

EDSYS, INC.

EDUCATION DELIVERY SYSTEMS

BOARD OF TRUSTEES MEETING

WEDNESDAY, September 16, 2020

- I. Consent Agenda
 1. Approve July 15th, August 12th, and August 18th 2020 Minutes
 2. Enrollment
 3. Metrics
 4. August 2020 Financials

- II. Reports
 1. CEO's/Principal's Report
 - a. Student Enrollment & Recruitment/Marketing Campaign
 - b. Start of School Update

- III. New Business
 1. Student and Employee Handbook Updates Re: Title IX
 2. Board Governance Update
 3. Policy Adoptions:
 - a. E-Signature Policy

- IV. Executive Session

- V. Next Board Meeting- October 21, 2020
 1. First Day of 20-21 School Year for Teachers~ August 25th
 2. First Day of School for Students~ August 31st
 3. Parent/Teacher Conferences~ October 12th

CITY CHARTER HIGH SCHOOL STUDENT ENROLLMENT REPORT

August/September 2020

ENROLLMENT TO DATE	527
Regular Education	404 76.66%
Special Education	123 23.34%

CATEGORY (Race by Gender)	2020/2021	2019/2020
White Male	18.22%	20.07%
White Female	15.18%	15.55%
Black Male	22.20%	19.71%
Black Female	30.17%	31.83%
Hispanic Male	0.76%	0.18%
Hispanic Female	0.57%	0.72%
Multi-Racial Male	5.50%	5.42%
Multi-Racial Female	6.26%	5.42%
Asian Male	0.57%	0.54%
Asian Female	0.19%	0.54%
American Indian	0.38%	0.00%
Other	0.00%	0.00%
	527	553

CATEGORY (Race by Grade)	9th	10th	11th	12th	Total
Black	12.14%	16.32%	16.13%	7.78%	52.37%
White	7.02%	9.11%	9.49%	7.78%	33.40%
Multi-Racial	2.66%	3.04%	3.80%	2.28%	11.76%
Hispanic	0.76%	0.57%	0.00%	0.00%	1.33%
Asian	0.19%	0.00%	0.38%	0.19%	0.76%
American Indian	0.38%	0.00%	0.00%	0.00%	0.38%

CATEGORY (Social Economic Status)	9th	10th	11th	12th	Total
Free	0.57%	14.80%	18.41%	9.11%	42.88%
Reduced	0.19%	3.61%	2.85%	1.33%	7.97%
Paid	0.00%	10.25%	8.16%	7.59%	26.00%

Grade	Enrollment Comparison		
	2020/2021	2019/2020	%Difference
12th Male	61	64	-29.7%
12th Female	50	70	-28.6%
Total	111	134	-29.1%
11th Male	76	53	43.4%
11th Female	72	77	5.2%
Total	148	130	20.8%
10th Male	54	54	35.2%
10th Female	66	69	15.9%
Total	120	123	24.4%
9th Male	58	83	-30.1%
9th Female	86	83	-22.9%
Total	144	166	-26.5%
Total	523	553	-4.7%

School Districts		
Aliquippa SD	1	0.19%
Baldwin	3	0.57%
Bethel Park	1	0.19%
Brentwood	3	0.57%
Carlynton	3	0.57%
Chartiers Valley	1	0.19%
Clairton City	1	0.19%
Duquesne City	2	0.38%
East Allegheny	1	0.19%
Fox Chapel	1	0.19%
Keystone Oaks	2	0.38%
McKeesport	7	1.33%
Montour SD	1	0.19%
New Castle SD	1	0.19%
New Kensington	1	0.19%
Northgate	1	0.19%
Penn Hills	16	3.04%
PPS	406	77.04%
Quaker Valley	1	0.19%
Shaler	2	0.38%
South Park	1	0.19%
Steel Valley	11	2.09%
Sto-Rox	16	3.04%
Washington	1	0.19%
West Mifflin	1	0.19%
Wilkinsburg	21	3.98%
Woodland Hills	21	3.98%
	0	0.00%
Total	527	100.00%



Student Enrollment

Grade Level	Current Year/Prior Year	Notes
9 th	122/158	Current Enrollment Significantly Lower than Prior Year
10 th	153/168	Current Enrollment Slightly Higher than Prior Year
11 th	157/109	Current Enrollment Significantly Higher than Prior Year
12 th	95/127	Current Enrollment Considerably Lower than Prior Year Total: 526 current students/556 prior year

Personnel Management

Measure	Current Year/Prior Year	Notes
Administrative Turnover	0/1	
Faculty Turnover	4/4	
Staff Turnover	0/0	
Open Positions	6/11	
Promotions	2/0	3 TA's were promoted.
Leaves	0/0	

School Management and Leadership

Measure	Current Year*/Prior Year	Notes
Average Daily Membership	526.45/555.71	
New 9 th grade (2024)	122/158	The number of 9 th graders are significantly down from last year. New 9 th graders can enroll until 9/25 and again in January.
Suspensions > 1 day	N/A	
Expulsions	N/A	
Faculty Observations	N/A	
Student Attendance %	N/A	
Faculty/Staff Attendance %	N/A	

*The mandated school closure due to the COVID-19 pandemic began on March 16th.

Fiscal Health (As of August 31, 2020)

Measure	Description
Bank Balance	\$4.370 million
P/L Comparison: 20-21 to 19-20 YTD	Income: \$1.637 to \$1.753 million Expense: \$1.800 to \$1.934 million

Compliance and Reporting

Measure	Description	Notes
AEDY (Alternative Education for Disruptive Youth) Application	Revisions requested regarding English Language Learner students.	Approved August, 2020.
Annual Charter School Report	Annual Charter School Report	Submitted July 31, 2020
Health & Safety Plan	Health & Safety Plan and Emergency Instructional Time Plan to PDE and to Lisa Augustin, PPS	Submitted August 29, 2020 and Approved by PDE

Initiatives/Grants

Initiative	Purpose	Fiscal Impact	Person in Charge	Notes
Partner4Work	Expand Career Pathways	\$64,317.25	CEO	Multi-year grant renewed for 20-21.



PA Commission on Crime & Delinquency	Health & Safety Grant for COVID-19 Fall Reopening Resources	\$82,373.00	CEO	Grant awarded and must be used by October 30, 2020.
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Strategic Planning

Program	Date	Program	Date
Revamped marketing approaches for increasing student recruitment: -new website w/search engine optimization -digital online ads -new director of enrollment position (hired in August) Re-envisioned fall campaign	Initial acceleration phase: April-June 2020 Current phase: 20-21 Fall Campaign	Tech Plan	On hold but will be revisited due increased technology needs
		Middle States Accreditation	Extension requested & approved; Plan due May 2022

Minutes of a Regular Meeting of

**THE BOARD OF TRUSTEES OF
EDSYS, INC**

Time and Place

A meeting of the Board of Trustees of EDSYS, Inc., a Pennsylvania nonprofit corporation, was held remotely via Zoom on Wednesday, July 15, 2020 at 5:30 p.m. due to the continuing mandated COVID19 school closure.

The following Board of Trustees members were present and a quorum was established:

Tracey Reed Armant
Melissa Curry
Gerry Dudley
Larry Hailsham
David Lehman
Valerie Njie
Bill Stayduhar
Cynthia Tananis

Also present were:

Alan Shuckrow, Esq., Solicitor
Kathy Clark, Esq., Solicitor
Catherine Nelson
Lisa Augustine

David Lehman chaired the meeting.

