

Mariana Bracetti Academy Charter School  
1840 Torresdale Ave  
Philadelphia, PA 19124

PHONE: 215-291-4436

FAX: 215-291-4985

Mariana Bracetti Academy Charter School assumes that when a parent/guardian registers a student, this registration is an acknowledgement that the parent/guardian and student will abide by and cooperate with all school rules and regulations governing Academics, Discipline, Attendance, Activities, Athletics, and all other aspects of school life.

**Sign and Return This Page To School**

**Please tear this page out and give it to your advisory teacher.**

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

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

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

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

I have read and agree to the Mariana Bracetti Academy Charter School Student Technology Usage, Chromebook Loan, and NetSupport Software Management Policies. I understand my responsibilities as a student. I also understand that violation of these policies will be subject to loss of use of the Chromebook as well as other disciplinary consequences as addressed in the handbook.

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

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

Print Name: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Print Name: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

I have read and agree to the Mariana Bracetti Academy Charter School Student Technology Usage, and Chromebook Loan Policies. I understand my responsibilities as a parent. I also understand that violation of these policies will be subject to loss of use of the Chromebook as well as other disciplinary consequences as addressed in the handbook.

Printed Parent/Guardian Name \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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

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

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Print Name: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Print Name: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian**

I have read and agree to the Mariana Bracetti Academy Charter School Student Technology Usage, and Chromebook Loan Policies. I understand my responsibilities as a parent. I also understand that violation of these policies will be subject to loss of use of the Chromebook as well as other disciplinary consequences as addressed in the handbook.

Printed Parent/Guardian Name \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **MARIANA BRACETTI ACADEMY**

### **Photo/Video Release**

Mariana Bracetti Academy Charter School (“Charter School”) includes photos/videos of students, teachers, and school activities on its website, newsletters, and promotional materials.

#### **Community Awareness, Public Relations, and School Website Photos/Videos**

As we participate in our community, we have opportunities to provide photos/videos of our students in newsworthy events. Photos/videos may be used in the newspapers, school promotions, and in school brochures and fliers. On the Mariana Bracetti Academy Charter School web site, we follow strict rules to ensure the privacy and safety of pupils. The site contains comprehensive information about the school, features on classroom activities, school calendar, a section for parents and alumni, teacher support and student accomplishments. Safety is always our first priority. Staff members check all content before it is published on the web. Though the names of faculty, staff, and administration will regularly be used, it is our policy that the full names of students will not. Occasionally, it might be necessary to use the first name of a student, but no addresses, and/or telephone numbers will ever be used.

If you do not want the Charter School to use images/videos of your child/ren, please contact the main office to complete a Photo/Video Release Form.

# Mariana Bracetti Academy Charter School

## Chromebook Loan Agreement

This student Chromebook agreement, which is signed by a parent/guardian and the student, will be kept on file at the school.

As a student of Mariana Bracetti Academy Charter School, I agree to comply with the guidelines as explained below:

- **The Chromebook is an educational tool and should be used in that capacity only.** Using the Chromebook for anything other than educational use may result in loss of privileges.
- I understand that all Chromebooks are the property of Mariana Bracetti Academy Charter School, and has been loaned to me for use during the school day when instructed to do so by the teacher. Upon return, the Chromebook will be whole and complete, in good working condition, subject only to normal wear.
- I understand that all Chromebooks are licensed and only permitted to be use on the MBACS protected network.
- I assume responsibility for the content of messages transmitted or posted by myself or from my Chromebook, and understand that the Chromebook is not to be used to defame, insult, or threaten persons or property. On behalf of myself, and my respective relatives, heirs, estates, and assigns, I release and discharge Mariana Bracetti Academy Charter School, and their respective officers, directors, employees, and agents, from any and all claims and liabilities arising out of or resulting from messages transmitted or posted from or received on my Chromebook.
- In the event that my Chromebook is damaged, lost or stolen due to gross negligence, or malicious intent on my part, I understand that my parents/guardians will be held liable.
- The hardware and software configuration of the Chromebook may not be altered.
- The Chromebook must be returned in the event of early withdrawal, transfer to another school, or upon graduation from Mariana Bracetti Academy Charter School.
- The student is responsible for the Chromebook at all times. Mariana Bracetti Academy Charter School is not responsible for Chromebooks left in classrooms, hallways, or non-school properties.
- The specific student is the only authorized user of the assigned Chromebook. Never share or swap Chromebooks with another student. Keep your username and password **CONFIDENTIAL**.
- Do not EAT or DRINK near your Chromebook.
- Avoid touching the screen. When cleaning is necessary, use a soft cloth.
- Do not mark the Chromebook in any way with markers, stickers, etc.
- Do not insert foreign objects into openings of the Chromebook.
- School staff has the right at any time to inspect student Chromebooks.
- If a Chromebook is lost or stolen, the school office must be notified as soon as possible.

# **STUDENT HANDBOOK**

## **Policy Statement**

The Board of Trustees of the Mariana Bracetti Academy Charter School (“Charter School”) has the authority to make reasonable and necessary rules governing the conduct of students in school. The Board of Trustees of the Charter School is committed to creating a safe and positive learning environment wherein students recognize their rights and responsibilities, as well as those of other students, teachers, parents, administrators, and members of the school community.

The Charter School believes that all students are able to meet and exceed high academic standards regardless of their background or gender. Therefore, the academic standards, teaching methods and materials of the school will address the needs of students with a wide variety of differences in their academic and social preparation. We will also accelerate their learning so that all meet and exceed high academic standards and become life-long learners and well-rounded individuals. The school design is reinforced by a culture of high achievement that supports students and builds their confidence to set more challenging goals. Therefore, the mission of the Charter School is to establish and maintain a culture of high achievement in which innovative teaching strategies, effective use of data and assessment and use of technology support accelerated learning.

The Charter School does not discriminate in employment or educational programs, services or activities, on the basis of race, color, national origin, sexual orientation, gender, handicap, religion or age.

## **Purpose**

The purpose of the Student Handbook 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.

The Charter School complies with all applicable federal, state, and local laws in providing equal opportunity to all 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 the Charter School students that occurs:

- On school grounds at any time;
- Off school grounds at any school-related activity, function or event;
- Off school grounds when the conduct may reasonably be expected to (i) undermine school authority; (ii) endanger the safety of students, teachers, administrators, or any other member of the school community; (iii) or disrupt the school;
- While traveling to and from school on school buses or vans, regardless of the School or District of ownership, or on public transportation; and
- Off-school grounds when the conduct may reasonably be expected to undermine the proper disciplinary authority of the Charter School, the safety of the students or staff or encourage a disruption within the Charter School.

Regardless of the age of any student at the Charter School, all are treated equally under school policy. While students who are 18 years or older are adults in society, they are still subject to all school policies, guidelines, and rules as students at the Charter School.

### **SCHOOL HOURS**

Early morning procedures are designed to create a calm environment as students arrive and begin their instructional day.

#### **Elementary School Students (Kindergarten)**

The school opens for breakfast daily from 8:45 to 9:00 A.M. Class begins at 9:00 A.M. The regular school day ends at 3:30 P.M. Students must enter through the main entrance on Torresdale Ave and must be picked up promptly at 3:30 P.M through the main entrance.

#### **Elementary School Students (Grades 1-5)**

The school opens for breakfast daily from 8:30 to 8:45 A.M. Class begins at 8:45 A.M. The regular school day ends at 3:30 P.M. Students should be picked up promptly at 3:30 P.M. and proceed home immediately.

#### **Junior Academy (Grades 6-8)**

The school opens for breakfast daily from 8:05 to 8:20 A.M. First period begins at 8:30 A.M., therefore students **MUST** be in their classrooms **before** 8:30 A.M. The regular school day ends at 3:00 P.M. Students should be picked up promptly or proceed home immediately.

#### **Senior Academy Students (Grades 9-12):**

The school opens for breakfast daily from 7:45 to 8:00 A.M. First period begins at 8:10 A.M., therefore students **MUST** be in their classrooms **before** 8:10 A.M. The regular school day ends at 2:45 P.M. Students should be picked up promptly or proceed home immediately.



**Whole School:**

On minimum days students will have the option to either eat lunch in the cafeteria or to be dismissed. Please note that students who arrive prior to 7:40 A.M. and who remain on school grounds after school hours (unless involved in a club or approved extracurricular activity pursuant to the Charter School’s Extracurricular Policy) will not be supervised. The safety of these students is not guaranteed by Mariana Bracetti Academy Charter School.

**IMPORTANT NUMBERS**

School Number 215-291-4436  
School Fax Numbers 215-291-4985

Chief Executive Officer	ext. 396
Principal	ext. 398
EA (K) Assistant Principal	ext. 287
EA (1-4) Assistant Principal	ext. 298
JA (5-8) Assistant Principal	ext. 498
SA (9-12) Assistant Principal	ext. 494
Dean of Students (K-5)	ext. 292
Dean of Students (6-8)	ext. 292
Dean of Students (9-12)	ext. 491
Attendance & Student Support Liaison	ext. 299
Directors of Special Education	ext. 295 & 420
Nurse	ext 104
Main Office	ext. 289 & 213

Parents must inform the office in writing if you have changed your address, phone number, cell phone number or work number. We also require two accurate emergency phone numbers.

**HEALTH CONCERNS**

All students are required to be fully immunized in accordance with the requirements of the Commonwealth of Pennsylvania and the City of Philadelphia in order to be admitted to the Charter School.

In accordance with the School’s Medications Policy, the Request for Administration of Medication or Use of Medical Equipment in School Form must be completed and signed by a parent or legal guardian at the beginning of each school year, if your child has a specific medical problem, and requires medicine or medical equipment to be administered. The Student’s physician must complete all applicable portions of this Form and execute same. The parent or legal guardian is responsible for updating the Form during the school year if the student’s condition changes and thereby necessitates a change in the administration of medicine or medical equipment. All prescription medication to be administered to the student must be delivered in the pharmacy’s original container to the school nurse. Further instructions and explanations with regard to the administration of non-prescription medications are set forth in the Medications Policy.

## **VISITORS**

For safety reasons the school doors are locked and monitored throughout the day. Visitors must enter through the main entrance. All visitors will be processed at the main entrance. This will include a security check of the person and their belongings. Visitors entering the school area must fill out a visitors pass. The pass must be visible at all times. Unless there is a scheduled meeting, teachers and their classes may not be interrupted during the school day.

## **EARLY DISMISSAL**

Students leaving school early will have unexcused absences for the classes they miss. Students should only be picked up by parents/guardians if a student becomes ill or needs to leave the school because of an emergency. The students may be excused **ONLY** by the Administration, Nurse, or School Counselor. Students who are excused to leave early by either of the aforementioned individuals must be picked up by a parent/guardian. We will not allow any student to leave the school premises without the presence of a parent/guardian or an emergency contact listed in the student file. The emergency contact must provide identification prior to being permitted to take the student from school premises. Anyone picking up a student must present proper identification.

Parents are to avoid scheduling appointments during school hours. **Students are prohibited from leaving school early on their own.** There are no early dismissals after 2:40 P.M.; students will have to wait until regular dismissal time to leave the building.

Students who are 18 years old or older are permitted to sign themselves out as long as they provide a note signed by the parent stating the reason for early dismissal. Notes must be given to the Principal the day before the scheduled early dismissal.

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

## **SNOW EMERGENCY PROCEDURES:**

Any snow emergency information will be announced over the Charter School's social media accounts, school auto-dialer, KYW-1060 radio and Channels 3, 6 and 10. If the media announces, "All Philadelphia Public and Parochial Schools are closed, or Mariana Bracetti Academy Charter School, or #731" the Charter School may be closed or revert to a virtual learning schedule. If we announce "Opening Late", students may not arrive earlier than 30 minutes before the announced opening time. In the event of an early closing, normal dismissal procedures will be followed.

