEP)

A Truancy Elimination Plan (TEP) is a mutually agreed upon plan to identify and address the reasons the student is not attending school. Completion of the TEP is critical to addressing the underlying causes of truancy. During the meeting, the participants can discuss the the student's education, current academic difficulties, physical or behavioral health issues, and family concerns. If parents and others are unable to participate in the meeting in person at the school, arrangements shall be made for them to participate in the TEP in their home or in the community. The plan should include information about accessing academic, social and health supports from the school and community organizations, outline of the parent and student responsibilities, and define levels of performance monitoring including rewards and consequences. At the end of the meeting, the school representative, child, and parent/guardian must sign the comprehensive TEP. A TEP meeting will be scheduled after the second (2) truancy notification.

TRUANCY

Pennsylvania Department of Education Truancy Elimination Plan defines truancy as any absence from school or from any scheduled class without a written explanation or acceptable reason. This also includes any student who leaves class without the permission of the teacher. Unexplained and unexcused absences are recorded as truanies. **The Charter School Law and the PA State School Code requires the charter school to inform the School District whenever the student has three days of unexcused absence during the school year. PHCSE will notify the student's district of residency of truancy. The School District is responsible under the Pennsylvania School Code to bring action against parents or students who have violated the compulsory attendance laws. Penalties include the imposition of a fine, completion of parenting education programs**

and community service, and/or jail time.

Students are considered truant if they are not in school or class, unless their absence has been excused. The charter school notifies parents in writing of unlawful attendance violations, dates, and potential consequences. The school is willing to meet with families in a collaborative effort to establish a Truancy Elimination Plan. Once an Official Notice of Child's Illegal Absence letter is issued, the charter school will report additional violations to the student's home school district of residence. Without further notice to the family, the home school district will file a citation for each offense with the local District Court. A student who has accumulated three unexcused/unlawful absences (or the equivalent) may also be referred to the School Board of Trustees for disciplinary action, up to and including expulsion.

Pursuant to Chapter 11.24 of Title 22 of the Pennsylvania Code, 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: (1) The district has been provided with evidence that absence may be legally excused; (2) compulsory attendance prosecution has been or is being pursued.

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

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

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

Students who have a pattern of excessive excused or unexcused absences will be contacted by the Principal or his/her designee. Penn Hills Charter School will make every effort to work with the parent/guardian/student to reduce absences. Please be advised, however, that Penn Hills Charter School is required to report three days of unexcused absences to the child's school district of residence. The school district of residence may proceed with compulsory

attendance prosecution against the parent and/or student, which may include fines and/or other penalties.

Additionally, Pennsylvania Law 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.

TARDINESS

The Board of Trustees and Administration of the Charter School embrace the philosophy that students are expected to be on time for school every day. **Daily attendance will be taken at 8:00 a.m.** in the student's homeroom class. If a student is not with their class before the end of morning meeting, he or she will be considered tardy to school regardless of the time of entry into the building. When late, the child must report to the main office, through the main school entrance, and obtain a late slip, which they must present to his/her classroom teacher. Parents/guardians must sign their children into school if they are late. Parents/guardians may not accompany students to their classrooms.

A student will be considered tardy to school, unless he or she has a formal excuse (doctor's note, etc.)

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

EARLY DISMISSALS

Early dismissals may be requested for funerals, medical appointments, and court appearances. Early dismissals are strongly discouraged. **Early dismissals will not be honored after 2 p.m. unless for the above mentioned reasons.** Such requests must be made no later than the morning of the requested early dismissal. Students are to present a note to the school office listing the date, time, and reason for dismissal, and including a legal custodial signature with a phone number to confirm the early dismissal. If the office is unable to contact the parent in person or by telephone to confirm the early dismissal on the date of the dismissal, the student will not be permitted to leave the building. At the time of

dismissal, the student must report to the front office to sign out of the building. 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, or designee approved by the parent. Verbal dismissals (by phone) and emails will not be permitted at The Charter School. In the event that school is still in session after the appointment, the child is required to return to school. If a student has a need for a standing early dismissal (ex., weekly medical or therapy appointment), the parent must request permission, in writing, from the Principal. These requests will be handled on a case-by-case basis.

HEALTH INFORMATION

MEDICATION POLICY

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 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 with the school nurse before any medication can be administered to a student. The form is available in the school office. If at all possible, medication should be given at home. For example, antibiotics three times a day can be taken before school, immediately after school and at bedtime. All medication must be delivered in the pharmacy's original container to the school nurse. All medications will remain in a secure location.

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

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

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.

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.

ILLNESS DURING SCHOOL HOURS

It is the responsibility of the parent and/or guardian to ensure that a child attends school in good health and prepared to learn. Lingering illnesses should be treated by a doctor. If a child becomes ill during the course of the school day,

the school nurse is available to attend to your child and will contact you if your child is not well enough to finish the school day. 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.

Students should **not** be sent to school if they have:

- a fever of 100 degrees or more (student should be fever free for 24 hours without medication before returning to school)
- vomiting or diarrhea within the last 24 hours
- a suspicious rash
- a stomach ache or fatigue, accompanied by a fever and/or vomiting.
- a headache lasting 1-2 days
- red, irritated eyes with pus-like drainage
- persistent, uncontrollable coughing and sneezing.

Please notify the school nurse when your child has been diagnosed with a contagious disease such as chicken pox, Influenza, strep throat, lice or scabies.

The school nurse should be informed of any health concerns such as asthma, allergies, hearing or vision problems, or any other health issues that may affect your child.

EXCLUSION FROM SCHOOL

The Pennsylvania and Allegheny County Health Departments require exclusion of all student who are suspected of having been diagnosed as having the following communicable diseases.

Illness

A Student may return to school

Strep Throat and Scarlet Fever

24 hours after beginning appropriate treatment

Conjunctivitis

24 hours after beginning appropriate treatment and judged not infectious by a physician or school nurse.

Chicken Pox

When all vesicles (sores) are crusted: approximately five days from eruption of last crop of vesicles.

Pediculosis (Head Lice)

After appropriate treatment has been instituted and live lice are no longer detected on the student's scalp (as judged by the school nurse).

Scabies

24 hours after completion of treatment and judged not infective gby a physician or school nurse.

Ringworm

After the first treatment, if body lesions (infected areas) are covered. Neither scalp nor body lesions that are dried need to be covered.

Impetigo

24 hours after beginning appropriate treatment.

The school nurse should be consulted if there are any questions or concerns regarding readmission to school.

It is imperative that all health information and records are current. Please contact the school nurse at 412-793-7970 x203 if there are any changes in your child's health that must be addressed immediately.

It is imperative that the Parent/Guardian contact information is kept up to date in Skyward, our Student Information System, so that a responsible adult can be reached at all times. This can be done by either contacting the main office or by logging on to the Skyward Parent Portal.

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 principal or her designee 30 days prior to leaving, and include the dates, destination, and purpose of the trip, a description of the educational value and arrangements that have been made for making up missed classroom work. Planned absences that shorten the school year by coinciding with either the ***Educational leaves of absence will only be approved for up to ten days.***

HOMEBOUND INSTRUCTION

Students experiencing extended chronic illness may request homebound instruction when accompanied by a doctor's prescription. Home/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 weeks or more. Homebound instruction may not exceed three months unless a re-evaluation and documentation from student's treating medical provider determines a basis for continuing homebound instruction. When a student receives homebound instruction, the student may be counted for attendance purposes as if in school. Home/hospital instruction cannot replicate classroom instruction and should be of the shortest duration possible. For further information, please contact the principal or her designee.

SMOKING POLICY

Penn Hills Charter School is a No Smoking facility. We ask that all families and guests respect our No Smoking policy, including vaping and smokeless tobacco. Thank you for your cooperation.