The Consent Agenda for the July 15, 2020 Board of Trustees Meeting included the following items:

- ✓ Approve June 17, 2020 Board Meeting Minutes.
- ✓ Metrics
- ✓ Enrollment
- ✓ Financials

Gerry Dudley moved to approve the minutes. Tracey Reed Armant seconded the motion. The motion to approve the minutes was unanimously approved.

Reports

Distance Learning: Data Report

- ❖ Dr. Catherine Nelson presented findings from the modified Annual Report survey disseminated to students, parents, and staff concerning third trimester virtual learning. Catherine highlighted informative findings such as high student and staff participation rates, clear communication of expectations; whether students found the work easier or more difficult; accessibility of teachers; and preferences for future virtual learning such as more live interaction. A full report was provided to the Board.

CEO Report

Dara Ware Allen provided an overview of City High's Re-opening plan as a follow-up to the initial overview shared at the June meeting:

❖ COVID-19 Fall Re-Opening Health and Safety Plan:

- Considerations shaping the plan included:
 - Adhering to State Guidelines and Restrictions
 - Act 13 hasn't been renewed
 - Chapter 11 can allow for mandate relief regarding school days and hours.
 - Can virtual instruction be covered under this emergency.

❖ Plan Highlights:

- Benchmarking of Other District Approaches- Dara shared samples of other district approaches to provide context for City High's approach.
- Modified in-person or distance learning
 - Allegheny County Green Phase - Modified in person schedule with the option for students to enroll in City High's Virtual Academy with Lincoln Learning. Please note the Lincoln Learning was selected as a partner due to past collaborations and also due to City High teachers having a full day schedule of teaching a morning and afternoon group of students in person.
 - Allegheny County Yellow Phase – Modified in-person schedule with some segments of the school community engaged in distance learning depending upon safety concerns
 - Allegheny County Red Phase – Distance learning offered exclusively while the building is closed
- Plan Components
 - Reopening Type: Even though City High is proposing a modified, split-day schedule, PDE classifies our plan as a total reopen.
 - Pandemic Coordinator/Team: Dara Ware Allen
 - Key Strategies, Policies and Procedures regarding cleaning, sanitizing, disinfecting, ventilation were reviewed.
 - Social distancing and monitoring student and staff health measures were also reviewed including proactive measures and intervention protocols and steps were reviewed in the event of a suspected as well as an actual case of COVID-19.

Dara reviewed how Allegheny County's designation as red, yellow, or green would impact City High's plan to operate a modified, in-person schedule vs. a school-wide distance learning model. She also indicated that City High would be in the yellow phase for 1-4 cases with segments of the building in quarantine. A minimum of 5 cases would trigger the red phase of school-wide distance learning.

- Other Considerations for High Risk Staff and Students
 - Students
 - Proactive safety measures
 - Students will have the option of engaging in distance learning with support from City High staff
 - Staff
 - Will have the opportunity to request for review and an accommodation as outline in the remote working policy
 - Exploration of job sharing for staff

Dara highlighted that all CDC guidelines for schools were incorporated into City High's plan and would be followed.

Various questions were asked regarding consideration of different models. Dara walked through a number of factors that were explored and vetted before deciding on the proposed plan presented to the Board. Valerie Njie made a motion to approve the COVID-19 reopening plan for the school year 2020/2021 as submitted. Larry Hailsham seconded the motion. The motion was unanimously approved.

❖ **Old/New Business**

▪ **Governance Committee Report**

- Nominating Committee is actively seeking candidates to fill the vacant seat.

Due to the state of education and COVID-19 and potential changes school districts may be charged with addressing and to approve the Student and Employee Handbooks, Dara suggested that the board schedule a special board meeting for August 12, 2020 to revisit the state of the pandemic and to review staff and student handbooks.

Larry Hailsham made a motion to add a special board meeting to the calendar on August 12, 2020 at 8:00 a.m. Cindy Tananis seconded the motion. The motion was unanimously approved.

Executive Session

The executive session was for the purpose of quasi-judicial deliberations and receiving legal advice relating to student discipline matters.

- ❖ Tracey Reed Armant motioned to go into Executive session. Larry Hailsham seconded the motion. The motion to go into Executive session was unanimously approved.
- ❖ Larry Hailsham motioned to come out of Executive session. Valerie Njie seconded the motion. The motion carried unanimously.

Adjudications

- ❖ After review of the Findings of Facts and Conclusions of Law, and consideration of the Recommendations of the Administration and the Committee of the Board, it is the Adjudication of the Board of Trustees of City Charter High School that student TB be expelled for forty-five (45) school days.

During the expulsion period, the student is not permitted on the City Charter School campus and is not permitted to attend any school functions. The student will receive educational support for five (5) hours weekly by the instructional staff at City Charter High School.

Cindy Tananis motioned to approve the adjudication concerning TB as written. Valerie Njie seconded the motion. The motion was unanimously approved.

- ❖ After review of the Findings of Facts and Conclusions of Law, and consideration of the Recommendations of the Administration and the Committee of the Board, it is the Adjudication of the Board of Trustees of City Charter High School that student KA be expelled for twenty (20) school days.

During the expulsion period, the student is not permitted on the City Charter School campus and is not permitted to attend any school functions. The student will receive educational support for five (5) hours weekly by the instructional staff at City Charter High School.

Cindy Tananis motioned to approve the adjudication concerning KA as written. Gerry Dudley seconded the motion. The motion was unanimously approved.

Adjournment

Gerry Dudley motioned that the meeting be adjourned, and Tracey Reed Arman seconded. The motion carried unanimously.

The next regular Board of Trustees meeting is scheduled for Wednesday, August 12, 2020.

Submitted by,

Theresa Dillon – Secretary

Minutes of a Regular Meeting of
THE BOARD OF TRUSTEES OF
EDSYS, INC

Time and Place

A special meeting of the Board of Trustees of EDSYS, Inc., a Pennsylvania nonprofit corporation, was held remotely via Zoom on Wednesday, August 12, 2020 at 5:30 p.m. due to the continuing mandated COVID19 school closure.

The following Board of Trustees members were present and a quorum was established:

Tracey Reed Armant
Melissa Curry
Gerry Dudley
David Lehman
Valerie Njie
Cynthia Tananis

Also present were:

Alan Shuckrow, Esq., Solicitor
Kathy Clark, Esq.

David Lehman chaired the meeting.

CEO Report**Emergency Instructional Plan**

Dara Ware Allen shared that tonight's meeting would focus on reviewing changes to City High's Health and Safety plan for reopening. The following is an overview of factors that influenced changes to the plan as well an overview of the revised plan:

- PDE has since mandated an emergency instructional plan for any school reopening plan that has a virtual component.
- Our primary Plan approved in July had a primary approach of modified in-person with a contingency for exclusive online learning through a third party vendor.