## **FIRE DRILLS AND EMERGENCY DRILLS**

Monthly fire drills and emergency 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 to do in case of fire. 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 in accordance with the Charter School's Code of Conduct.**

Mariana Bracetti Academy has adopted ALICE procedures for active shooter situations. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training instructor led classes provide preparation and a plan for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event. ALICE Training option based tactics have become the accepted response, versus the traditional “lockdown only” approach. Protection and safety must be the priority in an active shooter event. Understanding that there is not always a right or wrong answer to how to handle an unpredictable assailant, ALICE procedures will help faculty, staff, and students identify the best situations to keep safe, and limit potential loss of life.

Active shooter drills will be conducted to familiarize the faculty, staff, students, and visitors with all available means of exit, particularly emergency exits that are not habitually used during the normal occupancy of the building. Additionally, active shooter drills will familiarize the faculty, staff, students, and visitors with enhanced locked procedures when exiting may not be available and teach occupants to make the best choices to save their lives and others.

The chief purpose of every drill is to show how students and staff can most effectively respond to an active shooter situation to minimize the loss of life and teach and train on these practices. No single response fits all active shooter situations, however, making sure each individual knows his or her options for response and can react decisively will save valuable time. Great stress shall be laid upon the execution of each drill in a brisk, quiet, and orderly manner.

Many law enforcement agencies recommend practicing ALICE in active shooter situations. ALICE stands for:

- **Alert:** Notice signs of danger right away, call 911.
- **Lockdown:** If evacuation is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.
- **Inform:** Continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.
- **Counter:** Create Noise, Movement, Distance, and Distraction with the intent of reducing the shooter’s ability to shoot accurately. Counter is NOT fighting.
- **Evacuate:** Evacuating to a safe area takes people out of harm’s way and hopefully prevents civilians from having to come into any contact with the shooter.

If evacuation is possible, the same evacuation procedures used in fire drills should be used. However, all faculty and staff must be able to switch to a different safety plan, consistent with the school’s adopted policies and procedures in the event that evacuation becomes impossible or be able to choose a different evacuation plan if necessary.

## Rights and Responsibilities of Students

### General

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, 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 the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education 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 such rules and regulations. 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 the school staff in operating a safe school for the students enrolled therein.

(5) Comply with Commonwealth 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 local school authorities.

(10) Report accurately in student media.

(11) Not use obscene language in student media or on school premises.

## Education

**Right:** Students have the right to a public education, unimpaired on account of race, sex, color, religion, sexual orientation, national origin, or disability.

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

## Learning Environment

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

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

## Expression

**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. Students shall 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.

**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.

## Transportation

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

**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.

## Possession and Distribution of Literature

**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 or Chief Executive Officer.

**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 Chief Executive Officer or Principal 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.

Bulletin boards must conform to the following: The Principal or Chief Executive Officer may restrict the use of certain bulletin boards.

Designated bulletin board space will be provided for the use of students and student organizations.

The Principal or CEO requires 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.

**Responsibility Continued:** School newspapers and publications must conform to the following:

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. 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.

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 elapses 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 nonstaff members shall be developed and distributed to all students.

The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions of state and federal laws.

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.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

## Religion

**Right:** Students have the right to their own religious beliefs and the exercise of those beliefs to the extent that the exercise of those beliefs is consistent with state and federal laws.

**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.

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Bulletin boards must conform to the following: The Principal or Chief Executive Officer may restrict the use of certain bulletin boards.

Designated bulletin board space will be provided for the use of students and student organizations.

The Principal or CEO requires 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.



## Search and Seizure

**Right:** Students have the right to be free from unlawful searches and seizures of their personal property and possessions.

The Principal or Chief Executive Officer will adopt reasonable procedures regarding student searches. The school shall notify students and their parents or guardians of the procedures regarding student searches.

Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

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 materials that pose a threat to the health, welfare, or safety of students in the school, student lockers may be searched without prior warning.

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 search is permitted by applicable state and federal laws.

**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.

## Peaceful Assembly

**Right:** Students have right to peaceful assembly.

**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 assembly.

## **Rights and Responsibilities of Parents**

### **Enrollment**

**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, sex, color, religion, sexual orientation, national origin, or disability.

**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.

### **Progress**

**Right:** Parents have the right to receive regular official reports of their children's academic progress, through both written and oral communication.

**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.

### **Language Preference**

**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.

**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.

## **Enforcement**

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

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

## **CODE OF CONDUCT**

### **Policy Statement**

The Board of Trustees of the Charter School has the authority to make reasonable and necessary rules governing the conduct of students in school. The Board of Trustees of the Charter School is committed to creating a safe and positive learning environment wherein students recognize their rights and responsibilities, as well as those of other students, teachers, parents, administrators, and members of the school community.

The faculty and staff at the Charter School are dedicated to the academic and social growth of all students. Therefore, one of our goals is to prepare students for responsible citizenship in our society. Each student must learn to work with and share the rights and responsibilities of good citizenship with other individuals. It is our belief that character and ethics is a school-wide responsibility centered on the belief that the students are expected to be aware of all rules and regulations. Consequently, students are mandated to comply with school policies and directives, and they must be respectful, courteous, and polite to teachers, staff, visitors and other students. Most of all, students are responsible to develop a climate within the school that is conducive to wholesome living and learning. Being a responsible member of the school community includes informing adults when you are concerned about a situation that may be a threat to the health, safety, or welfare of any member of the school community. In addition, no student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Students are here to learn, therefore they will:

- Respect others, their environment and themselves.
- Do their best to learn and encourage others to learn.
- Act responsibly, safely, and with kindness.

### **Purpose**

The purpose of the 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.

The Charter School complies with all applicable federal, state, and local laws in providing equal opportunity to all 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.

## **Behaviors Warranting Disciplinary Action**

Students who commit any of the following offenses shall be subject to appropriate disciplinary action, including suspension and expulsion, as set forth in the Pennsylvania School Code. Offenses are leveled for suggested disciplinary consequences. Any offense can receive the suggested consequence, a lesser, or a more severe consequence, depending on the severity, repetition of offense, or effect on others. This list is not exhaustive of behaviors that may result in disciplinary action.

## **Guidelines and Consequences for Student Behavior**

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 the 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 the 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.

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

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is strictly prohibited by law and school policy

and will NOT be tolerated as a disciplinary measure. 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.

By law, unnecessary physical force may not be used by the superintendent, Principal, supervisor, and teachers and their aids and assistants. This authority extends to any person delegated to supervise children who are enrolled in our school, even if the student is at a school function away from the facility. This authority also extends to bus drivers. Any employee using physical force to control a student must report the incident in writing to his/her supervisor immediately.

### **Level I Offenses---Classroom Offenses**

Principal or designee may recommend the following consequences for offenses occurring on school property, at school-sponsored activities, or for school-related reasons:

- 1) Non-Positive Point
- 2) Notice to parents in the form of a letter or a phone call.
- 3) Placement on daily report.
- 4) Temporary assignment to “recovery” or restrictive class setting.
- 5) Loss of privileges, including, but not limited to trips, dances, other extracurricular activities such as athletic, club, or non-instructional programs, or graduation ceremonies.
- 6) Detention. A teacher may detain a student after school for misconduct, to make up incomplete work, or for additional instruction. Personal commitments and/or work schedules are NOT valid excuses to miss detentions. Detentions are not optional and failure to attend a detention will result in other disciplinary actions.
- 7) Reassignment to another class.
- 8) Referral to the SAP team.
- 9) A meeting between the teacher(s) and the student to discuss the student’s behavior and expectations for improving his/her behavior.
- 10) Mediation between the students involved.
- 11) Confiscation of materials.
- 12) Student must replace, fix, or pay for damaged property.
- 13) Suspension
- 14) In-School Suspension

### **Rule 1: No Student Shall Disrupt the School or Learning Environment**

Students are expected to act in a courteous and peaceful manner toward staff, visitors, and each other. A student may not act in any way that disrupts or disturbs any educational or school-related program.

- Defiance
- Disrespect

- Dishonesty
- Failure to follow established school rules
- Failure to attend class or late arrival to class without a valid excuse
- Failure to comply with the established dress code
- Failure to comply with the established attendance policy
- Loitering and/or failure to provide identification upon request
- Possession and/or use of cell phones, smart phones/watch, iPods, iPads, electronic tablets, laptop computers, 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, during school hours or programs
- Running or making of excessive noise in the school building
- Failure to follow established classroom rules

**Rule 2: No Student Shall Use Disruptive and/or Offensive Language**

Students are expected to communicate with staff visitors and each other, as they themselves should expect to be treated. A student shall not use language that may be classified as vulgar, obscene, intentionally disruptive, or offensive language or which would violate school policies regarding discrimination and/or harassment of any kind, during any school activity. This rule includes all spoken and written messages. Students shall not send or pass any offensive, sexually oriented messages or pictures from any source. **Sending, passing, or having items that are sexually oriented will also be considered a higher-level offense.**

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: No Student Shall Abuse Computer/Internet Privileges or Any School Technology**

Students are expected to respect the computer privileges given to them and shall comply with the School's Acceptable Use Policy whenever they use the School's computers, equipment, network system, or any technology owned by or licensed through the School. All students who have permission to use school computers must keep their passwords to themselves. It is against the rules to give one's password to another or to use another person's passwords or accounts. Students are also not permitted to break into (hack) other files or systems, to download material that has a copyright, or to conduct a personal business enterprise using the school computer network. Students shall not go into any sites on the Internet which contain sexually explicit, violent, or otherwise offensive material. Students who damage or destroy computer software or hardware will be responsible for the cost of the damages. (See Rule 4) No student shall destroy data of another student or School employee or harm or destroy the internet or other school networks or purposely or recklessly create, download, or upload a computer virus. No student shall access and/or alter school records, information, or files.

**Rule 4: No Student Shall Damage, Deface, Destroy, or Steal School or Personal Property of Another Member of the School Community**

Students are expected to respect the property of others. A student shall not try to damage, deface, destroy, or steal the private property of others. This conduct is not allowed whether it is on school grounds, during a school activity, function, or event off school grounds, or while traveling to or from school. **Students will be responsible for repairing or paying for damages.**

**Rule 5: No Student Shall Possess/Use Electronic Equipment In or During School**

A) General: Except as provided in paragraphs B and C below, electronic equipment is prohibited in the school. Violations of this rule include, but are not limited to, music devices and smart devices, laptops/chromebooks and electronic gaming systems. All contraband material will be confiscated.

B) **Cell Phones and Electronic Devices:** Students in grade K-5 may bring a cell phone or electronic device (Smartwatch, tablet, video game console) to school provided that the phone is turned off BEFORE the student enters the building. Upon entering the building and before proceeding to class, the students MUST place the device inside their cubby/locker where it is to be kept for the duration of the day until dismissal. If the cell phone is seen or heard, in any way, by any staff member, for any reason during school hours, the phone (in its entirety) will be confiscated and will **BE returned after a scheduled parent meeting**. Parents and guardians must be aware that the school is not responsible for and **WILL NOT REPLACE** lost and stolen items, whether they were in our possession or not, and we cannot guarantee the security of such devices at any time. If the student refuses to hand in their phone, a school consequence will be issued.

C) **Cell Phones and Electronic Devices:** For students in grades 6-12, phones and electronic devices (Smartwatch, tablet, video game consoles, air pods, headphones, personal chromebooks/laptops) are not to be used during the school day. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day, keep it in good working condition and adhere to our school's code of conduct related to technology usage.

**DAILY PROCESS**

As students **Arrive to School**, they will:

- 1) Turn their phone off.
- 2) Place their phone and smart devices inside their Pouch and secure it in front of school staff.

At the end of the day, students will open their Pouch, remove their phone, close their Pouch. Students must bring their Pouch to school with them each day. Pouches cannot be left in student lockers, or with the front desk.

\*Students arriving late or leaving early will pouch/unpouch their phones in designated locations with school staff.

## VIOLATIONS

### Pouch Damage / Lost Pouch / Using Phone During School

- If a student damages their Pouch or is caught on their phone, Administration will collect the phone/Pouch and call home. Parents will be required to come to the school to pick up their child's phone, and the student will receive a level two offense consequence.