OPERATIONS INFORMATION

DAILY SCHOOL SCHEDULE

- 7:30 a.m. - Student Drop off, ***9:30 a.m. on 2 Hour Delay Days***
- 7:30 a.m. – 8am Breakfast, ***NO BREAKFAST on 2 Hour Delay Days***
- 8:00 a.m. - School begins, ***10am on 2 Hour Delay Days***
- 3:10 p.m. - 3:25 p.m. School dismissal & Pick up

For safety purposes, the only children who are permitted in the building before school begins or after school is dismissed are those enrolled in extracurricular activities during those times.

UNIFORM & DRESS CODE

In order to create a consistent and safe environment that is free of distractions, Penn Hills Charter School will institute a uniform dress code for all students. We believe that a higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. In other words, students who come to school dressed properly will excel academically and conduct themselves appropriately while at school.

This belief is supported by research into the benefits of uniforms, though conventional wisdom suggests that mandatory uniform policies benefit students on specific behavioral issues (attendance and self-control) and academic outcomes. Uniform policies also affect school environments and student outcomes by providing a visible and public symbol of commitment to school improvement and reform.

Moreover, Penn Hills Charter School is a model for innovation in public education. Thus, “excellence in all we do” must permeate everything at Penn Hills Charter School, including how we dress. Parents are also to be reminded that our MicroSociety environment is preparing students for the real world and will communicate the importance of creating a positive first impression. With that said, the Uniform and Dress Code Policy was crafted in an effort to ensure that we “look the part” and represent our school community with pride and with excellence while being sensitive to the diverse socio-economic needs of our families.

UNIFORMS CONSIST OF:

- White or navy blue oxford/blouse/polo (short- or long-sleeved)
- Khaki or navy blue pants/shorts
- Khaki or navy blue scooter/skirt/skort/jumpers for girls**
- Solid navy blue sweaters (cardigans or vests) or sweatshirts without hoods—NO WRITING/GRAPHICS
- Black/brown/khaki belt
- White or navy tights for girls
- All shoes must be closed in the front and backs. Students may express themselves with colors and styles.
- **Neck ties are optional***

***Young ladies' skirts/scooters/skorts/jumpers must be no less than "fingertip length." That is to say that when standing with arms relaxed at her side, a young lady's skirt will reach at least the distance to the tip of her longest finger.*

If student does not adhere to the dress code, parents/guardians will receive one courtesy call, and a Uniform Violation slip will be sent home. This is a violation of the School Code of Conduct Rule 1. After 3 violations, a meeting with the parent/guardian will be requested to discuss consequences which could include Saturday Detention, In School Suspension and Out of School Suspension.

CHANGE OF CLOTHING *(Required for K-2, optional for 3-8)*

Outdoor activity can often lead to dirty or ripped clothing. Penn Hills Charter School students should keep a set of clothes at school in the event that their clothing becomes soiled during the day. This should be a full set of clothing including a top, bottom, underwear, socks, and preferably shoes. Because this is only for an emergency, these may be non-uniform clothing. Please put your child's spare clothing in a Ziploc bag with their name written on it. Teachers will store this clothing in the classroom and return it at the end of the year.

BREAKFAST PROCEDURES

Breakfast will begin at 7:30 a.m. each morning and students will report to Homeroom by 8:00 a.m. Breakfast will stop being served at 8:00 am. Students requiring breakfast will go directly to the assigned tables in the cafeteria when they arrive at school. **BREAKFAST WILL NOT BE SERVED WHEN THERE ARE 2-HOUR DELAYS.**

LUNCH PROCEDURES

All students choosing to pack a lunch are invited to do so and will eat with their classmates during their scheduled lunch time. Please note that students are not able to microwave, cook, heat up, or refrigerate food.

LUNCHROOM/RECESS RULES

The rules of the lunchroom and recess have been designed with student safety in mind. Please be advised that the Discipline Policy/Code of Conduct applies to all student actions during lunch and recess.

In the lunchroom, students are expected to:

- remain seated at their assigned table;
- talk quietly at all times;
- eat their food in an orderly and polite manner;
- clean up their space and help wash the tables at the end of the meal;
- eat their own food (no sharing or trading);
- walk at all times.

During recess, students are expected to:

- play together without intentional physical contact (no wrestling, tackle football, etc.);
- only throw items that are made for throwing (balls, Frisbees, etc.) and not items such as sticks, rocks, or grass;
- cooperate with each other at all times.

***Please note that students need to be dressed appropriately for the weather.**

RECESS

Students will have one scheduled recess period each day for students in grades K-5. If the weather does not permit, the children will have indoor recess. Recess will be held outside if the temperature is 33 degrees fahrenheit or above. All students are expected to participate in all class activities, both indoors and outdoors. As determined by the Principal or his/her designee, when weather conditions permit the class to be outside, all students should participate, unless designated by an official school health plan.

TRANSPORTATION

Students will be eligible for transportation service from their home district to Penn Hills Charter School to the extent allowed by law. Bus transportation will be arranged through your home school district. They will coordinate bus stops, pick-up and drop-off times, and drivers.

Students are expected to behave on the school bus, and all school rules and policies, including the Code of Conduct, are in effect while the children are being transported, at all transfer stations, bus stops, and routes. Poor behavior on the bus will result in disciplinary action at school and could result in a loss of transportation privileges.

Students being brought to school by car can be dropped off between 7:30 and 8:00 a.m.

MORNING ARRIVAL PROCEDURES

Parents dropping off their students at Penn Hills Charter School may begin arriving at 7:30 a.m. Students must arrive by 8:00 a.m. Parents are asked to drive up to the front door where staff will help their child out of the passenger side of the vehicle. Please stay in your car and allow staff to assist. You will then proceed around the loop and back down to Main Street.

If arriving after 8:00 a.m, students will be marked as tardy. Parents/guardians will be required to escort their child/ren into the building to sign them in.

If you would like to come into the school, please park your vehicle in the lot and bring your child into the building.

AFTERNOON DISMISSAL PROCEDURES

- We will begin dismissing car riders at approximately 3:10 pm. Please park in an assigned parking spot in the parking lot and walk over to the staff member standing on the side of the building. Once you speak to the staff member, your child(ren) will be called. Your child(ren) will be dismissed from the gym door directly to you. **All students must be picked up no later than 3:25 p.m.**
- If someone other than a legal guardian will be picking your child(ren) up, please contact the front office and alert them to this change. That person will be required to enter the office to show proper identification.
- Once you have your child, please make sure they have buckled their seat belt and then proceed around the loop and down to Main Street.
- Please end cell phone conversations during dismissal. All parents must be alert to ensure the safety of all students.
- If you need to speak to a teacher, please call to schedule an appointment or park your car and come to the front office. The front office staff can assist you with scheduling a meeting with the teacher.

Buses will be dismissed as they arrive at the school, between 3:10 and 3:30 p.m. Parents are to wait in line if they are behind a bus. A staff member will direct you around a bus if it is waiting for students.

STUDENT SAFETY INFORMATION

The health and safety of our students is of paramount importance. The staff of Penn Hills Charter School strives to provide a safe environment for all staff and students. The following information will be useful to parents in terms of student safety at school.

SECURITY

Our school building is equipped with security cameras to ensure the safety of all. Doors remained locked throughout the day and can only be accessed with personnel keys. All guests must enter through the front entrance and report to the office immediately to sign in. If you come to the school and the door is open, please notify the school immediately so the situation can be fixed. We are all responsible for our children's safety and appreciate your help in keeping our building secure.

VISITORS

All school visitors MUST have a **Driver's License** or **State issued ID** and report directly to the school office. All visitors will be issued a visitor's pass and will be escorted to classrooms. Unless there is an emergency or parents are delivering food/beverages/balloons to a classroom, meetings with teachers are by appointment only and the parents are not to go to classrooms unless they have a scheduled appointment. Protection From Abuse (PFA) orders will be on file in the main office. Copies of all PFAs will remain on file with individual teachers. If an adult is present in the school without a visitor pass, he/she will be escorted immediately to the office. Thank you for your cooperation to ensure the safety of our children.