- Answering and Surfacing Questions from Stakeholders
 - Four virtual town hall meetings held
 - Four virtual parent/family town hall meetings and generated a compile Q & A document from all sessions

- What's Changed?
 - Our in-person, split day model required a full day of teaching for City High teachers.
 - To offer a virtual option to families, we contracted with a trusted third party vendor, Lincoln Learning, to make remote learning possible while our teachers are teaching during the day
 - We anticipated 10-14% of families that would opt for virtual learning.
 - We ended up with 35-40% of families that opted for this option
 - This approach became more cost prohibitive and warrants reconsideration
 - We think this number may grow as we approach the start of school

- PDE has provided new guidance this week, Determining Instructional Models During the COVID-19 Pandemic, about how COVID-19 community spread and positivity rates should impact K-12 school instructional models
- We recommend shifting our planned approach to school-wide distance learning
 - This would be school-wide distance learning taught by City High teachers
 - We would not use Lincoln Learning to deliver the City High Virtual Academy
- Questions You May Be Considering
 - Why can't you do both?
 - What about the students who want in-person?
 - Why not wait until we're closer to the start of school?
- Overview of Proposed Distance Learning Plan
 - Informed by Dr. Nelson's report, Learning from Distance Learning
 - Live synchronous teaching
 - Clear instructions and resources for students and teachers
 - Google classrooms established for in-person learning transitions to virtual classes; students are already divided into smaller groups conducive to instruction
 - Google Classroom with additional tools as Nearpod and Flipgrid
 - We want to add a day of in-person learning support
 - This would make our distance learning plan somewhat of a hybrid learning model
 - There are a number of logistics that still need to be worked out but here's what we're thinking
 - Purpose of adding one day per week
 - Addresses safety concerns of minimal time in the building while implementing all CDC reopening guidelines
 - Provides an opportunity for students who need additional support beyond what's provided online to receive it from their teachers and in every class
 - Provides an opportunity for students who crave the in-person interaction with their teachers and students to receive a level of connection
- How it would look
 - One day per week, likely on Wednesday, all teachers will come in and move through their morning and afternoon schedules
 - There will be a cap on the number of students who can sign up
 - On this day, live instruction would not take place. Teachers will post as assignment instead as the will be in person assisting students who need help
 - Because of the nature of the senior model, adjustments will need to be made to address differences in the senior model schedule

Gerry Dudley made a motion to approve the modification to the existing COVID-19 plan for the school year 2020/2021. Valerie Njie seconded the motion. The motion was unanimous to approved City High's revised plan.

Student Handbook – Summary of Revisions

- Updating of staff contacts, dates and similar changes that must be updated annually
- Welcome message added
- COVID-19 sections on new protocols added
- Attendance – distinction between excused and unexcused absences; changing DAT attendance policy for trimester 1 due to the pandemic

- Title IX officer added
- Complaint notification process for Alternative for Disruptive Youth (AEDY) referrals
- Addition of cyber-bullying guidelines to anti-bullying policy

Employee Handbook – Summary of Revisions

- Updated staff contacts, dates and similar changes that must be updated annually
- Clarification regarding holidays counted as number of working days
- Working remotely policy added
- COVID-19 travel policy added
- Leave of absence updated to align with current guidelines; changed from one year to 12 weeks; addition of Families First Coronavirus Response Act provisions in regards to leave of absence
- Family Medical Leave Act (FMLA), Harassment and Family Educational Rights Protection Act (FERPA) policies updated to match current statues
- Addition of cyber-bullying guidelines to anti-bullying policy

Approval of handbook changes tabled until Board has reviewed. They will be discussed and approved at a Special Board meeting to take place on August 18, 2020 at 8:00 a.m.

Recess

David Lehman motioned that the meeting be recessed until August 18th. Gerry Dudley seconded. The motion carried unanimously.

The next regular Board of Trustees meeting is scheduled for Tuesday, August 18, 2020.

Submitted by,

Theresa Dillon – Secretary

Minutes of a Regular Meeting of

**THE BOARD OF TRUSTEES OF
EDSYS, INC**

Time and Place

A special meeting of the Board of Trustees of EDSYS, Inc., a Pennsylvania nonprofit corporation, was held remotely via Zoom on Tuesday, August 18, 2020 at 8:00 a.m. due to the continuing mandated COVID19 school closure. This meeting was recessed from the special meeting first convened on Wednesday, August 12, 2020.

The following Board of Trustees members were present and a quorum was established:

Douglas Anderson
Tracey Reed Armant
Melissa Curry
Gerry Dudley
Larry Hailsham
David Lehman
Cynthia Tananis

Also present were:

Alan Shuckrow, Esq., Solicitor
Kathy Clark, Esq., Solicitor

David Lehman chaired the meeting.

Meeting Purpose

- The purpose of the meeting was to review and approve the proposed changes to both the Student and Employee Handbooks for the 20-21 year.

Student Handbook – Summary of Revisions

- Updating of staff contacts, dates and similar changes that must be updated annually
- Welcome message added
- COVID-19 sections on new protocols added
- Attendance – distinction between excused and unexcused absences; changing DAT attendance policy for trimester 1 due to the pandemic
- Title IX officer added
- Complaint notification process for Alternative Education for Disruptive Youth (AEDY) referrals
- Addition of cyber-bullying guidelines to anti-bullying policy

Employee Handbook – Summary of Revisions

- Updating of staff contacts, dates and similar changes that must be updated annually
- Clarification regarding paid school-year holidays as days worked
- Working remotely policy added
- COVID-19 travel policy added
- Leave of absence updated to align with current guidelines; changed from one year to 12 weeks; addition of Families First Coronavirus Response Act provisions in regards to leave of absence
- Family Medical Leave Act (FMLA), Harassment and Family Educational Rights Protection Act (FERPA) policies updated to match current statuses

- Addition of cyber-bullying guidelines to anti-bullying policy

Cindy Tananis motioned to approve changes to the harassment policy naming both the CEO and Board President as the officers for those claims, along with the COVID-19 policies. Doug Anderson seconded the motion. The motion was unanimously approved.

Adjournment

Doug Anderson motioned that the meeting be adjourned, and Cindy Tananis seconded. The motion carried unanimously.

The next regular Board of Trustees meeting is scheduled for Wednesday, September 16, 2020.

Submitted by,

Theresa Dillon – Secretary

Edsys, Inc.

Education Delivery Systems

City High
A NEW Pittsburgh charter
high school



CITY CHARTER HIGH SCHOOL

201 Stanwix Street
Suite 100
Pittsburgh, PA 15222
Tel. 412.690.2489
Fax 412.690.2316

Financial Report as of August 31, 2020

Presented on September 16, 2020
By the Finance Committee

Education Delivery Systems Financial Report
as of August 31, 2020

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Comments on Financial Statements

General Note: Due to City High transitioning to virtual learning during COVID-19, for the first trimester of the 20/21 school year, certain revenues and expenses will be impacted. All revenues and expenses related to the Lunch Program will be reduced, as well as some maintenance costs, transportation costs, wellness costs, and Student Activities costs.

Note #

1. **Page five and seven - Foundation Grants**

In July 2019, City Charter High received a \$50,000 grant from Philadelphia Management Company. The grant is unclear as to restrictions and intended use. City High intends to pursue additional clarification from PMC as to whether these funds are intended to be used for scholarships of future graduates (as the previous grant was used), or if the funds can be used to support field trips and other student activities in fiscal 20/21.

Note: The grant funds were not used in fiscal 19/20 due to Covid-19 disruptions. It remains in Restricted Cash on the June 30, 2020 Balance Sheet.

City High received final approval for a \$64,000 grant from Partner4Work for fiscal 19/20. The funds will be reimbursed to City High as costs are incurred toward training for undergraduate students in accordance with the grant. ~\$33,000 in costs have been incurred and \$10,000 has been reimbursed through August 2020. Certain costs budgeted under the grant were not incurred. There is no carryover provision for the grant, therefore City High will not receive the full \$64,000.