#### Examples of Damage:



- Ripped
- Cut
- Torn
- Pen/pencil marks
- Bent/cut pin
- Signs of force to black button on flap

#### Forgotten Pouch

If a student forgets their Pouch, **their phone will be collected and a member of the Culture and team will call home to have the parent bring the pouch and/or come to collect the phone.**

If a student consistently forgets their Pouch, it is considered Lost. **Refer to the Lost Pouch policy above.**

#### **Rule 6: Students Shall Wear the School Uniform In and During School**

*All students are required to wear the school uniform to, from, and in school EVERYDAY.* Students will not be permitted in class if they are not COMPLETELY in UNIFORM. Students are required to place all non-uniform items, including coats, jackets, hats, bandannas, cell phones, and electronic devices, in cubbies or lockers upon arrival to school. Students must be in uniform—*all outerwear placed in locker*—before the start of the school day. (These items are not to be worn in school, and students who disregard this rule will face school disciplinary action.)



**Uniform Policy:** MBA requires all students be in school uniform on their way to and from school, and during the school day. The following uniform requirements will be strictly enforced:

### **Elementary Academy Uniform Policy (Grades K-5)**

#### **Bottom**

- Navy Blue Pants/Plaid Romper (same pattern as our skirt)

#### **Top**

- Light Blue Polo-Shirt with the MBA logo/light blue blouse (for under romper)
  - Shirts worn underneath must be solid white

#### **Sweater**

- optional all year – Navy Blue Cardigan with MBA logo

#### **Footwear**

- Navy or black sneakers or school shoe
  - Socks and tights worn with the skirt **must be solid navy blue with no patterns or designs.**

#### **Belts**

- K-5 students are not required to wear belts

#### **Gym Uniform**

- MBA sweatpants and with polo-shirt – to be worn all day during gym day.

### **Junior, Freshman, and Senior Academy Uniform Policy (Grades 6-12)**

#### **Shirts**

- Students must wear the MBA light or navy blue short sleeve or long sleeve polo.  
**ALL POLOS MUST have the MBA logo.**
  - Sweaters and quarter zips must be worn over the short sleeve or long sleeve polos.
  - Students who are members of an MBA Athletic Team or National Honor Society may have addition items they can wear in season and provided they are in good standing with the team/organization.
- Shirts worn underneath must be solid white

#### **Lanyard**

- Academy-specific lanyard and school ID

#### **Sweater/Quarter-Zip**

- Sweaters and quarter-zips are optional all year.
- Both the sweater and quarter-zip **must** have the MBA logo embroidered on
- No patches will be sold and no other sweater/sweatshirt will be accepted
- **Sweatshirts are NOT permitted.**

### **Pants**

- Navy blue pleated, two pocket dress pants
- No tight, fitted or jean-like pants are permitted

### **Belt**

- Students **must** wear a solid black, blue or brown belt

### **Socks**

- Socks and tights worn with the skirt **must be solid navy blue with no patterns or designs.**
- Footless tights or leggings are not permitted

### **Shoes**

- Navy saddle or black school dress shoe
  - **School shoes are defined as a leather shoe that laces up and covers the entire foot.**
  - NO sneakers sandals, slippers, flip-flops, boots, crocs, Uggs, flats, open-back/sling back shoes, or open-toed shoes.

### **Gym Uniform**

- **MANDATORY---school issued** MBA gym uniform.

### **General Dress Code Expectations**

- **Sock and tights worn with the skirt must be solid navy blue with no patterns or designs.**
- No long sleeve tee-shirts can be worn under the uniform.
- All undergarments must be fully covered by the uniform.
- Pants must be worn around the waist with button fastened and zippers zipped. Standard dress belts must be worn. NO oversized buckles are permitted.
- No jeans or any other pants are to be worn under the school pants.
- Student's pants must be worn at the proper length.
- Hats, bandanas, sunglasses, or any head-coverings are not permitted, unless for religious reasons.
- Long pants must be worn everyday—no shorts, capris, cropped, ripped, torn, or tethered pants.
- When wearing pants, socks **must be solid navy blue or solid white.**
- Jeans or other pants are not permitted to be worn under skirts. Students can wear either the skirt or the pants, but not both.
- Items that contain sharp or jagged edges (such as rings, bracelets, collars, and metal picks etc.) must be left at home. If they are in school, they will be confiscated and will not be returned.
- Pants should not have visible labels.
- Skirts must be no shorter than two inches above the knee.
- Excessive jewelry is not permitted

- No hoop, hanging or dangling earrings are permitted---**small post earrings ONLY**
- No jewelry with spikes, points, or sharp edges
- Students may wear one (1) ring per hand
- No gang-related, racist, or excessive tattoos are permitted to be visible in school.

If a student enters the building out of uniform and if the school is not able to assist the student, the student will either have to be picked up from school or someone has to bring a uniform to school for the student. If the student remains for the school day out of uniform an in-house suspension will be issued.

**Uniforms are always required for school trips, unless otherwise notified by School administration.** If uniforms are not required for a trip than appropriate dress clothes are required. Students not wearing appropriate attire will not be permitted to go on the trip. Appropriate dress is defined as, but not limited to, clothing which is not see-through, low cut or revealing. Clothing bearing obscene, profane, or other inappropriate words or pictures is prohibited. Tank tops, halter-tops, shirts that expose the midriff, expose the navel, low-cut tops, or shorts above the mid-thigh are also not permitted.

**LEVEL II OFFENSES---** 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 the School. Violations of Level II rules will likely result in suspension from the charter school.

Principal or designee may recommend the following consequences for offenses occurring on school property, at school-sponsored activities, or for school-related reasons:

- In-School Suspension
- Out of School Suspension
- Detention
- Notice to parents/guardians in the form of a letter and/or phone call.
- Behavior contract
- SAP referral
- Counseling
- Referral to the alternative program
- Referral to outside services
- Teacher and/or administrator meeting with parents
- Confiscation of contraband material

**Rule 7: No Student Shall Engage in Repeated Violations of this Code**

A student shall not continue to break any Rules 1 through 7, nor may a student repeatedly fail to follow directions given by any school staff member.

**Rule 8: No Student Shall Damage School Property**

Students are expected to respect school property. Students shall not recklessly or intentionally cause, or attempt to cause damage to or deface school property. Parents will be billed for the damage and will have thirty (30) days to pay for the damages. Failure to pay for the damages will result in an expulsion hearing. **Serious damage or defacement will be treated as an aggravated offense under Rule Twenty-three.**

**Rule 9: Students Must Attend All Assigned Classes in a Timely Manner**

Students are required to be in their assigned class at the scheduled time. Any student leaving without permission, being out of class for an extended period of time, or attending another class will be in violation with this rule. This includes all expressive arts classes and lunch. Students are also forbidden in the teachers' lounges, teachers' bathroom, or offices at any time a day.

**Rule 10: No Student Shall Attempt to do Injury to Persons or Their Reputations**

A student shall not recklessly or intentionally attempt to do bodily injury to a student, staff member, or visitor in the school. The scope of this rule includes, but is not limited to, running, pushing, shoving, horseplay, and "play fighting."

Students shall not have on their person, in their clothing and/or belongings, schoolbag, or in any storage space provided by the school (locker), any tool, instrument, or implement capable of causing injury or death. Mace, pepper spray, and toy, fakes, play or "pretend" weapons will be in violation of this rule and will be subject to similar consequences.

No student shall attempt to ruin the reputation of a student, staff member, or visitor to the School through slanderous or libelous remarks in spoken, written, technological, or any other means.

**Rule 11: Students Shall Not Directly or Indirectly Harass or Communicate Any Threat to a Member of the School Community**

No student shall engage in verbal or physical activities, which have the effect of harassing any student, staff member, or school visitor or placing another in fear or apprehension of injury, pain, and/or ridicule. Harassment, includes, but is not limited to, bullying, intimidation, offensive expressions concerning a person's race, ethnicity, national origin, religion, gender, sexual orientation or disability, sexual comments or sexually-oriented gestures, sounds, remarks or comments.

Students are not only responsible for harmful actions they intend, but they are also responsible for the reasonably foreseeable consequences of their reckless actions. A student may not act in a manner that ignores the health, safety, or welfare of any member of the school community by harassing, bullying, threatening, or placing them in danger of injury or pain. The intentional posting on networks of the addresses or telephone numbers of fellow students or other members of the school community is a violation of this rule.

## Anti-Bullying Policy

Mariana Bracetti Academy Charter School believes that every child has the right to be safe physically, mentally, and emotionally.

Bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, cell phone, personal digital assistant (“PDA”), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristics. Such behavior is considered bullying whether it takes place on or off school property, at any school-sponsored function, or in a school or public vehicle.

**Bullying is** conduct that meets all of the following criteria:

- is directed at one or more pupils
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils
- adversely affects the ability of a pupil to participate in or benefit from the school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and
- is based on a pupil’s actual or perceived distinguishing characteristics or is based on an association with another person who has or is perceived to have any of these characteristics.

A student shall not engage in, or attempt to engage in, any conduct, which is intentional, repeated hurtful acts, words, or other behaviors, including but not limited to:

- teasing
- name calling
- social exclusion
- threat
- intimidation
- physical violence
- theft
- sexual or racial harassment
- public humiliation
- destruction of property

Any threatening communication (verbal, electronic, physical) that occurs outside school that becomes disruptive to the school climate is in violation of this policy and is subject to disciplinary action.

Consequences for any student who commits one or more acts of bullying may range from positive behavioral interventions up to and including suspension, expulsion, or a report to the Philadelphia Police Department.

## **SAFE2SAY PROGRAM POLICY**

Mariana Bracetti Academy Charter School recognizes its responsibility to safeguard the health and welfare of Charter School students and employees. The Sandy Hook Promise is a national non-profit organization founded and led by surviving family members of the Sandy Hook Elementary School Shooting on December 14, 2012. This Promise is designed to provide additional support for Charter School staff, students, and our community in protection of their well-being. The Promise teaches Charter School students and staff to look for and report possible warning signs, signals, and threats.

Act 44 of 2018 institutes a statewide anonymous reporting system where Charter School staff are given new responsibilities regarding the safety of the Charter School, its staff, students, and community. The anonymous tip program within Act 44 is known as the “Safe2Say Program” is monitored 24-hours-per-day, every day of the calendar year.

Any student, staff, or community member of the Charter School are directed to submit an anonymous tip about individuals who may be a threat to themselves or to others by either:

1. Call the hotline at 1-844-SAF2SAY (1-844-723-2729)
2. Submit a tip online through the Program’s webportal here: <https://www.safe2saypa.org/tip/>
3. Submit a tip on your phone through the downloadable Safe2Say Mobile App for Android or iOS, available here: <https://www.safe2saypa.org/download/>

### **Confidentiality**

A record created or obtained through the implementation or operation of the program shall be confidential. A person may not disclose a record of the program except:

1. To provide notice to the appropriate law enforcement agency, school entity and organization in accordance with the procedures established under section 1303-D.
2. Upon order of the court as provided in section 1306-D.

### **False Reports:**

A person commits a misdemeanor of the third degree if the person knowingly or intentionally makes a false report to the program. If a report filed with the program is determined to be a false report, information about the subject of the false report shall not be made part of the subject student’s record.

### **Training:**

Mariana Bracetti Academy Charter School will train all staff and students in grade 5-12 in connection with the Safe2Say Program every school year. Training students is a critical component of this program. Only middle and high school students and the adults around them will be trained in the Program.

As designated by the Safe2Say Something Program lead, one team of 3-5 Charter School staff members will receive and act against a tip (the “Team”). The Team has been trained on how to receive and review tips by the Program’s administrators.

**Rule 12: No Student Shall Threaten or Intimidate a School Official or a Student**

(Physical, verbal, written, or electronic threat or intimidation) – No student or shall place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. No student shall stalk, harass, bully, intimidate, or threaten another person. This rule includes, but is not limited to, secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce. Any threatening communication that occurs outside school that becomes disruptive to the school climate is in violation of this rule.

**Rule 13: Students Shall Not Possess, Use, or Distribute Tobacco Products or Related Paraphernalia**

Students are expected to help keep our school safe and healthy. A student may not possess or use any tobacco product. Possession of cigarettes, lighters, matches, and/or other such paraphernalia is prohibited. The Charter School, by law, is a non-smoking building. Smoking is not permitted within the building or on school grounds.