EMERGENCY DRILLS

Monthly fire drills and code red drills are held as required by law and as part of the school safety routine. They are very serious exercises designed to prepare students and staff for an emergency. The objective of these drills is to clear the building as quickly as possible in an orderly fashion.

Fire drills and emergency drills are extremely important because they help students become accustomed to what they should do in case of fire or other emergency. For this reason, running, shoving, pushing, or any other kind of thoughtless behavior cannot be tolerated. During a fire drill, there is to be absolutely no talking either going from or returning to the classroom. Also, there is no time to stop at your locker, for drinks of water, or for any personal belongings. Illegally setting off the fire alarm is a criminal offense. Violators will be prosecuted by law and are subject to disciplinary consequences up to and including expulsion.

EMERGENCY SCHOOL CLOSING

In case of emergencies that make it unsafe for Penn Hills Charter School to open, information regarding school operations is announced publicly as soon as possible on area radio and television stations. In the event of inclement weather or public safety emergencies, our school will close when Penn Hills School District has done so and this will be announced on KDKA, WTAE, WPXI, and FOX. If schools are closed or delayed, the announcement will be made by 7:00 a.m. If schools are closing early and children will be sent home, the announcement is made by 11:00 a.m.

In the event of a two-hour delay, students will be picked up at their bus stops two hours after their normal time. Parents can begin dropping students off at 9:30 a.m. if they are car riders. **NO BREAKFAST ON 2-HOUR DELAY DAYS.**

In the event of an early closing, it is essential that students and teachers know where the children are to go and how they are to get home. The school should have a copy of any special instructions on file.

Parents will be contacted before the students are sent home to make sure that the children are returning to a caregiver. For all students transported by car, we ask parents to make sure that a staff member is in the building before leaving.

SEARCH & SEIZURE

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

A student's person and possessions may be searched by the principal and her representative provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Prior to a desk search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the desk contains materials that pose a threat to the health, welfare, or safety of students in the school, student desks may be searched without prior warning.

Any illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary hearing or proceeding and may be turned over to law enforcement authorities.

CURRICULUM INFORMATION

CURRICULUM

Penn Hills Charter School employs a challenging curriculum for all of its students. Our students work with Benchmark Literacy, Go Math, National Geographic (Grades K-5), and Next Generation Foss Science (Grades 6-8). Students will also have scheduled time for art, music, and physical education.

MICROSOCIETY (Grades K-5)

Penn Hills Charter School utilizes a MicroSociety learning environment. Students use their knowledge in the core content areas to apply to real-life situations. The students will create a society that requires their understanding of government, leadership, community resources, economics, and the need for strong reading, writing, speaking, and listening skills. Students are also equipped and prepared to be entrepreneurs and leaders in society.

ENTREPRENEURSHIP (Grades 6-8)

An entrepreneurial education is embedded in the classroom environment here at Penn Hills Charter School of Entrepreneurship (PHCSE). Students are prepared to improve their lives and society, which directly lead to positive life outcomes. An entrepreneurial education is geared towards equipping the next generation to improve their lives immediately and ultimately impact the world.

Entrepreneurial education integrated within the core curriculum gives our students a real-world experience based learning environment. The learning methods include creating practical experiences of team-working, problem-based learning, hands on project based work, and learning outside the classroom.

Here at PHCSE we believe students learn best by having the opportunity to immediately apply their new found education and knowledge. Experience is essential in order for young people to build the skills necessary to lead change and create jobs. Developing our students' confidence, supporting them in overcoming personal challenges, and guiding them towards a personal vision is the foundation for their future as leaders and entrepreneurs. We believe an entrepreneurial education will prepare our students to become economically productive leaders of society by improving their academics, business, technology and life skills for lasting success.

REPORT CARDS & PROGRESS REPORTS

Report Cards and Progress Reports will be available four times a year via Skyward Family Access. If you need assistance accessing, please contact the front office at (412) 793-6471.

GRADING SCALE

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

Below - 59% =

All Related Arts courses (ex. Art, PE, etc) for grades Kindergarten - Sixth grade will be weighted .25

Electives for 7TH & 8TH

- 8th graders will take a semester of Spanish which will be weighted at .5
- All other electives will be weighted at .25

CONFERENCES

Penn Hills Charter School will host fall and spring parent-teacher conferences. This is an important time to meet with your child's teacher and discuss his/her progress. Teachers will send out a schedule of times that they will be available during the dates listed below, and you are encouraged to sign up for a slot to meet with the teacher(s).

- November 6th and 7th
- January 18th and 19th

If at any other time you need to meet with your child's teacher, we encourage you to set up an appointment over the phone or by e-mail. This will allow the teacher time to prepare any work samples or other information to assist you with your questions.

HOMEWORK

Homework is an important part of the learning process. It is expected that students will complete assignments nightly, or in the case of long-term projects, by the communicated deadline. Teachers will issue their own homework policy in the first few days of school to ensure that students and parents understand the expectations for homework.

FIELD TRIPS

Field trips provide a unique learning experience for children when designed to supplement instructional goals. For this reason, the faculty of Penn Hills Charter School is encouraged to plan field trips that are developmentally appropriate and add to the students' learning experience. We work closely with community organizations to provide our students with enriching experiences that add to the lesson content and will seek out partnerships that can expand our students' educational opportunities. Field trips may be planned as a grade level or as a

school and there may be additional costs associated with these trips. In the event that you are financially unable to support a field trip, but do not want your child to miss the opportunity, please make an appointment with the Principal to discuss possible solutions.

If a student is late on a field trip day and misses the transportation, they forfeit their place on that trip. No refunds will be given for students missing a field trip due to tardiness. If there are other classes in the building, the child will remain at school and be assigned to a class for the day.

A parent's signed permission slip is required prior to the field trip in order for the student to be allowed to attend the field trip.

Field trips are a privilege and students who have not exhibited acceptable behavior as a student at Penn Hills Charter School may not be granted school permission to attend a field trip. These situations will be handled on a case-by-case basis and will be communicated to the parent.

Please be advised that the Discipline Policy/Code of Conduct applies to all student actions while on a field trip whether on Charter School property, transportation or away from the Charter School property.

PHYSICAL EDUCATION POLICIES

All students in grades K-6 at Penn Hills Charter School will have a formal physical education class with a PE teacher. Children will be expected to participate in these classes unless a medical reason prohibits them from doing so. 7th and 8th grade students will have the option to select Physical Education as an elective.

EXCUSES

A note from the parent or guardian will excuse a child from participating in physical activity for a period of three days (not three classes). Thereafter, a doctor's excuse is required for the child to be exempt from physical activity. Verbal requests from a student or a parent cannot be accepted without a note from the doctor.

1. After two parental excuses in a semester, the child must have a doctor's excuse to be exempt from physical activity.
2. Limitations in physical activity will not prohibit a child from having recess, but their level of participation will be monitored in regards to the excused activities.

MISSED ASSIGNMENTS, ASSESSMENTS, OR PROJECTS

Students are required and expected to make up assignments, assessments, and projects missed when absent or otherwise not in school. If a student has been absent for an extended period, he/she should request the assistance of his/her teacher in creating a schedule to complete missed work. Students with excessive unexcused absences and/or tardies and/or early dismissals risk not

advancing to the next grade and/or academic failure depending on the circumstances and at the discretion of Administration.

STUDENT SUCCESS PLANS

Student Success Plans serve as a goal-setting device for each student. Teachers, parents, and students will work together to create goals and action plans that are achievable in a determined amount of time. Teachers will use these documents to help tailor lessons to the goals of their students. More information will come from the teachers at the start of the school year.

CHILD STUDY TEAM (CST)

A Child Study Team will meet to discuss specific students that have been identified as needing further support within the regular education program, based on the recommendation of the student's educational team. The Child Study Team will consist of the school nurse, social worker, school psychologist, curriculum coordinator, special education faculty, regular education teacher, other related service providers, the student's parent, and the student when appropriate. CST assists students by implementing research based interventions within the regular education classroom.