In addition, in December 2019 City High received a \$10,000 grant from Claude Worthington Benedum Foundation. The grant is restricted to fund a teacher training and symposium, which has been postponed and will take place in fiscal 20/21.

2. **Page five and seven - Tuition - Regular and Special Education**

Overall, monthly tuition payments received from Pittsburgh Public Schools (PPS) had been trending higher each year since 07/08. This was due primarily to increased and more stable student enrollment each year from the PPS and, more recently, increased tuition rates to help offset the lack of retirement reimbursements from the PDE. Tuition rates were projected to remain consistent with the final 19/20 rates in the 20/21 Budget.

Note 1: Student enrollment rebounded in fiscal 18/19, and is almost back to historical trends. Student enrollment assumptions in the 20/21 budget are based on 19/20 actual enrollment.

Note 2: At the present time in 20/21, student enrollment is anticipated to be comparable to the 19/20 enrollment trends. However, the new 9th grade class is not yet at anticipated levels as only ~115 new students picked up laptops as compared to the expected ~135.

As of August 2020, average student enrollment is down 23 students as compared to August 2019 (539 vs 562 students) - primarily due to Freshman Class (See above).

We will monitor enrollment numbers closely during the 20/21 year to determine their effect on expected tuition revenue. It should be noted that after January of each school year, enrollment numbers will only decline, as no new students are added after that time.

Also of note is that special education enrollment (and incremental special education tuition rates) is higher than historically projected in the past budgets. The budgets anticipated that 15% of total student enrollment would be special education students, while the actual special education enrollment was approximately 22% in fiscal 18/19. This created a large positive variance in actual Tuition - Special Education Revenue as compared to the budgets.

Beginning in fiscal 19/20, and continuing in fiscal 20/21, budget has anticipated a 21% special education enrollment rate.

3. **Page five and seven- Revenue from State Sources**

Amounts represent reimbursements received each year from the state for a portion of City Charter High's costs related to that fiscal year, in accordance with state regulations. Costs eligible for partial reimbursement currently include special education, facility rent, and school nurse expenses.

Note from Fiscal 13/14: The 11/12 Pennsylvania State budget eliminated the reimbursement for Social Security/Medicare expenses incurred by Pennsylvania public schools. No reimbursement has been included in subsequent budgets.

Note from Fiscal 14/15: The 14/15 Pennsylvania State Budget eliminated the reimbursement for the 50% of PSERS Retirement expenses incurred by charter schools.

No reimbursement has been budgeted in subsequent fiscal years.

In addition, after the resolution of the budget impasse, in May 2016 City High applied for Lease Reimbursements for 15/16 in the amount of ~\$62,000.

The Lease Reimbursement of ~\$65,000 was received in July 2017 (accrued @ 6/30/2016).

The Lease Reimbursement from PDE is currently behind two years (14/15 and 16/17).

City High received the 17/18 Lease Reimbursement of ~\$46K in February 2019 (~\$20K short of the 18/19 budget). It is not clear as to whether the school will ever receive the 14/15 and 16/17 reimbursements (~\$60K each). Also, Lease Reimbursement for 19/20 was budgeted, and applied for, but has not yet been received.

The Ready to Learn Grant for 19/20 was applied for in November 2019 (\$28,823). It was approved and funded in December 2019, and was fully spent in the 19/20 year.

The PAsmart Grant was new for fiscal 19/20 and was targeted for K-12 Computer Science and STEM Education in Pennsylvania schools. City High applied for, and was approved for \$35,000 in funding. All funds were received and expended in accordance with the grant stipulations in fiscal 19/20. A final report has been filed and the grant has been closed.

City High applied and was awarded a Covid-19 Health and Safety Grant for Reopening Schools from the Pennsylvania Commission on Crime and Delinquency (PCCD). The grant award is for \$89,873.00. The funds must be spent or committed between 7/3/2020 and 10/30/2020. To date, City High has spent ~\$20,000 under the grant. No grant funds have been received yet.

4. **Page five and seven - Title I, II, and V, Lunch/Milk Subsidies, and ERATE**

Amounts represent federal funds received or accrued and applied toward the specific programs in the applicable fiscal years.

NOTE 1: Title V funding has been suspended for the last five fiscal years.

NOTE 2:

The application for Title I, II, and IV (new in 17/18) funding of approximately \$320K for fiscal 20/21 was filed in September 2020, and is awaiting approval and funding by the PDE.

YTD in fiscal 20/21, City High has received remaining payments from the 19/20 Title I grant in the amount of ~\$77K. All grant funds have been received and spent. The final report was submitted to the PDE in August 2020.

5. **Page five and seven - Other Financing Sources**

Amount represents monthly interest earned on MMAX account with Huntington Bank and, beginning in March 2013, certificates of deposit placed with Huntington Bank and, later, PNC Bank (See Note below).

Interest earned on the MMAX accounts at Huntington was approximately .2% in August '20, as interest rates have dropped severely in reaction to COVID-19.

NOTE from Fiscal 14/15: In fiscal 12/13, City High transferred the majority of its cash to Huntington Bank, leaving a small balance under the FDIC Insured limit of \$250K, in the PNC Account. During fiscal 13/14, the PNC account was utilized as a segregated account to pay the premiums, administrative costs, and monthly claims of City High's self-funded medical benefit plan placed with Highmark. Since fiscal 14/15, the PNC account was with a balance of ~\$49,000. The account was closed in November 2017 with the funds transferred to the Huntington Bank Operating Account.

All other PNC accounts were closed as of June 30, 2013.

In addition, City High invested \$1,000,000 into one year Certificates of Deposit placed first with Huntington Bank, and later with PNC Bank in \$250,000 increments. The CD's were first opened in March 2013, and have matured and been reinvested for various terms over the years.

In May 2020, the funds were reinvested through PNC Bank in four 3 month \$250,000 FDIC insured CD's, earning interest at rates ranging from .15% to .2% (See COVID-19 effect on interest rates above). These CD's matured in August 2020, and are awaiting reinvestment. The interest of ~\$25,000 on the matured one year CD's was paid to City High in May.

6. **Page five and seven - Miscellaneous Receipts**

Amount represents all miscellaneous monies received by City Charter High, such as donations for the Robotics, Drama, Mentoring/Career Readiness Programs, School Recycling Program, etc...Other receipts are primarily from students to cover their portion of costs for participation in various school sponsored educational and recreational activities, as well as student payments for MOS certifications, and loss or damage to school property. The SAGE and Robotics Programs actively fundraise and solicit donations/grants to help defray the costs of various local and national competitions. Amounts received are included in Misc. Receipts.

The Robotics Program received \$10,500 in unrestricted grants in 19/20.

The transportation costs for fiscal 18/19 of ~\$39K were billed to the four school districts in January 2020. The unpaid balance is represented the A/R - Other on the Balance Sheet and is included in miscellaneous receipts on the Profit/Loss Statement in 19/20.

In fiscal 19/20, miscellaneous receipts also includes ~\$10K of forfeitures from the 401(k) Plan that have been used to fund current employer match and nonelective contributions.

7. **Page five and seven - Personnel Services**

Salaries for existing positions are budgeted to remain flat for fiscal 20/21 as there were no raises for the fiscal 20/21 year. An across the board salary increase of 3% was given in fiscal 19/20. The 20/21 budget does include the addition of a newly established position - Director of Enrollment.

Benefits are budgeted at 49.1% of salaries for fiscal 20/21 based on the prior year's actual experience and projected benefit costs in fiscal 20/21, primarily City High's required increase in its annual PSERS contribution for employees, currently at 34.51% of salary.