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

**Rule 14: Student Shall Not Recklessly Endanger Any Member of the School Community**

All students shall conduct themselves in a peaceful manner and 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. No student may fight, push, strike, hit, or use violence, in any manner, against a fellow student nor may any student encourage another student to violate this rule. In addition, *violent or threatening verbal or body language will be considered fighting*. Any student that engages in a violent activity that endangers the well-being of any member of the school community will be in violation of this rule and will be immediately suspended.

**Level III Offenses**

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 the School. Violations of Level III rules will likely result in suspension from the charter school and may result in expulsion. Principal or designee may recommend the following consequences for offenses occurring on school property, at school-sponsored activities, or for school-related reasons:

- Suspension
- Expulsion
- The student shall be detained.
- Any incident involving any student ten (10) years of age or older will be reported to the *police* immediately.

- The parent/guardian will be notified immediately.
- An incident report will be filed with the school district and with the Dean of Students.
- Student will be suspended and/or will be recommended for placement in the alternative program or expulsion.

**Rule 15: No Student Shall Engage in Repeated Offenses of the School Code**

A student shall not continue to break any Rules 1 through 15, nor may a student repeatedly fail to follow directions given by any school staff member.

**Rule 16: Student Shall Not Recklessly Endanger Any Member of the School Community**

Violent physical confrontation between two or more individuals that involves physical activity, behavior, and action, whether or not injury occurs, including, but not limited to: pushing, shoving, physical harassment, hitting, kicking, biting, spitting, throwing objects, other action directed toward another student, individual, or adult.

This policy applies to all situations where school employees have jurisdiction over the students, including, but not limited to, while the students are in the school, on their way to or from the school, on school buses, including buses owned and operated by school districts in Pennsylvania, on the school premises, on a field trip, at any extra-curricular activity or at any school sponsored event. This policy also applies to any physical altercations that take place involving students or individuals who are not members of The Charter School community.

**Rule 17: No Student Shall Assault Another Student or Member of the School Community**

A physical attack that attempts to cause or causes personal bodily injury to another student, staff member or other person. A student shall not intentionally cause, attempt to cause, or recklessly cause physical injury to any school staff member or student.

**Rule 18: No Student Shall Possess, Use, Distribute, or Solicit the Use or Distribution of Drugs, Alcohol, any other Intoxicant, or Related Paraphernalia on or in School**

A student may not possess, use, distribute, solicit the use or distribution of, or be under the influence of any unauthorized prescription, non-prescription, narcotic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while on property owned by, leased or licensed to the School, or while at any school-sponsored or school-related activity or event. Students are also prohibited to possess drug paraphernalia such as rolling papers, bongs, roach clips, or other items while on property owned by, leased, or licensed to the School, or while at any school-sponsored or school-related activity or event. Any prescription medicine **must** be given to the School nurse with documentation from the student's physician and in accordance with the School's Medications Policy.



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

**Rule 19: No Student Shall Possess a Weapon**

Students shall not have on their person, in their clothing and/or belongings, schoolbag, or in any storage space provided by the school (locker), any tool, instrument, implement, or weapon capable of causing injury or death. The definition of “weapon” shall include but is not limited to: any knife, razors, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, stun guns, BB guns, starter pistols, discharged mace/pepper spray, explosives, or devices which may cause a fire or any other tool, instrument, or implement capable of inflicting serious bodily injury. Also, any objects or instruments that are not being used for the purpose for which they were normally intended and are capable of harming an individual. In addition, any toy, fakes, play, or “pretend” weapons will be in violation of this rule and will be subject to similar consequences.

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

- The student will be detained and, where possible, brought to the office of the Principal/CEO or designee.
- The incident will be immediately be reported to Police or any other appropriate authority.
- The parent/s or guardian/s of the student will be immediately notified.
- 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 the School, including details of contact with parent/s or guardian/s, filing of the report, and notice to Police or other authority, including an image of the weapon and a report to the Pennsylvania Department of Education.

**Rule 20: No Student Shall Engage in Sexual Misconduct /Harassment and/or Consensual or Non-consensual Sexual Acts**

Sexual misconduct and/or harassment include but are not limited to inappropriate physical contact of sexual nature, such as touching, patting, and pinching. It can also be defined as inappropriate or unwelcome sexual behavior, advances, requests for sexual favors, or other inappropriate or unwelcome verbal or physical contact of a sexual nature.

**Rule 21: Students Shall Not Engage in or Attempt to Engage in Conduct Which Endangers the Health, Safety, or Welfare of a Member of and/or the School Community in its Entirety**

A student shall not engage in, or attempt to engage in, any conduct, which endangers the health, safety, or welfare of any member of the school community, including but not limited to:

- a) **ASSAULT**, which includes attacks on any staff member or student, which results in injury, or places the person in danger of serious injury, or involves the use or attempted use of a weapon.
- b) Selling, distributing, or possessing any drugs or alcohol. Attending school high or intoxicated.
- c) Illegally setting off the fire alarm, security system, or other such device when there is no threat of fire or breach of security and fire personnel, police, or other authority is dispatched to the School.
- d) **ARSON**, which is setting fire to any person or to School property.
- e) Sexual acts that are forcible acts, as to the offender, or voluntary acts, as to each student.
- f) **THEFT**, which includes taking, robbing, stealing, threatening to take school or personal property, receiving stolen items, being in possession of stolen items, knowingly being in unauthorized possession of property belonging to another.
- g) **VANDALISM**, which is considered the malicious destruction of, or damage to, school property which disrupts, impairs, or prevents the school from carrying out any of its programs. **There is full restitution of property damages, suspension, and/or expulsion.**
- h) Retaliation against a school employee, witness, or hearing officer for their participation in any investigation, academic, or disciplinary proceeding where the student's action takes form of assault, threats, or bodily injury or death, telephone harassment or stalking, or substantial property damage.
- i) **BOMB THREATS**, which include any action relating to the planting or hiding or threatening to plant or hide bombs or other explosive devices, or any weapon including biological or toxic substances to kill or seriously injure any member of the school community on property owned by, leased, or licensed by the School. This includes Stink Bombs.
- j) Any illegal activities via the school's computer network.

## **Disciplinary Action**

### **Summary**

Mariana Bracetti Academy values student choice as a part of the learning process and a restorative justice model that encourages personal responsibility and problem-solving. To achieve this, the Charter School offers a continuum of interventions that promotes defining, teaching, and supporting positive behaviors that will assist students in achieving successful outcomes across settings. The foundations of the behavior management system employed at the Charter School is derived from evidence-based frameworks of Positive Behavior Interventions and Systems ("PBIS"), Social Emotional Learning ("SEL") and Restorative Justice. However, within this approach, we recognize the need for consistency across

classrooms and academies. This student management plan, therefore—does not replace—but rather supports our beliefs by further developing students cause-and-effect thinking and positive self-image.

The student management plan provides students with opportunities to earn rewards, as well as tiered support interventions that involve all members of the learning community, including, but not limited to: the building team, teachers, village leads, peer leaders, school administration, and families. We continue to believe that all members of the school community have a vested interest and stake in improving and maintaining the very best school culture and climate.

**K-5 Classroom Management Process:**

Positive (+) Points	Bonus Points	Nonpositive (-) Points
<ul style="list-style-type: none"> <li>• Uses appropriate language</li> <li>• Follows school and classroom rules</li> <li>• Follows directions</li> <li>• Keep hands, feet, and objects to self</li> <li>• Transitions appropriately</li> <li>• Uses appropriate voice level</li> <li>• Handles class materials appropriately</li> <li>• Is prepared to learn</li> <li>• Uses time wisely</li> <li>• Recess</li> <li>• Respects the learning environment around them</li> <li>• Practicing Emogers (3-5)</li> </ul>	<ul style="list-style-type: none"> <li>• Art</li> <li>• PE/Health</li> <li>• Music</li> <li>• Tech Lab</li> <li>• Homework completion</li> </ul>	<ul style="list-style-type: none"> <li>• Uses inappropriate school language</li> <li>• Does not follow school and classroom rules</li> <li>• Does not follow directions</li> <li>• Does not keep hands, feet, and objects to self</li> <li>• Does not act appropriately during transitions</li> <li>• Does not handle class materials appropriately</li> <li>• Is not prepared to learn</li> <li>• Engages in unsafe and disrespectful behavior during recess</li> </ul>

## **6-12 Classroom Management Process:**

Every student receives a student identification card and a lanyard. All students will be provided school IDs at the beginning of the school year. Students are required wear their ID and lanyard at all times.

Students earn positive points for exemplary behavior in the classroom, hallway, lunchroom, and outside the building. Students are issued a positive point for modeling behaviors connected to the four pillars of our curricular mission.

A non-positive point can be issued for the following reasons: lateness, disruptive behavior, inappropriate language, uniform infractions, unpreparedness, inappropriate technology usage, and disengagement. When a student receives his/her 8<sup>th</sup> non-positive point, the student will receive an after-school detention. When a student commits a level II or III offense, he/she will be escorted to ISS/Student Support room so a parent meeting can be scheduled, a mediation can take place, and/or further disciplinary action can be taken.

**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 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 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code.
  - (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
  - (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

The Student is not permitted to be on school property at any time during the suspension, unless otherwise instructed by administration. If a Student has been suspended s/he will be excluded from school until the Parent/Guardian is present for a reinstatement meeting. This appointment is **MANDATORY** and must be kept. If Parent/Guardian is unable to make the selected time and date for a reinstatement meeting, Parent/Guardian must call to reschedule. Consequently, your son/daughter may not return to class until a Parent/Guardian attends the Reinstatement Meeting.

- (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.
- (a) During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his normal class, except as set forth in subsection (d).
  - (b) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
  - (c) Students who are under 17 years of age are still subject to the compulsory school attendance law, even though expelled, and shall be provided an education.
- (3) 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.
- (4) Within 30 days of action by the board, the parents or guardians shall submit to the school written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act 2004.
- (5) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See Pennsylvania Code § 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 the 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 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student, and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
  - (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.

## **LOCKERS**

Lockers and locks are the property of the Mariana Bracetti Academy Charter School. As a condition of providing student lockers, the school Administration reserves the right to enter lockers at all times, without permission of the pupil to whom the locker is assigned if the Administration suspects a threat to the health, safety, and welfare of the School community. Only locks issued by the school are to be placed on the lockers. **Students are not to share lockers or locker combinations.** Students who use school lockers agree with all of these terms of use. Any students who do not comply with the terms will lose their locker privileges and will no longer be able to use the locker.

## **VEHICLES**

When school administration has a reasonable suspicion that a student's belongings contain materials which pose a threat to the health, welfare, and safety of the students, faculty, and staff, the student's vehicle and the contents in the car may be searched without prior notice. If a student is found with any items of contraband in his or her belongings, those items will be immediately seized by administration or, if necessary, taken into possession by the Philadelphia Police Department.

## **DISCIPLINARY RECORDS**

All official disciplinary records for incidents involving the possession of a weapon or acts of violence shall remain in the student's permanent record (pocket) and be transferred with the student to any public school within Pennsylvania. All incident reports shall be maintained in the student's permanent record. All incidents involving violence (to a person or to property) or possession of a weapon shall be maintained in the student's permanent record and transmitted to any K-12 school in Pennsylvania in which the student is enrolled. All

other reports not involving weapons or acts of violence may be removed from the student's records after two years of excellent conduct.

## **PROHIBITION OF STUDENT POSSESSION OF ELECTRONIC DEVICES**

### **MUSIC DEVICES AND ELECTRONIC DEVICES**

Radios, electronic gaming systems, airpods, smartwatches, and any other electronic devices are not permitted in class during the school day. If a student possesses one or more of these items during the school day, it will be confiscated. Parents and students **MUST** understand the possible negative consequences of bringing items of value, either monetary or sentimental, to school because of loss, damage, etc. These electronic devices are not essential for students' educational activities and should not be brought into the school or to a school-sponsored or related activity. The school is **NOT** responsible for lost, stolen, or damaged student property.