Student Assistance Program (SAP)

A SAP team has been created at PHCSE to assist children. The team will consist of the Social Worker, Administrator, School Nurse, School Psychologist, Curriculum Coordinator and Special Education Teacher. Part of that assistance is referrals for screenings (including substance abuse and mental health). The SAP team will work to determine concrete observable behaviors to identify a student's barriers to learning. SAP teams DO NOT diagnose, treat or refer for treatment but may refer for assessment screenings. Per SAP regulations, no school employee is allowed to make referrals to mental health agencies or conduct screenings. However, a SAP Liaison is permitted to conduct screenings and make referrals due to not being a school employee.

CLASSROOM MANAGEMENT TOOLS (CHAMPS)

To foster a more organized and routine-driven learning environment, Penn Hills Charter School utilizes the CHAMPS method of classroom management. This method sets clear expectations for children and is used throughout the entire building so students know how they are expected to act. The CHAMPS acronym stands for:

- **C**onversation level (how quiet or loud students may be during an activity)
- **H**elp (how to get the teacher's attention if help is needed)
- **A**ctivity (what the children are to be doing during that time)
- **M**ovement (if students are permitted to move about the room during an

- activity)
- **P**articipation (how children can actively participate in a lesson or activity)
- **S**ignal (we use the “Give me 5” signal to get students’ attention)

Using CHAMPS across the school leads to more consistency and helps students be more successful as they participate in different parts of their education program.

SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT PLAN

In an effort to encourage positive behavior and good character from all of our students, the Penn Hills Charter School staff created the **SOAR** acronym to highlight good choices. **SOAR** stands for:

- **S**afety
- **O**utstanding Behavior
- **A**chievement
- **R**espect

SOAR is a tool that staff uses to reward students and classes that are showing an excellent standard of behavior and character. These rewards are experience-based and meant to promote more teamwork within the class.

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SPECIAL EDUCATION INFORMATION

Special Education is the individually planned and systematically monitored arrangement of teaching procedures, adapted equipment and materials, accessible settings, and other interventions designed to help learners with special needs achieve the greatest possible personal self-sufficiency and success in school and community.

Our Special Education program provides a full continuum of services to students with special needs who require specially designed instruction. Depending on the needs of your child, he/she may receive support within the general education or receive additional resource support outside of the general education classes. A certified special education teacher supports students within the general education classes by collaborating and/or co-teaching with the general education teachers.

We highly recommend prior to enrolling your child that you contact the Special Education Coordinator/School Psychologist to discuss your child's current Individual Education Plan (IEP.)

CHILD FIND POLICY & PUBLIC OUTREACH AWARENESS SYSTEM

The principal or her designee shall ensure that children with disabilities, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Policies and procedures of Penn Hills Charter School Charter School, including the Notice of Special Education Services and Programs, are also located on the school's website. For further inquiries, please contact the Special Education Coordinator/School Psychologist.

Notice of Special Education Services and Programs Child Find For Penn Hills Charter School of Entrepreneurship

This notice is to help find children who may be in need of special education services, to offer assistance to parents, and to describe the parent's' rights with regards to confidentiality of information that will be obtained during this process.

Identification Activity

"Child Find" refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in PA and determine the child's need for special education and related services. The purpose of this notice is to locate these children so that a free appropriate public education (FAPE) can be made available. Identification activities by the school are performed to find children who are suspected as having a disability that would interfere with

his/her learning unless special education programs and services are made available. Parents who think their child is a child with a disability may request, in writing at any time, an evaluation be conducted by their school entity to determine if the child is eligible to receive special education services. Parents also have the right to obtain an independent educational evaluation if they disagree with the results of the school's evaluation.

Educational Records/Confidentiality

All records that are directly related to an individual child are called educational records and are maintained by the local school district. Information contained in these records that would make the child's identity easily traceable is called personally identifiable information. Each school district protects the confidentiality of personally identifiable information regarding students that are identified as children with disabilities and eligible for special education services and protected handicapped students. As parents, you have rights regarding the confidentiality of your child's records such as the right to inspect and review any educational records related to your child that are collected, maintained, or used by the school district. You have the right to an explanation and interpretation of the records and to be provided copies of the records. You have the right to request the amendment of your child's education records that you believe are inaccurate, misleading, or violate the privacy or other rights of your child. In the case records are being destroyed, you will be notified if your child's records are being destroyed previous to the destruction.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students, and therefore, be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student.

Early Intervention

Services for children under the age of 6 years who are not enrolled in kindergarten are available through the Alliance for Infant and Toddlers (412-885-6000) and through the AIU 3's DART program (412-384-5409.)

For more information please visit, <http://phcharter.org/special-education/>.

If you have questions or your child needs identified, please contact:

Heather L. Clark, MSED, CAGS
Special Education Coordinator & School Psychologist
412-793-6471; heather.clark@phcharter.org

THE ABOVE NOTICE IS ONLY A SUMMARY OF SERVICES. COPIES OF THE FULL RIGHTS OF STUDENTS WITH DISABILITIES CAN BE FOUND IN "PROCEDURAL SAFEGUARDS." THIS DOCUMENT IS AVAILABLE FOR YOU AT PENN HILLS CHARTER SCHOOL OR AT WWW.PATTAN.NET

PARENTS & SURROGATE PARENTS

For purposes of this Notice, the Charter School considers parents to be biological or adoptive parents of a child; a foster parent; a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the child; an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or a surrogate parent.

A surrogate parent must be appointed when no parent can be identified; a public agency, after reasonable efforts, cannot locate a parent; the child is a ward of the State under the laws of Pennsylvania, or the child in an unaccompanied homeless youth as defined by the McKinney-Vento Homeless Assistance Act, 42 U.S.C. Sec. 11434a(6). A person selected as a surrogate parent must not be an employee of the SEA, the Charter School or any other agency that is involved in the education or care of the child; has no personal or professional interest that conflicts with the interest of the child the surrogate parent represents; and has knowledge and skills that ensure adequate representation of the child. The surrogate parent may represent the child in all matters relating to the identification, evaluation, and educational placement of the child and the provision of FAPE to the child. Reasonable efforts must be made to ensure the assignment of a surrogate parent not more than 30 days after it is determined that the child needs a surrogate parent.

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STUDENT CODE OF CONDUCT

POLICY STATEMENT

The Board of Trustees of Penn Hills Charter School has the authority to make reasonable and necessary rules governing the conduct of students in school. The Board of Trustees is committed to creating a safe and positive learning environment wherein students learn to be kind, compassionate, respectful, hardworking, independent, resourceful, and well-adjusted individuals. Such an environment requires, of course, that students recognize their rights and responsibilities, as well as those of other students, teachers, parents, administrators, and members of the Penn Hills Charter School community.

PURPOSE

The purpose of this Student Code of Conduct is to define the rights and responsibilities of student and parent members of the school community, the standards for acceptable conduct of students, and the consequences for failure to meet those standards. In doing so, the Board of Trustees seeks to provide a safe environment in which students can learn and thrive individually and as members of a larger community.

Penn Hills Charter School complies with all applicable federal, state and local laws in providing equal opportunity to all Penn Hills Charter School students. Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin, or disability.

SCOPE OF STUDENT CODE OF CONDUCT

This Code of Conduct applies to conduct of Penn Hills Charter School students that occurs:

- During such times as they are under the supervision of the school, including the time they are in attendance at Penn Hills Charter School as well as the time necessarily spent in coming to and returning from school;
- Off school grounds at any school-related activity, function, or event;
- Off school grounds when the conduct may reasonably be expected to (i) endanger the safety of students, teachers, administrators, or any other member of the school community; or (ii) substantially and materially disrupt the school; and
- While traveling to and from school on school buses or vans, regardless of the school or district of ownership, or on public transportation.