NOTE: In an attempt to offset rising benefit costs, in fiscal 15/16 City High converted to a high deductible medical benefit plan, and an associated HRA. The premium payments are ~\$40K/mo. compared to ~\$55K/mo. in prior years under the traditional plan. Under the high deductible plan, City High pays 85% of the employee deductible costs incurred. City High has continued to offer

the high deductible plan thru fiscal 20/21. There was no increase in premiums from fiscal 19/20.

The total benefit expense in 20/21 should be higher than prior year due to the increased salary percentage as mandated by the PDE for PSERS contributions (34.51% in 20/21 vs. 34.29% in 19/20). **However, beginning in 17/18, City High has implemented an alternative retirement plan (ARP) open to newly hired employees only.** Under the ARP, City High will match the employee's pre-tax contribution, up to 7%, as well as provide a non-elective contribution to each employee of 5%, for a maximum annual contribution of 12% per employee (as compared to 34.51% under PSERS).

Currently there are 32 employees participating in the ARP rather than PSERS (representing over one-third of the workforce). City High has been tracking the savings on an annual basis.

****In fiscal 17/18, 18/19, and 19/20, the ARP generated ~\$85,000, \$165,000, and \$300,000 in savings, respectively, for a three-year total savings to City High of ~\$550,000.****

Please Note** YTD Benefit Expense is lower in fiscal 20/21 than 19/20 due to the **savings of the 401(k) Plan vs the PSERS Plan.**

In addition, the estimated accrual for Attendance and Benefit Bonuses are carried as a liability on City High's balance sheet for the entire fiscal year. The liabilities for these bonuses are estimated based on prior year payouts. The 19/20 bonuses were paid in the August 15, 2020 payroll. The accrual for 20/21 is based on the actual bonuses paid for 19/20 and will continue to be carried on the balance sheet in fiscal 20/21, revalued for the June 30, 2021 audit, and paid out in August 2021.

8. **Page five and seven - Other Professional Services and Other Purchased Services**

Costs for Other Professional Services will continue to trend higher for 20/21, as expenses are incurred.

Projection due to tuition payments to approved private schools for certain special education students related to 20/21, as well as other special education costs, and higher anticipated ESL costs. In addition, City High is paying for contracted services for adjunct teachers, cyber school and alternative school for certain students, and Point Park tuition fees for students that were previously offered free of charge. In fiscal 16/17, City High also began offering a "College in High School" class through CCAC.

In addition, City High has begun new targeted advertising and marketing campaigns in order to continue to attract new students, as enrollment decreased in 17/18 for the first time in school history. As a result, advertising costs will trend higher in fiscal 20/21 than previous years.

In addition, there will be costs associated with operating during the Covid-19 pandemic that are just now being identified and realized. These will be tracked and disclosed as incurred.

Special education expenses were expected to be higher in 20/21 than 19/20 due to higher private school tuition and other specialized services, primarily because of an increase in students requiring these services. **Special education enrollment, as a percentage of total student enrollment, has risen from ~15% to ~22% over the last several fiscal years.**

Note that Special Education expenses @ June 30, 2020 reflect an accrual of ~\$106K for costs related to 18/19 and prior for 4010 students that were yet been billed by the PDE, as well as ~\$65K for 4010 students for 19/20, also not yet billed by the PDE. This also represents the \$171K Accrued Liabilities on the June 30, 2020 Balance Sheet. The 18/19 and prior costs have subsequently been billed and paid in July 2020.

9. **Page six and eight - Rental - Land & Buildings**

In addition to the increased rent for the new leased facility, City High began paying for certain utilities that were included in the lease payment in the old facility, including steam heat, water and sewage, and electricity. Utilities costs are budgeted based on actual costs in 18/19. Utilities are actually trending lower than prior years due to efforts by the Maintenance team to reduce steam usage (cutting cost of steam by ~1/3 in 17/18). The Utilities budget was decreased for fiscal 19/20 to reflect this, and decreased again for 20/21 based on actual 19/20 costs.

In November 2019, the lease payment increased by \$ ~2,083 per month (to \$117,267), in accordance with the lease agreement. This increase is included in the 20/21 budget.

In June 2017, City High signed an Amendment to the existing lease in order to lease additional space for the build-out of a new Fitness Center for students. Annual rent increased by \$50,000 (\$4,167/month) beginning in September 2017. This increase was included in the 20/21 budget. In addition, the lease term was extended by five years, to August 2027.

Note that in October 2018, the lease escalation for the prior year was also paid.

No lease escalation has been billed or paid in fiscal 19/20.

July rent was prepaid in both June 2020 and June 2019.

10. **Page six and eight - Depreciation Expense**

Change in depreciation expense from 18/19 is due to additional depreciation for the leasehold improvements and equipment for the Fitness Center, new laptops purchased for incoming 9th grade class, new classroom furniture, and an upgraded firewall system in 18/19, offset by newly retired assets (primarily computer equipment) for which depreciation is no longer applicable.

11. **Page two - Accounts Receivable and Grants Receivable**

See comments under Note #1 above regarding Grants Receivable. The amount at June 30, 2020 represents amount due under the Partner4Work Grant.

City High traditionally began invoicing for tuition for each new school year in October.

This allowed a few months for enrollment to stabilize and eliminated the need for numerous billing adjustments. The suburban school districts were invoiced for August thru October 20XX at that time. However, in 16/17, City High began billing in accordance with new State regulations. According to these regulations, City High must first bill each school district by the 5th of each month, allowing 30 days for the school district to make payment. If payment is not received in 30 days, City High may then apply to the PDE for tuition redirection for nonpaying school districts. In fiscal 18/19 City High began billing the school districts in October and applied for the first tuition redirection in early November. This application was returned for corrections. The PDE website was then closed for applications in December. The January 2019 application was also returned for corrections. The next application was submitted and returned in May 2019. **Funding of ~\$278K was ultimately received in October 2019. Only one school district remains to be paid.**

This effectively means that tuition redirection was not received from the PDE for nonpaying school districts for all of fiscal 18/19, resulting in extremely high A/R @ 6/30/19. July tuition was billed with the final reconciliations for the various school districts in September 2019, with payment of tuition redirection of ~\$278K finally paid in October 2019.

A similar scenario occurred in fiscal 19/20, primarily due to the Covid-19 pandemic. City High has not received any tuition redirection from the PDE since March 2020, which represented billings through January 2020. This results in an extremely high A/R again @ 6/30/20. At least 6 months of tuition redirection is outstanding from the PDE as of August 31, 2020.

12. **Page two and two(a) - Fixed Assets and Debt**

Beginning in fiscal 10/11 through fiscal 19/20, operating funds have been used to purchase computers for the new freshman class. The computers are capitalized as fixed assets (see Page 2) and are being depreciated over 4 years beginning 9/1/20.

Additionally, in 17/18, a new Fitness Center was completed, with the cost to City High capped at \$200,000. As of February 2018, the Fitness Center, including the new elevator access, has been completed and in use, the costs have been capitalized and depreciated over the new extended lease term of ten years. The equipment purchased for the Fitness Center has been capitalized as Furniture and Fixtures, and depreciated over 5 years. Note that the Fitness Center and equipment were placed in service in late October 2017. Depreciation commenced effective 11/1/2017. Depreciation related to the new elevator commenced on 2/1/2018, when it was placed in service.