### **Grades K-5-Cell Phone and Electronic Device Policy**

If a student brings a cell phone or electronic device to school, the device must be turned off **BEFORE** the student enters the building. Upon entering the building and before proceeding to class, the student **MUST** place the device inside their cubby or locker where it is to be kept for the duration of the day until dismissal. If the cell phone is seen or heard, in any way, by any staff member, for any reason during school hours, the phone (in its entirety) will be confiscated and will **NOT** be returned until a meeting with a parent/guardian occurs and a family contract is signed. Parents and guardians must be aware that the school is not responsible for and **WILL NOT REPLACE** lost and stolen items, whether they were in our possession or not, and we cannot and will not guarantee the security of such devices at any time. If the student refuses to hand in their phone, other consequences may be given.

### **Grades 6-12-Cell Phone and Electronic Device Policy**

Cell Phones and electronic devices (Smartwatch, tablet, video game consoles, air pods) are not to be used during the school day for **ALL** students in grades 6-12. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day, keep it in good working condition and adhere to our code of conduct related to technology use.

**Mariana Bracetti Academy Charter School assumes no responsibility for devices that are lost, stolen, or damaged. Students violating the rules and regulations for computer use/electronic devices may receive disciplinary action.**

## **CAFETERIA, FOOD, AND BEVERAGES**

In order to promote an educational learning environment and maintain a safe and clean building, students may not consume food (including gum) or beverages in the school building, except in the cafeteria. Food and beverages will be confiscated from the students who violate this rule, and the items will be thrown away. Students may not order food for delivery to the school.



When students are in the cafeteria, the Charter School Code of Conduct rules still apply and there are the following additional rules to ensure the safety and well-being of everyone. These rules apply during breakfast, lunch and any other time students are in the cafeteria.

- Students are expected to sit at their tables at all times.
- Students are only permitted to get out of their seats to get their lunch.
- Students are to form a single file line and take one lunch in an orderly manner.
- No yelling, running, or physical altercations.
- No throwing of food or trash.
- Students must demonstrate good table manners.
- The table and floor must be left clean and orderly.
- Students must arrive in the cafeteria on time and remain in the cafeteria until a teacher picks them up or until the person in charge of the cafeteria dismisses them.
- Students may bring a brown bag lunch, however, glass bottles are not permitted.

## **STUDENT SEARCH AND SEIZURE**

In order to protect the health, safety, and welfare of the students, faculty and staff, the Charter School reserves the right to search students, which includes the students themselves and their belongings (including lockers, book bags, purses, etc.). The students themselves and their belongings will be examined for weapons, drugs, alcohol, stolen property, and other contraband materials. If a student is found in the possession of items that are illegal or are not permitted in the school, the student will be charged with the appropriate school offense and if the item is illegal, the Philadelphia Police Department will be notified. If the police are notified and they deem it appropriate, the student will be arrested and charges will be pressed. Any student who refuses a search or refuses to cooperate with school staff is subject to expulsion from the Charter School.

### **Lockers**

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

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 search is permitted by applicable state and federal laws.

## **PLAGIARISM POLICY**

All forms of plagiarism are strictly prohibited. Plagiarism is the "false assumption of authorship; the wrongful act of taking the product of another person's mind and presenting it as one's own." Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 66 (6<sup>th</sup> ed. 2008). It is considered plagiarism when one gives the impression that he/she has written or thought something that one has in fact borrowed from another. Although a student may use another

person's words or thoughts, the student must acknowledge those words or thoughts with a citation.

Plagiarism includes but is not limited to:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own work.
- Deliberate and/or consistent lack of proper documentation and citation in a project, paper, or assignment.
- In-text documentation that is not reflective in a citation.
- Any use of or purchase of material that did not originate with the student.

### **Plagiarism Level I**

A level I violation of the plagiarism policy may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student's use of a paragraph or a few lines of text without citing the material properly, however, most of the assignments is the student's own work.

### **Level I Consequences**

- A letter in the student's academic file detailing the offense
- Notify parents
- Re-do the original assignment
- Grade reduction on the original assignment
- Disciplinary action taken by administration, in compliance with the Mariana Bracetti Academy Charter School's due process obligations and the Code of Conduct

### **Plagiarism Level II**

A level II violation of the plagiarism policy is considered a more serious plagiarism offense. Examples of the violation include use of one or more paragraphs of another person's ideas and/or work without proper and accurate citation. Improper citation may often take the form of improper paraphrasing. Although some of the work is the student's work, it is evident that much of the work has been taken from other sources and not referenced.

### **Level II Consequences**

- A letter in the student's academic file detailing the offense
- Notify parents
- Re-do the original assignment
- Grade reduction on the original assignment
- Disciplinary action taken by administration, in compliance with the Mariana Bracetti Academy Charter School's due process obligations and the Code of Conduct
- Notification to academic and/or honors societies, if applicable, and possible disqualification from such societies

### **Plagiarism Level III**

A level III violation of the plagiarism policy is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as a student's own. This violation may also involve improperly acquiring information and/or intentionally altering information (i.e., citing sources that are not actually sources). Additionally, a level III violation occurs when a student has been found guilty of plagiarism of any level in a prior instance.

### **Level III Consequences**

- A letter in the student's academic file detailing the offense
- Notify parents
- Recommendation that no credit or a failing grade be given for the original assignment
- Reduction in overall course grade for the term or year
- Disciplinary action taken by administration, in compliance with the Mariana Bracetti Charter School's due process obligations and the Code of Conduct
- Notification to academic and/or honors societies, if applicable, and possible disqualification from such societies

The Plagiarism Policy applies to all conduct by a student in his or her capacity as a Mariana Bracetti Academy Charter School student, including extra-curricular activities, either as an individual or as part of a team. Should a student engage in academic dishonesty in the course of an extra-curricular activity as a Mariana Bracetti Academy Charter School student, the student shall be banned from participating in that extra-curricular activity and shall be subjected to the aforementioned disciplinary procedures.

### *Student Responsibility*

For each assignment, students must adhere to the following guidelines:

- Submit authentic work
- Seek guidance from appropriate persons (i.e., teachers, parents) regarding referencing, citing, quoting, and/or paraphrasing another person's work or ideas, and proper and accurate forms of referencing, citing, quoting, and/or paraphrasing to another person's work or ideas
- Properly credit others when referencing, citing, quoting, or paraphrasing another person's work or ideas

**Academic Dishonesty** is the attempt to secure unfair advantage for oneself or another in any academic exercise, including extra-curricular activities. Such conduct includes, but is not limited to, cheating, fabrication, and facilitation of dishonesty. The following is an extensive, though not exhaustive, list of conduct considered to be academically dishonest:

**Cheating** is the use or attempted use of trickery, deception, fraud, and/or misrepresentation of one's academic work. Examples include:

- Copying answers from another student

- Using books, notes, conversations with others, calculators, cell phones and other electronic devices or any other type of external assistance during an examination, and/or test, or other academic exercise without the permission of the teacher
- Collaborating with others on homework, reports, computer programs, and/or other academic assignments without permission of the teacher
- Obtaining the answers to, or a copy of, an examination and/or test prior to and/or during its administration

**Fabrication** is the falsification or invention of any information or citation in any academic exercise. Examples include:

- Using “invented” information in any academic exercise without permission of the teacher
- Altering and resubmitting returned academic work without permission of the teacher
- Misrepresenting the actual source from which information is cited (such as citing a quote from a book review as though it came from the original work)

**Facilitation of Dishonesty** is knowingly helping or attempting to help another commit any act of academic dishonesty. Examples include:

- Substituting for another person in an examination and/or test
- Allowing another person to copy one’s work in any academic exercise

### **Academic Dishonesty Level I**

All forms of academic dishonesty are strictly prohibited. Academic dishonesty includes, but is not limited to, cheating, fabrication, and facilitation of dishonesty. Students who commit a First-Time or Second Time Offense, under the school’s Academic Honesty Policy, shall be subject to the appropriate remedies and/or corrective action.

#### **Level I Consequences**

- A letter in the student’s academic file detailing the offense
- Notify parents
- Re-do the original assignment
- Grade reduction on the original assignment
- Disciplinary action taken by administration, in compliance with the Mariana Bracetti Academy Charter School’s due process obligations and the Code of Conduct
- Notification to academic and/or honors societies, if applicable, and possible disqualification from such societies

### **Academic Dishonesty Level II**

All forms of academic dishonesty are strictly prohibited. Academic dishonesty includes, but is not limited to, cheating, fabrication, and facilitation of dishonesty. Students who commit a Third-Time Offense, under the school’s Academic Honesty Policy, shall be subject to the appropriate remedies and/or corrective action.

## **Level II Consequences**

- A letter in the student's academic file detailing the offense
- Notify parents
- Re-do the original assignment
- Recommendation that no credit or a failing grade be given for the original assignment
- Reduction in overall course grade for the term or year
- Disciplinary action taken by administration, in compliance with the Mariana Bracetti Charter School's due process obligations and the Code of Conduct
- Notification to academic and/or honors societies, if applicable, and possible disqualification from such societies

The Academic Honesty Policy applies to all conduct by a student in his or her capacity as a Mariana Bracetti Academy Charter School student, including extra-curricular activities, either as an individual or as part of a team. Should a student engage in academic dishonesty in the course of an extra-curricular activity as a Mariana Bracetti Academy Charter School student, the student shall be banned from participating in that extra-curricular activity and shall be subjected to the aforementioned disciplinary procedures.

### *Student Responsibility*

Students are expected to uphold the spirit and the letter of the Academic Honesty Policy in completing all school-related tests, quizzes, projects, reports, homework assignments, or in-class assignments. When representing Mariana Bracetti Academy Charter School outside school, such as during extra-curricular activities, students are governed by and expected to adhere to the Academic Honesty Policy.

## **ATTENDANCE GUIDELINES**

Success in school and regular attendance go hand in hand. Students are expected to be present and punctual for all classes throughout the year. The only valid excuses for absence are personal illness, medical appointments, and family emergencies. Parents must call in and send a note verifying the days and reason for an absence.

The Charter School places high value on student attendance. We believe that regular school attendance is a primary factor in a student's successful academic and social development and lays the groundwork for a thriving and productive life beyond high school. Frequent absences disrupt the continuity of the instructional process, which includes classroom participation and learning experiences in the classroom from teacher and peers. Therefore, consistent daily attendance is necessary in order to successfully complete coursework.

In accordance with the required compulsory schooling in the state of Pennsylvania, the Mariana Bracetti Academy Charter School adopts the attendance policy outlined below:

- The school will schedule a parent conference for any student who has attendance issues (excessive absences and/or lates) with the Dean of Students and/or Administration and he/she will be placed on an attendance contract. This contract will indicate to the parent and student that he/she is in danger of receiving no credit

for the class. Additionally, a truancy elimination plan will be created with parent and student input and periodic check-ins will be conducted to ensure the student is making satisfactory progress towards attendance goals.

- A student with 10 or more unexcused absences for a class will not be able to receive course credit(s) and will receive an administrative attendance failure for the course(s).
- If a student is more than 45 minutes late to class, s/he will be marked absent from that class. In addition, disciplinary actions may also be taken.
- Students who miss ten (10) unexcused days in a row will be in jeopardy of being dropped from the attendance roll. Also, a Truancy Report is required to be filed.

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

If a student is absent from school for three (3) or more school days without a valid excuse, the Charter School is required to report the student's absence to his/her district of residence for truancy proceedings. If a student is deemed truant, the school will only accept absent notes for medical and legal appointments and/or family emergencies. Parent excused notes will not be accepted once a child reaches 10 absences. Any student who is absent from school for a period of ten (10) consecutive school days may be dropped from the school's rolls, unless the school has been provided with evidence that the absence may be legally excused or compulsory attendance prosecution has been or is being pursued.

### **Excessive Absence**

Any student who is absent 20 or more times and/or late to any class 20 or more times is subject to disciplinary action; this will jeopardize the child's status for enrollment.