RIGHTS & RESPONSIBILITIES OF STUDENTS

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework and community/outdoor projects, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within Penn Hills Charter School that enables those at Penn Hills Charter School to thrive academically, socially, and psychologically.

No student has the right to interfere with the education or with the physical or psychological well-being of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist Penn Hills Charter School staff in operating a safe school for the students enrolled therein.
5. Comply with federal, state, and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the administrators of Penn Hills Charter School.
10. Report accurately in student media.
11. Not use obscene language in student media or on school premises.

GUIDELINES & CONSEQUENCES FOR STUDENT BEHAVIOR

To foster a positive school culture at Penn Hills Charter School, priority will be placed on modeling and actively teaching positive behaviors such as generosity, perseverance in the face of challenges, kind and respectful communication, curiosity and commitment to learning, cultivation of a feeling of connection and community, intellectual rigor, and compassionate responses to those who are upset or in need. Although the active teaching of positive behaviors will be of paramount importance at Penn Hills Charter School, the necessity of explicit prohibition of negative behaviors—with prescribed consequences when a prohibition is violated—is also recognized.

Accordingly, we stipulate that no student may engage in conduct, or encourage any other person to engage in conduct, that jeopardizes or threatens the health, safety, or welfare of any member of the school community, or that disrupts or undermines the educational mission of Penn Hills Charter School.

None of the consequences listed below will be applied in such a manner as to discriminate against any student based on race, sex, color, religion, sexual orientation, national origin, or disability. The Administration of Penn Hills Charter School will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code. The severity and/or nature of the consequence imposed will be based on factors including, but not limited to, age of the student, number of prior offenses, disability, and/or severity of the violation.

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

Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Some means will be "restorative" in the sense that they involve "making up for" damage that was done: for example, a student who mistreats another might be required to do something that restores the dignity of the victim (e.g., offer an apology in front of peers), or a student who damages property might be required to repair whatever damage was done. Other means might focus on encouraging greater self-awareness and compunction in the transgressor: for example, a transgressor might be required to write about the transgression, its consequences, and perhaps suggest what s/he would consider an appropriate punishment. Various other means will be used as well and may include counseling the student; conferencing with the parent(s); assigning extra responsibilities at school; assigning community service; or imposing detention, in-school suspension, out-of-school suspension for up to ten (10) consecutive school days, or referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

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

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

Level I Rules

Various means may be used by school personnel on a case by case basis to discourage violations of Level I Rules (see means described below). Violations of Level I rules can result in disciplinary action up to and including in-school and out-of-school suspension from Penn Hills Charter School.

Level 1 Rules

Rule 1

No student may disrupt the school or the learning environment.

Rule 2

No student shall use offensive language.

Rule 3

Students shall maintain good records of attendance.

Rule 4

Students shall maintain the highest standards of academic honesty and integrity.

Rule 5

Students shall be kind, respectful, self-controlled, non-disruptive and considerate in their relationships with all members of the school community.

Rule 6

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

Rule 7

Students shall not engage in improper use of technology.

Rule 8

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

Rule 9

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

Rule 10

Students shall not recklessly endanger any member of the school community.

Recommended Disciplinary Actions Level I

Various means may be used by school personnel to discourage or extinguish undesirable behaviors.

- Some means will be “restorative” in the sense that they involve “making up for” damage that was done: for example, a student who mistreats another might be required to do something that restores the dignity of the victim (e.g., offer an apology in front of peers), or a student who damages property might be required to repair whatever damage was done.
- Other means might focus on encouraging greater self-awareness and compunction in the transgressor: for example, a transgressor might be required to write about the transgression, its consequences, and perhaps suggest what s/he would consider an appropriate punishment.
- Various other means will be used as well and may include counseling the student; conferencing with the parent(s);
- assigning extra responsibilities at school;
- assigning community service; or imposing detention,
- in-school suspension,
- Repeated violations of Level 1 rules can result in out-of-school suspension for up to ten (10) consecutive school days, or referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school

Rule 11

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

Rule 12

Students may not possess, use, distribute or solicit the use or distribution of any tobacco product or related paraphernalia while on property owned by, leased or licensed to

days.

Level II Rules

Students who engage in activities that violate any federal, state, and/or local law may be subject to criminal charges and punishment in addition to any disciplinary measures undertaken by Penn Hills Charter School. Violations of Level II rules can result in suspension from Penn Hills Charter School and may result in a referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

Level II Rules

Rule 14

No student shall engage in repeated violations of this Code.

Rule 15

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

Rule 16

Students shall not expose or attempt to expose their genitalia to any member of the school community, nor shall they touch the genitalia of another.

Recommended Disciplinary Action Level II Rules

Violations of Level II rules can result in suspension from Penn Hills Charter School and may result in a referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

- **Detention:**
Retaining the student after school hours with the parent and/or student being responsible for transportation of the student at the end of the detention period.
- **In-school Suspension:** Exclusion from classes
- **Out of school Suspension:** Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
- **Expulsion:** Is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from Penn Hills Charter School rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.

Rule 17

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

Rule 18

Students shall not engage in any consensual sexual acts.

Rule 19

Students shall not force or attempt to force any other member of the school community to engage in any sexual act.

Rule 20

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

Rule 21

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

Rule 22

Students shall not possess on their person, in their clothing or belongings, in their vehicle, or in any storage space or container provided by Penn Hills Charter School any weapon.

Rule 23

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

Definition of School Rules can be found on pages 55-60.

School Rules Definition and Explanations

Rule 1

No student may disrupt the school or the learning environment.

- Students shall act in a courteous manner at all times and toward all members of the school community, and shall not engage in conduct which disrupts any school-sponsored or school-related educational program or activity.
- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Disobedience
 2. Disrespect
 3. Dishonesty
 4. Failure to follow established school rules
 5. Failure to attend class or late arrival to class without a valid excuse
 6. Failure to comply with the established dress code
 7. Failure to comply with the established attendance policy
 8. Loitering and/or failure to provide identification upon request
 9. Possession or use of cell phones, iPod, MP3 players, look-alike or toy weapons (those that are capable of inflicting serious bodily injury will be treated as a Level II offense), laser pointers, mace, pepper spray, lighter, or any telephonic, stereophonic or digital device, not including a calculator or digital watch, during school hours or programs
 10. Running or making of excessive noise in the school building
 11. Lying to school authorities
 12. Failure to follow established classroom rules

Rule 2

No student shall use offensive language.

- Students shall refrain from using language that may be classified as obscene, offensive or vulgar, or which would violate school policies regarding discrimination and/or harassment of any kind.
- A student will be considered to have violated this Rule if he/she makes libelous or slanderous remarks directed at another member of the school community.
- A student will be considered to have violated this Rule if he/she sends or forwards any offensive, sexually-oriented, obscene, vulgar, and/or threatening messages, pictures, or symbols from any source to any member of the school community.
- A student will be considered to have violated this Rule if he/she wears or displays any colors or symbols with the intent to show or indicate allegiance

to or affiliation with any gang.

Rule 3

Students shall maintain good records of attendance.

- The following, although not exhaustive, will be considered violations of this Rule:
 1. Excessive unexcused absence (i.e., three or more)
 2. Excessive unexcused lateness or tardiness (i.e., three or more)
 3. Missing a class without a valid excuse
 4. Truancy

Rule 4

Students shall maintain the highest standards of academic honesty and integrity.

- A student will be considered to have violated this Rule if he/she forges any paper, report, tests or notes, or engages in any other type of cheating and/or copying of the work of another student.
- A student will be considered to have violated this Rule if he/she plagiarizes any publication or paraphrases any publication without appropriate citation.

Rule 5

Students shall be kind, respectful, self-controlled, non-disruptive and considerate in their relationships with all members of the school community.

Rule 6

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

Rule 7

Students shall not engage in improper use of technology.