All capital leases have been paid off and City High has no long-term or short-term debt outstanding.

13. **Page six and eight - Student Transportation**

In 07/08 through 18/19 City High helped to subsidize the student trips to Costa Rica, New York, and Niagara Falls utilizing interest earned on the CD and MMAX accounts, as well as operating funds. In fiscal 19/20, City High planned again help to subsidize these trips and the budget reflects these costs, however all Spring 2020 trips were cancelled due to Covid-19.

NOTE: The amount of student contributions and fundraising associated with the Costa Rica and Niagara Falls trips for 18/19 was repaid from the Student Activities Account to the City High Operating Account in November, after the completion of the fiscal 18/19 audit. Student payments toward the cancelled 19/20 trips (including New York City in 19/20) that had accumulated in the Student Activities Account, were either refunded to the students or rolled over (See Below).

Other student transportation costs include daily transportation of special education students to approved private schools. This cost began to trend higher in the second half of 17/18, and has continued to trend higher in 18/19 and 19/20, as City High has additional students enrolled in private schools (transporting ~10 students either to private schools or to City High prior to Covid-19). **Until in-person instruction is reinstated on a full time basis, transportation costs will be minimal.**

Note that all trips in 19/20 were cancelled due to COVID-19. Students were refunded their deposits for the Costa Rica trip, net of airfare vouchers that were issued to them from American Airlines. Students were also refunded for the New York City trip and the Niagara Falls trip, except in the case where deposits were rolled over for future trips or toward Senior Fees.

14. **Page six and eight - Other Purchased Services**

Other Purchased Services (except for Advertising) should be comparable to 19/20, and include janitorial costs, extermination and pest control, cleaning of linens and uniforms for cafeteria staff, and other miscellaneous services. Amount is higher than prior year due to the timing of insurance premiums and transportation payments, as well as advertising costs (See Note 9). In addition, monthly cleaning costs will increase due to electrostatic cleaning for Covid-19.

15. **Page two - Prepaid Expenses**

Prepaid expenses at 6/30/20 represent advance deposits for software support and maintenance contracts for fiscal 20/21, as well as Fall 2020 field trip deposits. In addition,

EDSYS, INC.
Comparative Balance Sheets
As of August 31, 2020 and June 30, 2020

	<u>Internal</u> <u>August 31, 20</u>	<u>Under Audit</u> <u>June 30, 20</u>
ASSETS		
Current Assets		
Checking/Savings		
1000 - CHECKING AND SAVINGS		
1010 - PNC and Huntington Banks		
1011 - Huntington Bank - Restricted	129,143.31	79,921.58
1010 - Huntington Bank - Unrestricted	3,240,793.73	3,271,580.14
1012 - PNC Investments CD's	1,000,000.00	1,000,000.00
Total 1010 - PNC and Huntington Bank	<u>4,369,937.04</u>	<u>4,351,501.72</u>
1100 - Petty Cash Account	200.00	200.00
Total 1000 - CHECKING AND SAVINGS	<u>4,370,137.04</u>	<u>4,351,701.72</u>
Accounts Receivable		
1200 - Accounts Receivable Curr	682,412.40	803,520.57
11. 1220 - Grants Receivable	33,274.60	33,274.60
1300 - Accounts Receivable Other	44,666.85	76,545.45
Total Accounts Receivable	<u>760,353.85</u>	<u>913,340.62</u>
Other Current Assets		
15. 1400 - Prepaid Expenses	7,184.00	233,026.61
1500 - Construction-in-Progress	0.00	0.00
Total Other Current Assets	<u>7,184.00</u>	<u>233,026.61</u>
Total Current Assets	<u>5,137,674.89</u>	<u>5,498,068.95</u>
Fixed Assets		
12. 1700 - Fixed Assets	2,853,846.85	2,785,057.54
1800 - Less Accumulated Drepreciation	(2,248,832.40)	(2,211,226.12)
Net Fixed Assets	<u>605,014.45</u>	<u>573,831.42</u>
TOTAL ASSETS	<u>5,742,689.34</u>	<u>6,071,900.37</u>

EDSYS, INC.
 COMPARATIVE BALANCE SHEETS
 As of August 31, 2020 and June 30, 2020

	<u>August 31, 20</u>	<u>June 30, 20</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 - ACCOUNTS PAYABLE	4,519.74	9,283.94
Total Accounts Payable	<u>4,519.74</u>	<u>9,283.94</u>
Other Current Liabilities		
2200 - Accrued Liabilities	65,486.65	235,872.66
2390 - Payroll Liabilities	40,311.94	31,273.35
8. 2450 - Attendance Incentive	136,400.00	136,400.00
2460 - Benefits Incentive	24,000.00	24,000.00
2500 - Student Card Deposits	13,946.01	13,924.01
2600 - Deferred Revenue	-	0.00
Total Other Current Liabilities	<u>280,144.60</u>	<u>441,470.02</u>
Total Current Liabilities	<u>284,664.34</u>	<u>450,753.96</u>
Equity		
3900 - Net Assets - Unrestricted	5,495,344.45	4,829,347.70
Board Designated - Lease Payments	58,333.00	58,333.00
Board Designated - Retirement Contributions	0.00	0.00
Temporarily Restricted	60,500.00	60,500.00
Opening Balance Equity	6,968.96	6,968.96
Net Income (Loss)	(163,121.41)	665,996.75
Total Equity	<u>5,458,025.00</u>	<u>5,621,146.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,742,689.34</u></u>	<u><u>6,071,900.37</u></u>

EDSYS, Inc.
A/R Aging Summary
As of August 31, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Aliquippa School District				1,772.68	4,431.69	6,204.37
Ambridge Area School District						0.00
Baldwin-Whitehall				4,999.62	135.39	5,135.01
Bethel Park School District				5,427.11		5,427.11
Brentwood Borough				17,421.98		17,421.98
Carlynton School District				7,092.92	10,821.98	17,914.90
Charleroi School District						0.00
Chartiers Valley School District				6,996.56	1,304.00	8,300.56
Clairton City School District					11,813.73	11,813.73
Duquesne School District				6,887.10		6,887.10
East Allegheny School District				3,623.07	3,810.08	7,433.15
Fox Chapel School District				14,994.12		14,994.12
Gateway School District					1,186.75	1,186.75
Hampton School District				2,478.03	11,151.13	13,629.16
Keystone Oaks School District				2,517.81		2,517.81
McKeesport Area School District				4,936.08	25,754.59	30,690.67
Montour				2,610.24		2,610.24
New Castle School District				4,116.78	18,525.51	22,642.29
New Kensington-Arnold				4,125.69		4,125.69
North Allegheny School District						0.00
Northgate School District				4,820.99		4,820.99
North Hills School District						0.00
Penn Hills School District				43,811.91	-6,535.01	37,276.90
Pittsburgh Public Schools						0.00
Quaker Valley School District				5,991.40		5,991.40
Riverview School District						0.00
Shaler Area School District				21,988.17	5,013.15	27,001.32
South Park School District				3,645.58	6,901.79	10,547.37
Steel Valley				22,481.45	-1,016.81	21,464.64
Sto-Rox School District				59,271.41	123,099.42	182,370.83
West Jefferson Hills						0.00
West Allegheny School District				1,915.58	2,873.36	4,788.94
Wilkinsburg Borough				79,783.63	-35,153.26	44,630.37
Woodland Hills				65,814.38	98,770.62	164,585.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>399,524.29</u>	<u>282,888.11</u>	<u>682,412.40</u>