- **If a student is dropped from the Charter School's attendance roll, parents will be required to re-enroll their child by filling out an application.**

This policy will provide for normal and usual illnesses and other valid excused absences, such as family emergencies, medical/personal appointments, and religious observances. It is the student and parent's responsibility to ensure that they provide the school authorities with the proper documentation to have absences considered excused. However, it must be noted that the above absence limits apply to excused as well as unexcused absences.

If a student experienced extenuating circumstances during the school year, which affected the number of absences he/she accumulated and would like to appeal discipline received due to absences to the school authorities, the student and parent/guardian should contact the school counselor and request a hearing by the leadership members. The Assistant Principal will notify the student and parent/guardian in writing within 15 days of the hearing whether

the absences are justifiable and whether the student will be able to obtain a credit for the class.

### **Excused Absences**

Parents/guardians must communicate with the school on attendance issues. Students who are absent for a valid reason such as illness must submit to the main office a written excuse signed by a doctor, parent, or guardian on the day that he or she returns to school, to be processed by the attendance officer. The excuse note must be turned in within two (2) days of the absence or the absence will be coded as unexcused.

The note must include:

- The student's full name
- Grade
- Parent's full name
- The date (s) the student was absent
- The legitimate reason for the absence
- The date the excuse note was written
- The parent phone number in case of questions
- If for lateness, the time should be on the note

Valid reasons for being absent or tardy are:

- **Personal Illness or injury**-An original doctor's excuse is required for each single period of absence exceeding three (3) consecutive days.
  - **If a doctor's note is not produced the absences will be considered unexcused. Quarantine ordered by a local health office or the State Board of Health.**
  - **If a student exceeds a total of 20 unexcused absences, such student will be required to furnish a doctor's note for any days absent from that point on. Absences not covered by a doctor's note will be charged as unexcused.**
- **Medical / Personal appointments**—Such appointments should be made outside of school time if at all possible and documentation must be provided. Please do not schedule appointments during testing periods. Students must provide an original doctor's note to be excused for the appointment. Students will only be excused for travel time to and from an appointment and for the time during the appointment.
- **Religious observances**—upon written requests, students may be excused from school for religious holidays observed by a legally recognized religious group.
- **Family emergencies**
- **Death in the immediate family**—Five (5) days maximum, including, but not limited to: parents, siblings, grandparents, or other family members living in the household.
- **All family and educational trips with a family member or guardian MUST have prior approval from the Principal. Approval may be granted for requests for trips to a maximum of five (5) school days per year.**
- **Required official court or administrative proceedings documentation if a student is a party to a legal proceeding or subpoenaed as a witness.**

- **Upon written requests**, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service if the following requirements are met:
  - The health or therapeutic services are to be rendered by Commonwealth licensed practitioners.
  - It is not practical or possible for the student to receive the services outside of school hours.
  - The time of necessary absence from school involves a minimum of interference with the student's regular program.

Students are not permitted to participate in any school or school-sponsored activity on days when such students are absent from school, regardless of the nature of the absences.

### **Planned Absences**

In order for the absences to be excused, parents need to have prior approvals from the Principal and must also provide the school with valid excuse notes. Family vacations and other unauthorized absences during the school year will be considered unexcused. In addition, it is the student's responsibility to get his/her work from the teacher and to make up the work from the class he/she missed.

### **Unexcused Absences**

An absence from school, which is not supported by a written note from parents within two (2) days of the student's return to school, will be charged as unexcused. The following are not considered valid excuses: overslept, missed the bus, car problems, working, babysitting, and helping at home. When a student exhibits a pattern of unexcused or excessive absences, except in the case of serious or chronic illness, the Charter School is required to notify the appropriate authorities, including the Department of Human Services and Truancy Court. Any absence of three (3) or more consecutive days requires a doctor's note if the student was ill. Without a doctor's note the absence **will not** be excused. A student's absences from school and classes without lawful excuses are violations of the Compulsory Attendance Law of Pennsylvania.

Any student who is absent from school for a period of ten (10) consecutive school days may be dropped from the school's rolls, unless the school has been provided with evidence that the absences may be legally excused or compulsory attendance prosecution has been or is being pursued.

### **Lateness**

A student who arrives late for school will be considered late unless a doctor's note is presented on the day the student arrives late. No parental notes will be accepted ---only a doctor's note.

Being punctual is a necessary habit that becomes increasingly important in life, especially when one enters the workforce. We believe teaching students to be responsible and punctual is a part of their educational experience. Each lateness within a grading period (without a written excuse from a parent) shall be subject to detentions. Failure to serve consequences



as directed will be considered insubordination and will constitute grounds for action as outlined in the student discipline policy. Students who are habitually late to class will be subject to disciplinary action as outlined in the student code of conduct (See Rule 17).

## **HEALTH SERVICES**

- School nurses work under written order of the school physician for first aid.
- School nurses are prohibited by law to diagnose injuries or illness. The nurse can only observe the condition and refer the child for medical advice.
- Decisions regarding the need for medical care rest with parents: therefore, parents are always contacted to take the child home or to the doctor as the need arise. When a child shows signs of illness, he or she should remain at home.
- The child should be kept at home for at least 24 hours after a temperature higher than 100.3 with no medication ingested. Upon returning to school, the student must present a note from the parents or guardians stating the dates and the reason for absence.
- A doctor's note is required after an absence of three days or more. If a child has had a communicable disease, the parent must follow readmission procedures.
- It is important that injuries and accidents in school, or on the way to and from school, are reported promptly to the nurse or school office.
- Athletic injuries, which occur during physical education classes, should be reported to the physical education teacher immediately.
- Parents can help with their children's health by establishing daily routines of cleanliness, which should include the check for ticks and head lice.
- It is important for parents to keep all contact numbers and emergency contact numbers up-to-date. Children **can only** be sent home with **people listed as emergency contacts** unless parents verify on the telephone that another designee will pick up the student on that day.
- Care given in the school is limited to first aid in accidents and illness until the parent can be reached to take the child home, to the doctor, or to the hospital.

### **Forms, Immunizations, and State-Mandated Screenings**

- School nurse maintains all health records for each student and conducts state-mandated screenings for all grades.
- Physical Examination forms are **required** for grades: K, 1, 6, and 11<sup>th</sup> grades.
- Dental Examination forms are **required** for grades: K, 1, 3, and 7<sup>th</sup> grades.
- A PIAA sports physical is required in order to play sports. This is **NOT** the same as the physical examination form. These are 2 different physicals.
- Immunizations:
  - State mandated requirements for Kindergarten:
    - 4 doses of Dtap/DT/Td

- 4 doses of IPV
- 2 doses of MMR
- 2 doses of Varicella
- 3 doses of Hepatitis B (HBV)
- TDap and MCV are required BEFORE entering 7<sup>th</sup> grade
- 2<sup>nd</sup> dose of MCV is required BEFORE entering 12<sup>th</sup> grade

### **Medicines**

- The administration of medicine to students by the nurse may be authorized only in emergency cases and only upon the completion of the forms giving permission to administer the medicine, as noted by the physician's and parent's instructions.
- All medicines must come into school by a parent/guardian and must satisfy the following:
  - Doctor/Medical personnel issue signed MED-1 forms must accompany all medications.
  - Doctor/Medical personnel issue signed MED-1 forms are required for migraines and cramps.
  - The medication must have the prescription label on the container and give actual times the medication needs to be given.
  - All inhalers must be new, labeled, and have a spacer with it as the spacer is the most effective way of getting inhaler medication into the lungs.
  - The medication must be kept in the nurse's office.
  - Any changes in medication must have a MED-1 form attached and please notify the nurse of any changes in the medication.
  - In order for over-the-counter medication (Tylenol and Motrin) to be given, the nurse MUST have a signed medication permission slip by a parent. Please note that a MD signed MED-1 form MUST be filled out for cramps and migraines.
- On field trips, teachers will carry student inhalers and epipens.
- Students are NOT allowed to have ANY medication on them. This includes: Tylenol, Motrin, cough drops, etc.
- Students are NOT permitted to contact their parent directly to get picked up. All medical early dismissals MUST come from the nurse.

### **Head Lice**

- Most cases of head lice are acquired OUTSIDE of school.
- Once a family member has been identified as having head lice, ALL household members should be checked, as well as the washing of all household pillow cases, hair brushes, and hair accessories should occur.
- Students who are sent home with head lice must return to school with a parent/guardian so the student's head can be checked to ensure that there are no active lice present.

## SELF-POSSESSION AND USE OF AN ASTHMA INHALER

The goal of Mariana Bracetti Academy Charter School is to provide a safe and healthy learning environment for all students. Many of our students have been diagnosed with asthma and it is important for them to have access to their inhaler in a timely manner to quickly control symptoms. Recently, MBA has developed a policy to allow students to carry their asthma inhaler in school with the permission of their parent/guardian. The school nurse will take the necessary steps to ensure your child is administering the inhaler properly. Students will need to demonstrate the proper technique, necessary knowledge in needing to take the inhaler, have an appropriate level of maturity to responsibly carry the inhaler, and notify the nurse as soon as they took the inhaler on their own.

We strongly urge that all inhalers be administered at home whenever possible. Please consult your child's prescriber to determine if the inhaler is necessary to have at school as well as if it is appropriate, safe and feasible for your child to self-carry AND self-administer an asthma inhaler.

In order for a student to be allowed to possess and self-administer an asthma inhaler according to Pennsylvania's Act 187, MBA's policy requires that the responsible student's behavior consists of:

1. Verbally explain the reason for using the asthma inhaler to the school nurse
2. Identify, to the school nurse, the signs and symptoms which indicate the need to use the inhaler
3. Identify the individual inhaler(s) by name
4. Identify the appropriate dosage of the individual inhaler(s)
5. Identify the effects and the side effects of inhaler to the school nurse
6. Demonstrates to the school nurse the ability for self-administration of the inhaler using the proper technique
7. Behave responsibly when using the inhaler
8. Identify placement of inhaler to be kept on their person at all times
9. Acknowledge the need to notify the school nurse **immediately** following each use of the inhaler
10. Demonstrate knowledge of how to access assistance for help with the side effects from using the inhaler
11. Notify the school nurse **immediately** following each use of an asthma inhaler
12. Understand and acknowledge that the student is restricted from making inhaler available to any other student(s). The student's privilege to self-administer inhaler **WILL BE** revoked if the student abuses or ignores MBA's School Inhaler Policy. This prohibition must be set forth in the Student Code of Conduct that is distributed to all MBA families on an annual basis.

Before a student may possess and self-administer an asthma inhaler in school, the following are required:

1. The parent must complete and sign the parent portion of the permission form.

2. The licensed prescriber must complete and sign the provider portion of the form. A note from the prescriber **will not** be accepted.
3. Both sections must be completed and returned BEFORE the student can carry the pharmacy labeled inhaler in school.
4. The inhaler must be brought to school by the parent/guardian in the original container labeled with your child's name, the provider's name, the name of the inhaler, the dose and time it is to be taken.
5. A new Authorization for Student Possession and Use of an Asthma Inhaler form must be completed each academic school year (each academic school year runs from July 1 to June 30).

**\*\*\*We require a backup inhaler in the nurse's office in case the student forgets their inhaler at home\*\*\*\*\***

### **Required Documentation:**

#### **Asthma Action Plan**

The following information must be provided through a written individual Asthma Action Plan, which is filled out and signed by the prescribing medical provider, by the parent(s)/guardian(s) of a student with asthma. This Asthma Action Plan is filled out by the student's health care provider and provides critical information to MBA if a life-threatening asthma attack occurs or worsens at school or at a school sponsored activity. If the parent/guardian is asking that the student be permitted to self-administer the inhaler, the Asthma Action Plan must contain information from the medical provider that the student has successfully demonstrated capability of independent monitoring and responsible behavior in self-administering the prescribed inhaler. If MBA is not provided with an asthma action plan by student's parent/guardian(s), MBA must contact the parent/guardian(s) and inform them of the need to have an asthma action plan developed with their child's healthcare provider and to provide a copy of this plan to the school nurse as soon as possible.