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

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

1. Giving his/her password to another individual
2. Using another's password
3. Illegally downloading copyrighted material from the internet
4. Purposely or recklessly visiting sites on the internet that contain sexually explicit or otherwise offensive materials
5. Harming, damaging or disrupting hardware and/or software
6. Harming or destroying the data of another person or student
7. Harming or destroying the internet or other school networks

8. Purposely or recklessly creating, downloading, or uploading a computer virus
9. Breaking into or hacking into other files or systems
10. Accessing and/or altering school records, information or files without express permission
11. Conducting any business enterprise
12. Material that is fraudulent, harassing, sexually explicit, pornographic, violent or advocating of violence, profane, obscene, intimidating, threatening, defamatory, discriminatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or accessed, reviewed, displayed on or stored in Penn Hills Charter School's Computer Resources.

Rule 8

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

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

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

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

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

Rule 9

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

- Students will be held responsible for their purposeful, reckless and negligent actions and the reasonably foreseeable consequences of their actions.
- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Physical contact by pushing, punching, shoving, slapping or hitting
 2. Physical contact by kicking

3. Throwing any object that may cause injury to another at any member of the school community
4. Biting
5. Spitting
6. Roughhousing or horseplay

Rule 10

Students shall not recklessly endanger any member of the school community.

- Students shall not act in any manner which creates a substantial and unjustifiable risk of harm to others and indicates a conscious indifference to the consequences of the act.

Rule 11

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

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

Rule 12

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

Rule 13

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

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

Rule 14

No student shall engage in repeated violations of this Code.

- A student will not be considered to have engaged in repeated violations of this Code unless the student has previously been warned or disciplined for violations of this Code.
- A student who repeatedly violates this Code may be subject to suspension and/or expulsion.

Rule 15

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

Rule 16

Students shall not expose or attempt to expose their genitalia to any member of the school community, nor shall they touch the genitalia of another.

Rule 17

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

- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Unwelcome sexual advances
 2. Requests for sexual relations and/or favors
 3. Sexual comments
 4. Offensive sexually-oriented gestures, sounds, remarks or comments
 5. Offensive remarks or comments related to a person's race, gender, religion, disability, sexual orientation, gender identity or presentation, or national origin
Efforts to intimidate or bully
- Any of the above actions, or any other conduct which may reasonably be considered as a violation of this Rule, whether in written, oral, electronic, or digital form is subject to disciplinary consequences.

Rule 18

Students shall not engage in any consensual sexual acts.

Rule 19

Students shall not force or attempt to force any other member of the school community to engage in any sexual act.

Rule 20

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

Rule 21

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

Rule 22

Students shall not possess on their person, in their clothing or belongings, in their vehicle, or in any storage space or container provided by Penn Hills Charter School any weapon.

- For the purposes of this Rule, “weapon” shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.
- The following steps shall be taken by appropriate personnel at Penn Hills Charter School in the event a student violates this Rule:
 1. The student will be detained and, where possible, brought to the office of the principal or designee;
 2. The incident will immediately be reported to Police or any other appropriate authority;
 3. The parent/s or guardian(s) of the student will be immediately notified;
 4. Expulsion may be recommended in accordance with the law of the Commonwealth of Pennsylvania.

A Serious Incident Report will be filed and should contain: Circumstances of possession and discovery of the weapon; Action taken by Police or other authority in response to the call for assistance; Action taken by Penn Hills Charter School, including details of contact with parent(s) or guardian(s), filing of the report and notice to Police or other authority; An image of the weapon; A report to the Pennsylvania Department of Education.

Rule 23

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

- The following, although not exhaustive, will be considered violations of this Rule:
 1. Setting or attempting to set a fire or explosion on or in property owned by, leased or licensed to Penn Hills Charter School.
 2. Retaliating against any member of the school community who participated in any investigation or proceeding.
 3. Activating the fire alarm, security system or other such device when there is no threat of fire or breach of security, and fire personnel, police or other authority is dispatched to Penn Hills Charter School.
 4. Planting, hiding or locating, or threatening to plant, hide or locate, any

bomb or explosive device on property owned by, leased or licensed to Penn Hills Charter School.

Disciplinary Action

Detention: Retaining the student after school hours with the parent and/or student being responsible for transportation of the student at the end of the detention period.

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

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code.

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

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from Penn Hills Charter School rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.

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 below.

If it is determined after an informal hearing that a student's presence in his/her 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.

Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the

student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the board, the parents or guardians shall submit to Penn Hills Charter 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, Penn Hills Charter 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.

(3) If the approved educational program is not complied with, Penn Hills Charter School may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

Exclusion from classes—in-school suspension

(a) 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.

(b) Communication to the parents or guardian shall follow the suspension action taken by Penn Hills Charter School.

(c) 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.

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

Hearings

(a) *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.

(b) *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:

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

(2) At least three 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.

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

(4) 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.

(5) 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.

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

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

(8) 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.

(9) 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.

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

(c) *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.

(1) 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.

(2) 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.

Discipline of Students with Disabilities

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

Anti-Discrimination/Anti-Harassment

Students at Penn Hills 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 ("PRINCIPAL") or Principal, or to another administrator if the PRINCIPAL or her designee is the accused. 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. Penn Hills 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 Penn Hills 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.

ACCEPTABLE USE TECHNOLOGY POLICY

The Penn Hills Charter School Network (the "PHCSE") is established for the educational and professional use of PHCSE School students, faculty, and staff ("Users"). This Technology and Acceptable Use Policy (the "Policy") is intended to govern Users with respect to PHCSE Network and the Internet. In addition to this Policy, PHCSE regulates access to and use of the PHCSE Network by principles consistent with the educational mission of the PHCSE School, and the rules and expectations published elsewhere (i.e., Student, Parent, or Faculty Handbook). Users are expected to conduct themselves on the PHCSE Network in the same fashion as they do elsewhere in the community. Users who violate this Policy will have their PHCSE Network privileges revoked and may be subject to further disciplinary action, including suspension or dismissal. PHCSE School may also report offenders to applicable law enforcement agencies.

The PHCSE Network provides access to the global Internet. PHCSE School has taken available precautions to restrict access to controversial materials on the Internet. However, on a global network, it is impossible to control all materials. PHCSE School believes that the valuable information and interaction available on the Internet far outweighs the possibility that Users may find material that is not consistent with our educational goals.

The smooth operation of the PHCSE Network relies upon the proper conduct of all Users. The signature on the Handbook Acknowledgement form and Laptop Contracts are legally binding and indicate the parties who have signed have read the terms and conditions of this Policy carefully and understand their significance.

PHCSE Network - Terms and Conditions (Acceptable Use and Illegal Actions)

Scope and Authority – The PHCSE Network includes all hardware, software, and network services used by the PHCSE community, including third party services that act as extensions of our internal network. Parents give the school permission to use applications that are educationally beneficial to our students.

Privileges

The use of the PHCSE Network is a privilege, not a right. The use of an account must be consistent with the educational objectives of PHCSE School. The

Technology Office will deem what is inappropriate use and will refer any such conduct to PHCSE School Administration. PHCSE School, in its sole discretion, reserves the right to determine what conduct constitutes a violation of this Policy, and the discipline for any such violation. In addition, use of any other Internet connected resource must comply with the rules appropriate for that resource. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, material protected by copyright, threatening or obscene material, or material protected by trade practice. Use of the PHCSE Network for commercial activities, product advertisement, or political lobbying is prohibited. Use of the PHCSE Network and the Internet must be consistent with this Policy and all policies and practices of PHCSE School, and violations of this Policy and such other policies and practices may result in the suspension or loss of an account, loss of Internet access, or in other forms of disciplinary action.

No Expectation of Privacy

PHCSE School routinely monitors usage of PHCSE Network and may review any communications on its systems. PHCSE School is able to override all passwords. Users do not have a privacy right in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of PHCSE School. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of PHCSE School to monitor all activity.