EDSYS, INC.
Profit/Loss With Previous Year Comparison
July 2020 through August 2020

	<u>Jul '20-Aug '20</u>	<u>Jul '19-Aug '19</u>	<u>Difference</u>	
Income				
6000 - REVENUE/LOCAL SOURCES				
1.	Foundation Grants	0.00	50,000.00	(50,000.00)
2.	Tuition - Regular	1,231,354.39	1,246,768.64	(15,414.25)
2.	Tuition - Special Education	316,345.56	342,455.62	(26,110.06)
	School Lunch Proceeds	0.00	5,449.10	(5,449.10)
	School Store Proceeds	0.00	928.75	(928.75)
	Dell/Lenovo Reimbursements	0.00	0.00	0.00
	Total 6000 - REVENUE/LOCAL SOURCES	<u>1,547,699.95</u>	<u>1,645,602.11</u>	<u>(97,902.16)</u>
3.	7000 - REV FROM STATE SOURCES			
	Special Ed Reimbursement	0.00	0.00	0.00
	Lease Reimbursements	0.00	0.00	0.00
	Covid-19 Health and Safety Grant	0.00	0.00	0.00
	PAsmart Grant	0.00	12,352.92	(12,352.92)
	Nurse Reimbursement	0.00	0.00	0.00
	Ready to Learn Block Grant	0.00	0.00	0.00
	Total 7000 - REV FROM STATE SOURCES	<u>0.00</u>	<u>12,352.92</u>	<u>(12,352.92)</u>
4.	8000 - REV FROM FEDERAL SOURCES			
	ERATE Revenue	1,367.42	1,600.20	(232.78)
	Title I, II, and IV Revenue	77,035.59	84,771.11	(7,735.52)
	Lunch/Milk Subsidies	0.00	0.00	0.00
	Total 8000 - REV FROM FEDERAL SOURCES	<u>78,403.01</u>	<u>86,371.31</u>	<u>(7,968.30)</u>
	9000 - OTHER FINANCING SOURCES			
5.	Other Financing Sources	1,056.73	8,742.25	(7,685.52)
6.	Miscellaneous Receipts	10,670.00	520.23	10,149.77
	Total 9000 - OTHER FINANCING SOURCES	<u>11,726.73</u>	<u>9,262.48</u>	<u>2,464.25</u>
	Total Income	<u>1,637,829.69</u>	<u>1,753,588.82</u>	<u>(115,759.13)</u>
	Gross Profit	<u>1,637,829.69</u>	<u>1,753,588.82</u>	<u>(115,759.13)</u>
Expense				
7.	100/200 - PERSONNEL SERVICES			
	Salaries	1,029,755.35	976,685.24	53,070.11
	Benefits	204,673.34	272,902.43	(68,229.09)
	Total 100/200 - PERSONNEL SERVICES	<u>1,234,428.69</u>	<u>1,249,587.67</u>	<u>(15,158.98)</u>
	300 - PURCHASED PROFESSIONAL SERVICES			
	Technology	41,945.65	36,076.65	5,869.00
	Special Education	7,715.00	12,664.50	(4,949.50)
8.	Other	23,583.02	28,975.47	(5,392.45)
	Total 300 - PURCHASED PROFESSIONAL	<u>73,243.67</u>	<u>77,716.62</u>	<u>(4,472.95)</u>

EDSYS, INC.
Profit/Loss With Previous Year Comparison
July 2020 through August 2020

	<u>Jul '20-Aug '20</u>	<u>Jul '19-Aug '19</u>	<u>Difference</u>
Expense			
400 - PURCHASED PROPERTY SERVICES			
Repair & Maint - Bldgs & Tech	0.00	2,075.14	(2,075.14)
9. Utilities	12,132.11	13,286.21	(1,154.10)
9. Rental - Land & Bldgs	234,733.34	345,749.99	(111,016.65)
Rental - Equipment	18,244.10	16,933.90	1,310.20
Total 400 - PURCHASED PROPERTY SERV.	<u>265,109.55</u>	<u>378,045.24</u>	<u>(112,935.69)</u>
500 - OTHER PURCHASED SERVICES			
13. Student Transportation	6,322.31	21,729.67	(15,407.36)
Insurance	63,776.44	59,734.57	4,041.87
8. Communications & Advertising	27,121.06	3,102.44	24,018.62
14. Other Purchased Services	17,225.77	18,425.47	(1,199.70)
Total 500 - OTHER PURCHASED SERVICES	<u>114,445.58</u>	<u>102,992.15</u>	<u>11,453.43</u>
600 - SUPPLIES			
17. General Supplies	39,252.10	36,466.40	2,785.70
Lunches, School Store, Refreshments	340.56	18,736.51	(18,395.95)
Books, Periodicals, Software	34,731.63	26,179.92	8,551.71
Total 600 - SUPPLIES	<u>74,324.29</u>	<u>81,382.83</u>	<u>(7,058.54)</u>
700 - PROPERTY			
16. Technical Equipment	1,743.04	5,126.57	(3,383.53)
10. Depreciation Expense	37,606.28	38,948.34	(1,342.06)
Total 700 - PROPERTY	<u>39,349.32</u>	<u>44,074.91</u>	<u>(4,725.59)</u>
800 - OTHER			
Dues and Fees	50.00	401.52	(351.52)
Student Awards	0.00	0.00	0.00
Total 800 - OTHER	<u>50.00</u>	<u>401.52</u>	<u>(351.52)</u>
Total Expense	<u>1,800,951.10</u>	<u>1,934,200.94</u>	<u>(133,249.84)</u>
Net Income (Loss)	<u><u>(163,121.41)</u></u>	<u><u>(180,612.12)</u></u>	<u><u>17,490.71</u></u>

EDSYS, INC.
Profit/Loss With Budget Comparison
July 2020 through August 2020

	<u>Jul '20-Aug '20</u>	<u>Fiscal 20/21 Budget</u>	<u>YTD Remaining</u>
Income			
6000 - REVENUE/LOCAL SOURCES			
1.	Foundation Grants	0.00	64,000.00
2.	Tuition - Regular	1,231,354.39	9,003,420.00
2.	Tuition - Special Education	316,345.56	2,459,306.00
	School Lunch Proceeds	0.00	75,000.00
	School Store Proceeds	0.00	15,000.00
	Dell/Lenovo Reimbursements	0.00	0.00
	Total 6000 - REVENUE/LOCAL SOURCES	<u>1,547,699.95</u>	<u>11,616,726.00</u>
3.	7000 - REV FROM STATE SOURCES		
	Special Ed Reimbursement	0.00	100,000.00
	Lease Reimbursements	0.00	45,000.00
	Covid-19 Health and Safety Grant	0.00	0.00
	PASmart Grant	0.00	0.00
	Nurse Reimbursement	0.00	10,000.00
	Ready to Learn Block Grant	0.00	30,000.00
	Total 7000 - REV FROM STATE SOURCES	<u>0.00</u>	<u>185,000.00</u>
4.	8000 - REV FROM FEDERAL SOURCES		
	ERATE Revenue	1,367.42	10,000.00
	Title I, II, and IV Revenue	77,035.59	300,000.00
	Lunch/Milk Subsidies	0.00	170,000.00
	Total 8000 - REV FROM FEDERAL SOURCES	<u>78,403.01</u>	<u>480,000.00</u>
	9000 - OTHER FINANCING SOURCES		
5.	Other Financing Sources	1,056.73	20,000.00
6.	Miscellaneous Receipts	10,670.00	50,000.00
	Total 9000 - OTHER FINANCING SOURCES	<u>11,726.73</u>	<u>70,000.00</u>
	Total Income	<u>1,637,829.69</u>	<u>12,351,726.00</u>
	Gross Profit	<u>1,637,829.69</u>	<u>10,713,896.31</u>
Expense			
7.	100/200 - PERSONNEL SERVICES		
	Salaries	1,029,755.35	5,675,700.00
	Benefits	204,673.34	2,713,368.00
	Total 100/200 - PERSONNEL SERVICES	<u>1,234,428.69</u>	<u>8,389,068.00</u>
	300 - PURCHASED PROFESSIONAL SERVICES		
	Technology	41,945.65	60,000.00
	Special Education	7,715.00	310,000.00
8.	Other	23,583.02	280,000.00
	Total 300 - PURCHASED PROFESSIONAL	<u>73,243.67</u>	<u>650,000.00</u>