The following information must be provided in the Asthma Action Plan to the school nurse:

- The name of the inhaler
- The dose and maximum dosages
- The times when inhaler is to be taken
- The diagnosis or reason medicine is needed
- Information on serious reactions that could occur and appropriate emergency responses
- That the child is qualified and able to self-administer the prescribed inhaler
- Consent for administration of inhaler, contact with student's personal and emergency health care providers and the release of information to such health care providers and school personnel

MBA is required to have a written statement in the Asthma Action Plan from the parent or guardian that states:

- MBA is to comply with the health care provider's orders

- MBA and school nurses comply with the order of the healthcare provider and that the school employees be relieved of any responsibility for the benefits or consequences of the prescribed inhaler which is parent-authorized
- MBA shall bear no responsibility or liability for ensuring that the inhaler is taken.

These policies are for the health and safety of your child, as well as all students attending MBA. If you have any questions, please contact the school nurse.

### **McKinney–Vento Homeless Act**

#### **Purpose**

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento.

#### **Procedures**

This Basic Education Circular (BEC) explains the categories of children who are "homeless" and entitled to the protections of the federal law. These categories include:

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- iv. "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and,
- v. "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian." This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

Communication and collaboration among education and child welfare professionals is critical to support school stability and continuity for children

in out-of-home care. The law requires child welfare and local education agencies to work together to promote school stability and continuity including trying to ensure children remain in the school in which they were enrolled at the time of placement when it is in their best interest. Best practice would suggest that decisions be made collaboratively between school personnel, child welfare agencies and any other individual involved in the child's case including the child, resource parent, child advocate and attorney. It is imperative that caseworkers and school district administration and staff work together to help ensure the educational progress of all students.

Under the Pennsylvania Education for Homeless Children and Youth State Plan, homeless children are defined as “children living with a parent in a domestic violence shelter; runaway children and children, and youth who have been abandoned or forced out of their home by parents or other caretakers; and school-aged parents living in houses for school-aged parents if they have no other available living accommodations.”

The McKinney-Vento Act states that it is the policy of Congress that state educational agencies shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths 42 U.S.C. § 11431. Specifically, 42 U.S.C. § 11432(g) (3) (A) indicates that the local educational agency (LEA) shall, according to the child's best interest: In accordance with Section 722 (g) (3) (B) (ii), the local educational agency:

- I. must presume that keeping a homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
- II. must consider student-centered factors related to a child's or youth's best interest, giving priority to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth; or
- III. if the LEA determines that it is not in a child's or youth's best interest to attend the school of origin, or the school requested by the parent, guardian, or unaccompanied youth, it must provide a written explanation of the reasons for its determination, in a manner and form that is understandable.

According to the McKinney-Vento Act the term "school of origin" means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. 42 U.S.C. § 11432(g) (3) (G).

### **Homeless Students Residing in Shelters, Facilities, or Institutions**

Section 1306 of the Pennsylvania Public School Code (24 P.S. §13-1306) deals with the public school admission of nonresident students living in shelters, facilities or institutions. Implementing regulations for Section 1306 are found in Section 11.18 of the State Board of Education regulations. 22 Pa. Code § 11.18 (a) addresses the public school admission of nonresident children who live in an institution, shelter or custodial care facility:

- a. *The board of school directors of a school district in which there is located a licensed shelter, group home, maternity home, residence, facility, orphanage or other institution for the care or training of children or adolescents, shall admit to the district's public schools school age children who are living at or assigned to the facility or institution and who are residents of the district or another school district in this Commonwealth.*

22 Pa. Code § 11.18, as it applies to homeless children and youth, includes within the definition of "licensed shelter" those facilities which provide temporary shelter for a specified, limited period of time. Therefore, children in temporary shelters and children who "lack a fixed, regular, adequate night time residence" – homeless children – are entitled to free school privileges from either the school district in which their person or the shelter is located or the school district of origin.

### **Homeless Students Not Residing in a Shelter, Facility, or Institution**

Homeless students may reside in hotels, motels, cars, tents or temporarily doubled-up with a resident family because of lack of housing. In determining residence and in the case of homeless children, equating "residence" and "domicile" (home) does not apply. They are presently unable to establish "homes" on a permanent basis. Homeless families are not required to prove residency regarding school enrollment. These students should be enrolled without delay, in the district where they are presently residing or continue their education in the district of prior attendance.

Children experiencing homelessness are often highly mobile and may not stay in the same school district each night or each week. This is particularly true regarding children who stay overnight in vehicles, those who stay with different family members or friends, or those who receive services from agencies, organizations or networks which facilitate overnight accommodations in multiple school districts. These children should not be forced to change school districts every time their overnight accommodations change. Rather, these children are entitled to attend school in any school district where a parent, guardian, an adult caring for them or where an unaccompanied child:

- Spends the greatest percentage of his or her time; or
- Has a substantial connection such as where he or she is
  - regularly receiving day shelter or other services involving any of the 16 McKinney-Vento Activities (42 U.S.C. 11433(d)) for individuals who are homeless;
  - conducting daily living activities; or
  - staying overnight on a recurring basis.

This policy helps maintain continuity and school stability for homeless children in compliance with the McKinney-Vento Act.

The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is fully resolved by a McKinney-Vento coordinator, state coordinator, through mediation or in court.

### **School Placement**

The McKinney-Vento Act requires that, "local educational agencies will designate an appropriate staff person, who may also be a coordinator for other federal programs, as a

local educational agency liaison for homeless children and youth.” This person has the following responsibilities:

1. Identify homeless children and youths with assistance by school personnel and through coordination activities with other entities and agencies.
2. Inform parents or guardians of educational rights and related opportunities available to their children, including Head Start programs (including Early Head Start programs), early intervention services under Part C of the IDEA, other preschool programs administered by the LEA, and provide them with meaningful opportunities to participate in the education of their children.
3. Disseminate public notice of the educational rights of homeless students where children and youths receive services under the McKinney-Vento Act (such as schools, family shelters and food pantries).
4. Mediate enrollment disputes in accordance with the Enrollment Dispute section.
5. Inform the parent or guardian of a homeless child, youth and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in accessing these transportation services.
6. Liaisons are required to ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
7. Liaisons are required to assist children and youths who do not have documentation of immunizations or medical records to obtain necessary immunizations or necessary medical documentation.
8. Understand the guidance issued by the Pennsylvania Department of Education (PDE) for the education of homeless students and be ready to explain the BEC related to homeless education to school district staff.
9. Get to know the best resources in their community to assist families with referrals for things such as shelter, counseling, food and transportation.
10. Distribute information on the subject of homeless students and arrange staff development workshops and presentations for school personnel, including office staff.
11. Provide standard forms and information about enrollment procedures and key school programs to each shelter in their district.
12. Become familiar with the various program materials that are available from PDE.
13. Ensure that public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchen, in a manner and form understandable to the parents and guardians and unaccompanied youth.
14. Liaisons must collaborate with a school district’s special education program to ensure that homeless children who are in need of special education and related services are located, identified and evaluated. This is a requirement under the Individual with Disabilities Education Act (IDEA), which mandates that highly mobile children with disabilities, including homeless children, be identified and served. Liaisons should also ensure that homeless youths who have or may have disabilities have a parent or a surrogate parent to make special education or early intervention decisions. In the case of unaccompanied homeless youth, if a student is



disabled or may be disabled and the youth does not have a person authorized to make special education decisions, the following people can be temporary surrogate parents: staff in emergency shelters; transitional shelters; independent living programs; street outreach programs; and state, local educational agency or child welfare agency staff involved in the education or care of the child. This rule applies only to unaccompanied homeless youth.

15. Liaisons should also identify preschool-aged homeless children by working closely with shelters and social service agencies in their area. In addition, the liaison should inquire, at the time they are enrolling homeless children and youths in school, whether the family has preschool-aged children.
16. Liaisons can identify unaccompanied homeless youth while respecting their privacy and dignity by providing specific outreach to areas where eligible students who are out of school may congregate.
17. Liaisons ensure that unaccompanied youths are enrolled in school, and have opportunities to meet the same challenging state academic standards as the state establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C 1087vv), and their right to receive verification of this status from the local liaison.

Appropriate school placement arrangements, based on the child's best interest, should be implemented through the cooperative efforts of the respective chief school administrators. Each case presents a unique set of circumstances and, therefore, requires an individualized response. In all cases, the LEA shall comply, to the extent feasible, with the request made by a parent or guardian regarding school selection, shall attempt to minimize disruptions and shall maintain the highest possible degree of continuity in programs for all homeless students. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere. Homelessness alone is not a reason to separate students from the mainstream school environment. Homeless children and youths should have access to education and other services that they need to ensure that they have an opportunity to meet the same challenging state student performance standards to which all students are held.

In determining the *best interest* of the child or youth under McKinney-Vento Act, the LEA shall:

- I. Continue the child's or youth's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
- II. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The selected school shall immediately enroll the child or youth in school, *even if the child or youth lacks records normally required for enrollment*, such as previous academic records, medical records, proof of residency or other documentation. Section 722 (g)(3)(C) (i)(II) requires that a school selected based on a homeless child's or youth's best interest must immediately enroll such child or youth even if he or she has missed application or enrollment deadlines during any period of homelessness.

The terms "enroll" and "enrollment" are defined as attending classes and participating fully in school activities. The enrolling school must immediately contact the last school attended to obtain relevant records.

In order to ensure immediate enrollment, in accordance with Section 722 (g)(6)(A)(ix), the LEA liaison is required to: train school enrollment staff about the legal requirement that homeless children and youths be immediately enrolled and provided transportation; review school regulations and policies to ensure that they comply with the McKinney-Vento Act requirements; inform families and youth, in a language they can understand, of their rights; develop clear, understandable and accessible written explanations of decisions and the right to appeal; and expeditiously follow up on any special education or language assistance needs presented by a student.

### **School/Health Records**

The educating district should immediately enroll and begin to provide instruction. The receiving school district may contact the district of origin for oral confirmation that the child has been immunized. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within 30 days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed. The law specifies that information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information. (Section 722 (g)(3)(G)).

According to federal law, "(iii) If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the local educational agency liaison designated under paragraph (1)(J)(ii), shall assist in obtaining necessary immunizations, or immunization or medical records, in accordance with subparagraph (D)" 42 U.S.C. §11432(g)(c)(iii).

### **Title I**

Title I of the Elementary and Secondary Education Act (reauthorized December 2015 by the Every Student Succeeds Act) mandates that funds be reserved to serve homeless children. Title I states, "A local educational agency shall reserve such funds as are necessary to provide services comparable to those provided to children in schools funded under this part to serve homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live." Under Title I, homeless children are eligible for services if they are attending schools served by an LEA.

### **Transportation**

The state and its LEAs are required to adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin. If the homeless student continues to live in the area served by the LEA, that LEA must provide or arrange transportation. If the homeless student moves to an area served by another LEA, though continuing his or her education at the school of origin, the LEA of origin and the LEA in which the student is living must agree upon a method to apportion responsibility and costs for transportation to the school of origin. This includes students enrolled in public school

Head Start and Early Head Start education programs. If the LEAs cannot agree upon such a method, the responsibility and costs must be shared equally. Distance, time of year, options available, the effects of a transfer, etc., should all be addressed.

The provision of transportation to the school of origin is based on a students' status as homeless. The provision to remain in the school of origin during the remainder of the academic year is offered to provide for school stability. Local education agencies must continue to provide transportation to and from the school of origin to formerly homeless students who have become permanently housed for the remainder of the academic year during which the child or youth becomes permanently housed. (Section 722(g)(3)(A)(II)).

### **Fiscal Responsibilities**

Fiscal responsibilities apply to all homeless students, whether in regular or special education classes.