Security

Security on any computer system is a high priority, especially when the system involves many Users. No User may have access to another's files on the PHCSE Network. The following guidelines will help maintain PHCSE Network security:

- If you feel you have identified a security problem on the Internet, you must notify the Director of Technology.
- Do not allow anyone else to use your account and do not use another individual's account.
- Inappropriate attempts to access a server as an administrator will result in immediate cancellation of User privileges and/ or discipline.
- Any User identified as a security risk or having a history of problems with other computer systems may be denied access to the PHCSE Network.

Inappropriate Access

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

In addition to providing information, the Internet is capable of providing the means to communicate directly with others via “instant or private messaging” programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment as outlined in this document.

Downloading or loading of software on PHCSE School's computers is prohibited. There is an enormous quantity and variety of free software available on the Internet. However, widespread downloading of such software on the School's computers has a cumulative negative effect, and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation. Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program. Examples of inappropriate information and/or content include, but is not limited to, the following:

Students may not access, upload, download, transmit, display or distribute:

- a.) offensive material – content that is in poor taste or could be considered obscene; abusive or sexually explicit language, racist, illegal, harassing or inflammatory.
- b.) distribute dangerous material – content that provides direction in the construction of explosives or similar devices or instruction or practices that could injure the students themselves or others.
- c.) inappropriate contacts – materials that can lead to contact with strangers who could potentially threaten the student's health or safety.

If a student is uncertain as to whether or not a site's material might be considered inappropriate, the student should consult their teacher or a member of the administrative staff for clarification.

Google Apps for Education Acceptable Use

Google Apps for Education is primarily for educational use. Students may use Google Apps for Education for personal use subject to the restrictions below and additional school rules and policies that may apply. Student accounts are limited to communication instead the PHCSE School (i.e. Faculty, Administrators, students, etc.).

Privacy

School staff and administrators have access to student email for monitoring purposes. Students should have no expectation of privacy on the Google Apps for Education system.

Limited personal use - Students may use Google Apps for Education tools for personal projects but may not use them for:

1. Unlawful activities.
2. Inappropriate sexual or other offensive content.
3. Threatening another person.
4. Misrepresentation of PHCSE School, staff or students.

Safety

- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.
- Under no conditions should a user provide his or her password to another person.

Access Restriction - Due Process

Access to Google Apps for Education is considered a privilege accorded at the discretion of PHCSE School. PHCSE School maintains the right to immediately withdraw access and use of Google Apps for Education when there is reason to

believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Head of School for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, PHCSE School also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Due to the rapidly changing technology environment, PHCSE School reserves the right to determine if an action not listed in this document is inappropriate, and the student may be subject to discipline.

Hardware

Student owned Chromebooks are managed in order to allow for student use of systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration. Modification can be considered either opening the case or changing hardware or software settings. Students are responsible for any damage on their computers.

It is specifically set forth in this policy that under NO circumstances are either students, staff or visitors allowed to connect their own personal computers, cell phones or any other electronic device to any of PHCSE School computers or to the PHCSE School internal network, without the expressed knowledge and written consent of the Director of Technology or his/her designee.

PHCSE School Information Technology offers a Guest Network for connection purposes.

Plagiarism

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation. Students and staff may not violate a copyrighted source, or otherwise use another person's intellectual property without his or her prior approval or proper citation.

Contact

Each student and employee is responsible for all activity that occurs under his/her user account. Students and employees may not place information on the Internet that would fall under the category of "unacceptable sites" listed above.

Students may not give out any personal information (e.g., address, phone number, user name, passwords, etc.) about themselves or about other people. Students may not use school computers for commercial purposes or political lobbying.

Summary

This is a list of the more common things students, faculty and staff are specifically NOT permitted to do.

1. Download any files, especially music and videos, from the Internet, unless the material is free for commercial use and royalty free.
2. Use any form of "instant or private messaging" software on student owned devices.
3. Install any applications or software onto PHCSE School computers.
4. Disable or modify any running tasks or services.
5. Transfer and/or store music files from any personal devices to PHCSE School systems.
6. Play games, unless directed to by an instructor or supervisor for educational purposes, at any time on PHCSE School computers, including Internet-based games.
7. Use proxies or other means to bypass the content filtering systems in place and or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
8. Use remote accessing software or hardware to take control of any network attached device or workstation.
9. Remove License decals or inventory control tags attached to the systems.
10. Disrupt its use by other individuals by connecting to other PHCSE School networks to perform any illegal or inappropriate act, such as an attempt to gain unauthorized access to other systems on the network.
11. Everyone must honor copyrights and licenses, as well as the legal rights of the software producers and network providers.
Use of another person's user account and any access of credentials is prohibited.
12. Anyone who inadvertently accesses an inappropriate site must immediately leave the site and report it to his/her instructor or supervisor.
13. Attempt to log onto the network as a system administrator.
14. Any user identified as a security risk may be denied access to the network.

15. Damage caused by the intentional misuse or vandalism of equipment will be charged to the person who committed the act.

16. Any damage to the student owned chromebooks is the responsibility of the user.

Consequences

Use of school's internet is a privilege. Failure to abide by the terms of this policy will result in the following disciplinary actions:

Willful damage of computer hardware, computer software (including the deletion of programs and/or files) and computer networks will result in the student being responsible for the current repair and replacement cost of the damaged software and/or equipment. Any student violating the terms of this document will receive appropriate disciplinary action, as defined by the terms of this handbook and/or the Consequences for Misuses document shared with students upon receiving their computers. Students could lose computer/network privileges, and/or receive detention, suspension or expulsion.

The Director of Technology or his/her designee may close an account at any time as required. The administration, faculty and staff of PHCSE School may make a request to the Director of Technology or his/her designee to deny, revoke or suspend specific user accounts based upon violations of this policy.

Improper Use and Content

Users may not use the PHCSE Network for purposes of harassment, intimidation or bullying of others.

Bullying is the repeated use of a written, verbal or electronic expression, physical act or gesture, or any combination thereof, directed at another student that:

1. causes physical or emotional harm to the student or damage to the student's property;
2. places the student in reasonable fear of physical injury or of damage to property;
3. creates a hostile environment at school for the student;
4. infringes on the rights of the student at school; or,
5. materially and substantially disrupts the education process or the orderly operation of a school.

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Cyber-bullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to electronic mail, internet communications, or instant messages. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person; or, the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions described in the definition of bullying.

PHCSE School shall, in its sole discretion, determine whether such conduct violates this Policy and any other policies of PHCSE School. Users must remember that material distributed through the Internet is public. On the Internet, there is no central authority, so each site is responsible for its own Users. Complaints received from other sites regarding any of our Users will be fully investigated, and disciplinary action may be taken as a result.

Social Networking Sites

While PHCSE School respects the right of employees, students and families to use social media and networking sites, as well as personal websites and blogs, it is important that any such personal use of these sites does not damage PHCSE School's reputation, its employees, or its students or their families. Student use of social networking sites is prohibited on PHCSE distributed laptops; for student, these guidelines are intended to be applied for personal computer use outside of school. All users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent.

PHCSE School strongly encourages all employees, students and families to carefully review the privacy settings on any social media and networking sites they use (such as Facebook, MySpace, Twitter, Flickr, LinkedIn, etc.), and

exercise care and good judgment when posting content and information on such sites. When using a social media site, an employee may not include current students as “friends,” “followers” or any other similar terminology used by various sites. If an employee has a community that extends to persons who are parents, alums, or other members of the PHCSE School community, s/he must exercise good judgment about any content that is shared on the site.