The educating district should apply the following criteria when determining fiscal responsibility:

- A. The procedures outlined below will be followed in cases when the education of the child is provided by the district where the homeless student is temporarily living (doubled up, motel, shelter). The procedures shall also apply in cases when the district of prior attendance, where that is not the district the child attended when permanently housed, will educate the child.
  1. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, doubled-up with a resident family, shall be reported and reimbursed as resident students;
  2. For homeless individuals in temporary shelters, the educating school district will send a PDE-4605 Determination of District of Residence for Student in Facilities or Institutions in Accordance with Section 1306 of the Pennsylvania Public School Code to the presumed district of residence;
  3. If PDE-4605 is acknowledged by the resident district, the educating district will enter the child on its rolls as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition and will report membership data according to PDE child accounting procedures; and
  4. If PDE-4605 is disclaimed and a school district of residence cannot be determined, the educating school district should submit a written request to PDE's School Services Office to make a determination regarding the student's "ward of the state" status.
- B. In cases when the education of the child is provided by the district of origin, including preschool children, where that is the district the child attended when permanently housed, that district will continue to educate a homeless student for the period of temporary displacement and should maintain the homeless student on its roll as a resident student. When a child or youth completes the final grade level served by the school of origin, it also includes the designated receiving school at the next grade level for all feeder schools. (Section 722(g)(3)(I)).
- C. In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not in the district of new residence, the educating district will continue to educate the formerly homeless student, if

requested by the student's parent or guardian, until the end of the academic year and should maintain the homeless student on its roll as a non-resident student. The educating district should advise the new district of residence of its financial responsibility for this student and send a tuition bill.

### **Categorical Eligibility under the National School Lunch and Breakfast Programs**

Effective July 1, 2004, Section 107 of the Child Nutrition and WIC Reauthorization Act of 2004 amended Section 9(b) of the Richard B. Russell National School Lunch Act to make runaway, homeless and migrant children categorically eligible for free meal benefits under the National School Lunch and School Breakfast Programs. The following are guidelines set out by PDE for implementation of this amendment.

1. Homeless, runaway or migratory children are automatically certified as eligible for free meal benefits and can begin receiving free meal benefits upon proper documentation for meals. Please note that documentation as runaway, homeless, or migratory can only be provided by a school district migrant education or homeless education staff.
2. School district migrant education or homeless education staff are responsible for providing proper documentation of a child's status to the food service directors in each school district.

### **Dispute Resolution Process**

Pursuant to the McKinney-Vento Act, every state must develop procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youths. 42 U.S.C §11432(g)(1)(C). The state must ensure that LEAs comply with requirements set forth in the McKinney-Vento Act including ensuring immediate enrollment, providing written notice to families concerning school selection, enrollment decisions and providing enrollment and pendency in the school of choice while a dispute is being resolved. 42 U.S.C §11432(g)(2)(A).

PDE has developed the following procedures to govern the resolution of disputes regarding enrollment, school selection, homeless status and complaints of non-compliance with legal requirements pertaining to the education for homeless children and youths:

#### **Level 1- A dispute may be raised with a LEA**

If a dispute arises over school selection or enrollment, the child or youth involved must immediately be admitted to the school in which they are seeking enrollment, pending resolution of the dispute 42 U.S.C. §11432(g)(3)(E)(i). PDE recommends that the parent, guardian or unaccompanied youth who initiates the dispute contact the LEA liaison for individuals experiencing homelessness as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the LEA liaison directly, the LEA shall be responsible for contacting the LEA liaison regarding the dispute as soon as possible and referring the family or youth involved to the liaison.

The LEA liaison shall ensure that the child or youth is immediately enrolled, explain the dispute resolution process to families and help them to use it 42 U.S.C. §11432(g)(3)(E)(iii). The LEA shall issue a written disposition of the dispute within 20 business days after the LEA liaison is notified of the dispute. The disposition shall be provided to the parent,

guardian or unaccompanied youth and shall explain the basis for the decision and advise the parent, guardian or youth of the right to appeal. 42 U.S.C. §11432(g)(3)(E)(i).

*NOTE:* The LEA should use and maintain copies of PDE's "Notice of Procedural Safeguards" form (see attached) which ensures that all LEAs (a) inform families of the basis of their decision regarding enrollment or school selection; (b) notifies families of their right to remain in their school of choice pending resolution of the dispute and (c) explains the procedures for challenging the decision of the LEA.

### **Level 2- A complaint may be filed with a McKinney-Vento Coordinator**

If the parent, guardian or unaccompanied youth is dissatisfied with the LEA's disposition of a dispute or would like to raise any issue of McKinney-Vento Act noncompliance, they may file a complaint or appeal with a McKinney-Vento site or regional coordinator or with the state coordinator. (See attached list which contains contact information for all of the McKinney-Vento coordinators in Pennsylvania). In lieu of filing an appeal with a McKinney-Vento coordinator, a parent, guardian or unaccompanied youth may elect to appeal the LEA decision directly to a court of competent jurisdiction. Participation in the appeal procedure is not required prior to taking legal action.

A regional or site coordinator with whom a complaint or appeal is filed must notify the state coordinator immediately. Upon being notified, the state coordinator will review the complaint or appeal and assign it to a site or regional coordinator for disposition. The coordinator to whom the appeal is assigned may contact, interview and accept documentation from any individual or LEA involved, and shall issue a written disposition within 20 business days after the complaint or appeal has been assigned. The disposition shall be provided to the LEA and the parent, guardian or unaccompanied youth involved. The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is resolved or until a disposition from a McKinney-Vento coordinator is received.

The state coordinator may assist in the mediation of disputes directly and may also invite those involved to have the dispute mediated at any time in the process through the Dispute Resolution Program operated by the Commonwealth Office of General Counsel (OGC). The OGC Dispute Resolution Program is a voluntary informal process through which a trained mediator assists in reaching a mutually acceptable resolution.

Participating in mediation is not a waiver of the right to file a lawsuit nor is participation in mediation required prior to taking legal action.

*NOTE:* The parent, guardian or unaccompanied youth may file a complaint with the McKinney-Vento site, regional or state coordinator on the attached complaint form. However, the use of the attached form is not mandatory. Any dispute raised by a homeless family or youth concerning school enrollment or any other right under the McKinney-Vento Act whether received via telephone, letter or any mode of communication shall be treated as a complaint.

### **Special Education Program**

The Special Education Program at the Charter School 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 classes, receive

additional resource support outside of the general education classes, or receive their instruction in the learning support classes for all or some of the academic subjects.

A certified special education teacher supports students within the general education classes by collaborating and co-teaching with the general education teachers. The special education teachers may also do “pull outs” from the regular education classroom to provide specific skill building, extended time for test taking, pre-teaching of content, or Direct Reading Instruction.

For those students who cannot make adequate progress in the general education curriculum, specially-designed instruction is provided in the Learning Support Classes. A student may be assigned to learning support classes for one or more academic subjects. Each Learning Support Class has an enrollment capacity of 15 students.

The Charter School currently contracts for the services of a school psychologist, a speech therapist, an occupational therapist, and a hearing therapist.

We highly recommend prior to enrolling your child that you contact the Special Education Coordinator in the Junior or Senior Academy to discuss your child’s current Individual Education Program (“IEP”).

## **Does My Child Need Special Education?**

### **Determining Eligibility:**

Your child may qualify for special education (be eligible for special education) if your child:

1. Has a physical, sensory, mental, or emotional disability **and**
2. Needs special education as determined by a team of people. This team of people is called the IEP team.

Your child must meet both of the above qualifications in order to be eligible for special education. Eligible children have the right to a “free and appropriate public education” (“FAPE”). Such students must have IEP plans. The IEP is a document that is written and developed by the IEP Team, of which the parent(s) are members.

**NOTE:** Under Section 504 of the Rehabilitation Act of 1973, children who have disabilities that substantially limit their participation in or access to school programs, but who do not need special education, may qualify for reasonable accommodations in the regular classroom.

### **Indications of Physical, Sensory, Mental, or Emotional Disability:**

Some (but not all of the) signs that your child may have a disability and meet the first eligibility requirement are:

- Evidence of emotional disturbance over a long period of time that affects your child’s ability to learn;
- Consistent problems in getting along with others;
- Difficulty communicating;

- Lack of interest or lack of ability in age-appropriate activities;
- Resistance to change;
- Difficulty seeing or hearing which interferes with the ability to communicate; or
- Health problems that effect educational performance.

### **Need for Special Education**

Your child may need special help not needed by other students in the regular education classroom. This need for special education is the second piece of the two-part eligibility criteria to qualify a child as eligible for special education services.

### **What Should You Do if You Have Concerns about Your Child’s Academic Progress?**

You are an important member of your child’s educational team. Contact your child’s teacher/teachers and express your concerns. Mariana Bracetti has a screening process in place that identifies students who may need special education. That process may include:

- A review of the student’s records including attendance and report cards.
- A review of the student’s vision and hearing.
- An assessment of the student’s performance in the curriculum.
- A systematic observation of the student’s behavior in the classroom or area in which the student is displaying difficulties.

For a student with academic or behavior concerns, an intervention plan is developed based on the results of the screening. The student’s response to the interventions is closely evaluated and, if interventions have produced little or no improvement, the student will be formally referred for evaluation for special education.

*At any time in the process you, the parent, may request the evaluation for special education.*

### **Discipline of Students with Disabilities**

The Charter School shall comply with the Individuals with Disabilities Education Improvement Act (“IDEA 2004”) and any applicable federal and state statutes or regulations when disciplining students with disabilities. Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities, and/or conduct injurious to themselves or others shall be disciplined in accordance with their IEPs, 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.

In general, within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school, the parent, and relevant members of the IEP Team (as determined by the parent and the School) shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine-

- (i) if the conduct in question was caused by, or had a direct and

substantial relationship to, the child's disability; or

(ii) if the conduct in question was the direct result of the School's failure to implement the IEP.

If the School, the parent, and relevant members of the IEP Team determine that either subclause (i) or (ii) is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

Thereafter, the IEP Team must

1) Either

(i) Conduct a functional behavior assessment (“FBA”) and implement a behavioral intervention plan for the Student;

(ii) Unless an FBA was already done prior to the relevant infraction and then the behavioral intervention plan is to be reviewed for necessary modifications to address the behavior in question;

2) The Student is then returned to the original placement, unless School and parents agree otherwise.

If the determination is made that the behavior is not a manifestation of the Student’s disability, then School personnel may apply the relevant disciplinary procedures to the Student as would be applied to students without disabilities. The only difference is that the Student with a disability must continue to participate in the general education curriculum and to progress towards meeting IEP goals, although in another setting. The Student will receive, as appropriate, an FBA and behavioral intervention services and modifications designed to address the behavior violation to prevent recurrence.

### **Manifestation Determination**

A disciplinary change of placement occurs when a student who is receiving special education services is excluded from school: (1) for more than 10 school days in a row, (2) for more than 15 school days in any one school year, (3) when days 11-15 constitute a pattern of exclusion, or (4) for even one school day for a student with an intellectual disability.

Within **10 school days** of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP Team (as determined by the parent and Charter School) must review all relevant information in the student’s file, including the child’s IEP, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child’s disability; **or**
- b. If the conduct in question was the direct result of Charter School’s failure to implement the child’s IEP.



If Charter School, the parent, and relevant members of the child's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the child's IEP Team determine that the conduct in question was the direct result of the Charter School's failure to implement the IEP, the Charter School must take immediate action to remedy those deficiencies.

A child with an intellectual disability cannot be suspended for any length of time without the parent's agreement on a signed NOREP, the agreement of the state Department of education, **or** an order from a hearing officer or judge (if the disciplinary event does not involve drugs, weapons, and/or serious bodily injury).

A removal from school is not a change in placement for a child who is identified with an intellectual disability when the disciplinary event involves weapons, drugs, and/or serious bodily injury. According to certain assurances the Commonwealth entered into related to the PARC consent decree, the Charter School may suspend on a limited basis a student with an intellectual disability who presents a danger to himself or others upon application and approval by the Bureau of Special Education, and only to the extent that a student with a disability other than an intellectual disability, could be suspended.

### **Appeals**

A parent of a student with a disability may appeal any decision regarding placement or the manifestation determination.

A School may appeal maintenance of a current placement if it would likely result in injury to the student or others.

In either situation, a student must remain in the interim alternative educational setting pending the decision of the hearing officer or expiration of time period per law, whichever occurs first, unless School and parents agree otherwise.