Additionally, employees, students and families should adhere to the following guidelines, which are consistent with PHCSE School's community standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- Users should not make statements that would violate any of PHCSE School's policies, including its policies concerning discrimination or harassment;
- Users must uphold PHCSE School's value of respect for the individual and avoid making defamatory or disparaging statements about the School, its employees, its students, or their families;
- Users may not disclose any confidential information of PHCSE School or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families. PHCSE School has a strong interest in promoting a safe and supportive learning environment, as well as maintaining a positive reputation in the community. If the School believes that an employee's activity on a social networking site, blog, or personal website may violate the School's policies or otherwise may have a detrimental impact on the learning environment, the School may request that the employee or student cease such activity. Depending on the severity of the incident, the employee or student may be subject to disciplinary action. PHCSE School reserves the right to impose discipline, up to dismissal or termination, for any behavior on or off campus that PHCSE determines may impair or negatively impact the reputation of the School.

Theft and Vandalism

Users must acknowledge the use of the intellectual property of others. Users must treat information found electronically in the same way as information found in printed sources. Rules against plagiarism will be enforced. It is the responsibility of each User to comply with the terms and condition for the acquisition and use of software found on the Internet. PHCSE School will not allow the copying or

storing of illegally acquired software. In this case, vandalism refers to deliberate attempts to damage the hardware, software, or information residing on PHCSE Network or any other computer system attached through the Internet. Attempts to violate the integrity of private accounts, files or programs; the deliberate infecting of a computer with a “virus”, attempts at “hacking” computers using any method, or other such actions shall be a violation of this Policy.

Chain Letters and Other “Spreading” Schemes

Whether in e-mail or in newsgroups, chain letters, pyramid schemes, forwarding or replying to “contests” or “fast cash” schemes, mass cross-postings, and uninvited mass mailings are forbidden on the Internet and on the PHCSE Network.

“Netiquette”

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:

- Do not reveal personal information – your address or telephone number, or those of students or colleagues.
- Be polite. Do not be abusive in your messages to others. Use appropriate language and do not use vulgarities, or any other inappropriate language.
- Do not use the PHCSE Network in such a way that would disrupt its use by others.

Waiver of Warranties; Limitation of Liability

PHCSE School makes no warranties of any kind, whether express or implied, concerning this service. PHCSE School shall not be held responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, or errors and omissions. PHCSE School denies any responsibility for the accuracy or quality of information obtained through this service. All terms and conditions as stated in this Policy are applicable to the use of computer resources at PHCSE School, in addition to internet use.

Entirety of Agreement

The terms and conditions stated in this Policy, and all other policies of PHCSE School incorporated herein, reflect the entire agreement of the parties with respect to the subject matter stated herein. This Policy supersedes all prior oral or written agreements and understandings of the parties. This Policy shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts and the United States of America.

Preservation of Resources

All resources are limited; computer resources are not an exception. Because space on disk drives and bandwidth across the lines, which connect PHCSE Network both internally and externally, are limited, neither programs nor information may be stored on the system without the permission of the system administrator. Users are not to load software on any school computer. Each User is permitted reasonable space to store e-mail, Web, and personal files, as mandated by system file quotas. PHCSE School reserves the right to require the purging of files in order to regain disk space without warning. Users whose need for the resource is more pressing will have priority of space.

Special Note Regarding Borrowed Equipment

Because PHCSE is a day school, and for the convenience of the user community as a whole, PHCSE School provides digital still cameras, digital video cameras, and other equipment for student use. Users are responsible for any equipment they may borrow, including accessories, and are expected to employ the equipment in accordance with this Policy. If the equipment should be damaged, or lost while the User has assumed responsibility for it, the User will be accountable for the fair replacement value of the equipment.

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**Annual Notification of Rights under Family Educational Rights and Privacy Act
(FERPA) for the 2017-2018 School Year /Notice to Parents and Guardians
Regarding the Disclosure of Student "Directory Information"**

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents, legally emancipated students, and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are briefly summarized below and are explained more fully in the Board's Student Records Policy which is on file at the school and is available upon request:

1. The right to inspect and review the student's education records within 45 days of the day Penn Hills Charter School (the "Charter School") receives a request for access. Parents or eligible students should submit to the Charter School's PRINCIPAL a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the Charter School's PRINCIPAL, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official may include a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law unit personnel); a person serving on the Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); contractors, consultants, volunteers, and other outside service providers used by the school; or a parent or student serving on official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational

interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school, school district, school system, or institution of higher learning in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

Directory Information

Directory information includes information contained in the educational record of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school-related publications or notices.

As part of the School's annual notification under FERPA, we designate for the school year 2016-2017 the following types or categories of information as "directory information":

- Student Name
- Participation in officially recognized activities, clubs and sports
- Naming of Student to the Honor Roll, National Honor Society or as Valedictorian
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic Mail Address
- Photograph
- Degrees, honors, awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

How and where the School may disclose directory information include disclosing information of the following, by way of example:

- Newsletters
- A playbill, showing student's role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Companies or outside organizations that manufacture class rings or yearbooks
- Newspapers or other news sources
- Class Lists
- Staff and/or Student Directories and/or listings
- School Website
- School Bulletin Boards
- Organizations conducting studies
- Military recruiters requesting directory information
- Institutions of Higher Learning requesting directory information

These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed. This notice provides you as a parent or eligible student with an opportunity to object in writing to any or all of those types of information that the School has designated as directory information. You have the right to refuse to permit the release by notifying the School in writing that you do not want any or all of those types of information to be designated as directory information for your child or yourself.

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your written objections on or before **October 2, 2017**, to the PRINCIPAL of the Charter School at:

**Penn Hills Charter School Charter School of Entrepreneurship
2501 Main St.
Pittsburgh PA 15235**

Please note that an opt-out of directory information disclosures does not prevent the School from identifying a student by name or from disclosing a student's electronic identifier or institutional email address in class. The right to opt out of directory information disclosures does not include a right to remain anonymous in class, and may not be used to impede routine classroom communications and interactions, whether class is held in a specified physical location or online through electronic communications.

If you have any questions regarding this notice, please call or write the PRINCIPAL of the Charter School at: Penn Hills Charter School Charter School of Entrepreneurship, 2501 Main St. Pittsburgh, PA 15235. **If you do not submit a written refusal on or before October 1, 2016 then the School may disclose directory information without your prior consent.**

THE CONTENT OF THIS NOTICE HAS BEEN WRITTEN IN STRAIGHTFORWARD, SIMPLE

ENGLISH. IF A PERSON DOES NOT UNDERSTAND ANY OF THIS NOTICE, HE OR SHE SHOULD ASK THE PRINCIPAL OF THE CHARTER SCHOOL FOR AN EXPLANATION. THE SCHOOL WILL ARRANGE FOR AN INTERPRETER FOR PARENTS WITH LIMITED ENGLISH PROFICIENCY. IF A PARENT IS DEAF OR BLIND OR HAS NO WRITTEN LANGUAGE, THE SCHOOL WILL ARRANGE FOR COMMUNICATION OF THIS NOTICE IN THE MODE NORMALLY USED BY THE PARENT (E.G., SIGN LANGUAGE, BRAILLE, OR ORAL COMMUNICATION). IF A STUDENT HAS A DISABILITY, ADDITIONAL INFORMATION IS AVAILABLE IN THE SCHOOL'S ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS AND RIGHTS FOR STUDENTS WITH DISABILITIES.

**IMPORTANT – SIGNATURE PAGE
TO BE RETURNED TO THE SCHOOL OFFICE**

THIS PAGE INTENTIONALLY LEFT BLANK

PLEASE RETURN THIS PAGE TO THE SCHOOL BY TUESDAY
SEPTEMBER 5, 2017

To verify that you have received and reviewed the Penn Hills Charter School Charter School of Entrepreneurship Parent/Student Handbook and Student Code of Conduct; **please sign the following statements:**

Student Name: _____ Grade: _____

STUDENT: I have reviewed the Parent/Student Handbook (<http://phcharter.org/parent-student-handbook/>), including the Student Code of Conduct and the Acceptable Use Computer Policy, 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 Parent/Student Handbook (<http://phcharter.org/parent-student-handbook/>), including the Student Code of Conduct and the Acceptable Use Computer Policy, 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: _____