EDSYS, INC.
Profit/Loss With Budget Comparison
July 2020 through August 2020

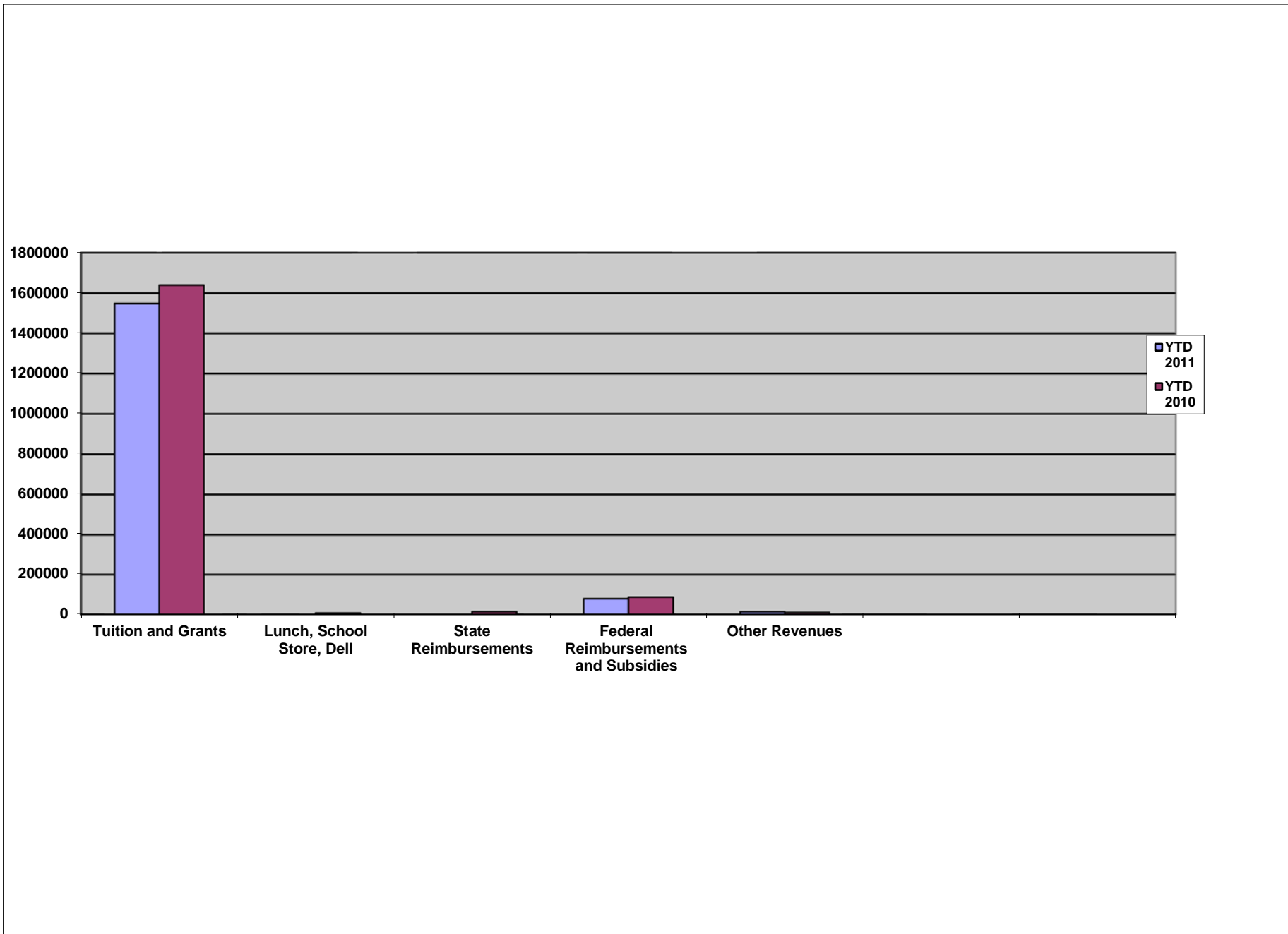
	<u>Jul '19-Jun '20</u>	<u>Fiscal 20/21 Budget</u>	<u>YTD Remaining</u>
Expense			
400 - PURCHASED PROPERTY SERVICES			
Repair & Maint - Bldgs & Tech	0.00	4,500.00	4,500.00
9. Utilities	12,132.11	200,000.00	187,867.89
9. Rental - Land & Bldgs	234,733.34	1,437,192.00	1,202,458.66
Rental - Equipment	18,244.10	85,000.00	66,755.90
Total 400 - PURCHASED PROPERTY SERV.	<u>265,109.55</u>	<u>1,726,692.00</u>	<u>1,461,582.45</u>
500 - OTHER PURCHASED SERVICES			
13. Student Transportation	6,322.31	290,000.00	283,677.69
Insurance	63,776.44	65,000.00	1,223.56
Communications & Advertising	27,121.06	155,000.00	127,878.94
14. Other Purchased Services	17,225.77	140,000.00	122,774.23
Total 500 - OTHER PURCHASED SERVICES	<u>114,445.58</u>	<u>650,000.00</u>	<u>535,554.42</u>
600 - SUPPLIES			
17. General Supplies	39,252.10	176,000.00	136,747.90
Lunches, School Store, Refreshments	340.56	170,000.00	169,659.44
Books, Periodicals, Software	34,731.63	65,000.00	30,268.37
Total 600 - SUPPLIES	<u>74,324.29</u>	<u>411,000.00</u>	<u>336,675.71</u>
700 - PROPERTY			
16. Technical Equipment	1,743.04	40,000.00	38,256.96
10. Depreciation Expense	37,606.28	242,200.00	204,593.72
Total 700 - PROPERTY	<u>39,349.32</u>	<u>282,200.00</u>	<u>242,850.68</u>
800 - OTHER			
Dues and Fees	50.00	2,500.00	2,450.00
Student Awards	0.00	50,000.00	50,000.00
Total 800 - OTHER	<u>50.00</u>	<u>52,500.00</u>	<u>52,450.00</u>
Total Expense	<u>1,800,951.10</u>	<u>12,161,460.00</u>	<u>10,360,508.90</u>
Net Income (Loss)	<u>(163,121.41)</u>	<u>190,266.00</u>	<u>353,387.41</u>
Carryforward from 19/20		<u>4,300,000.00</u>	
Carryforward to 21/22		<u>4,490,266.00</u>	

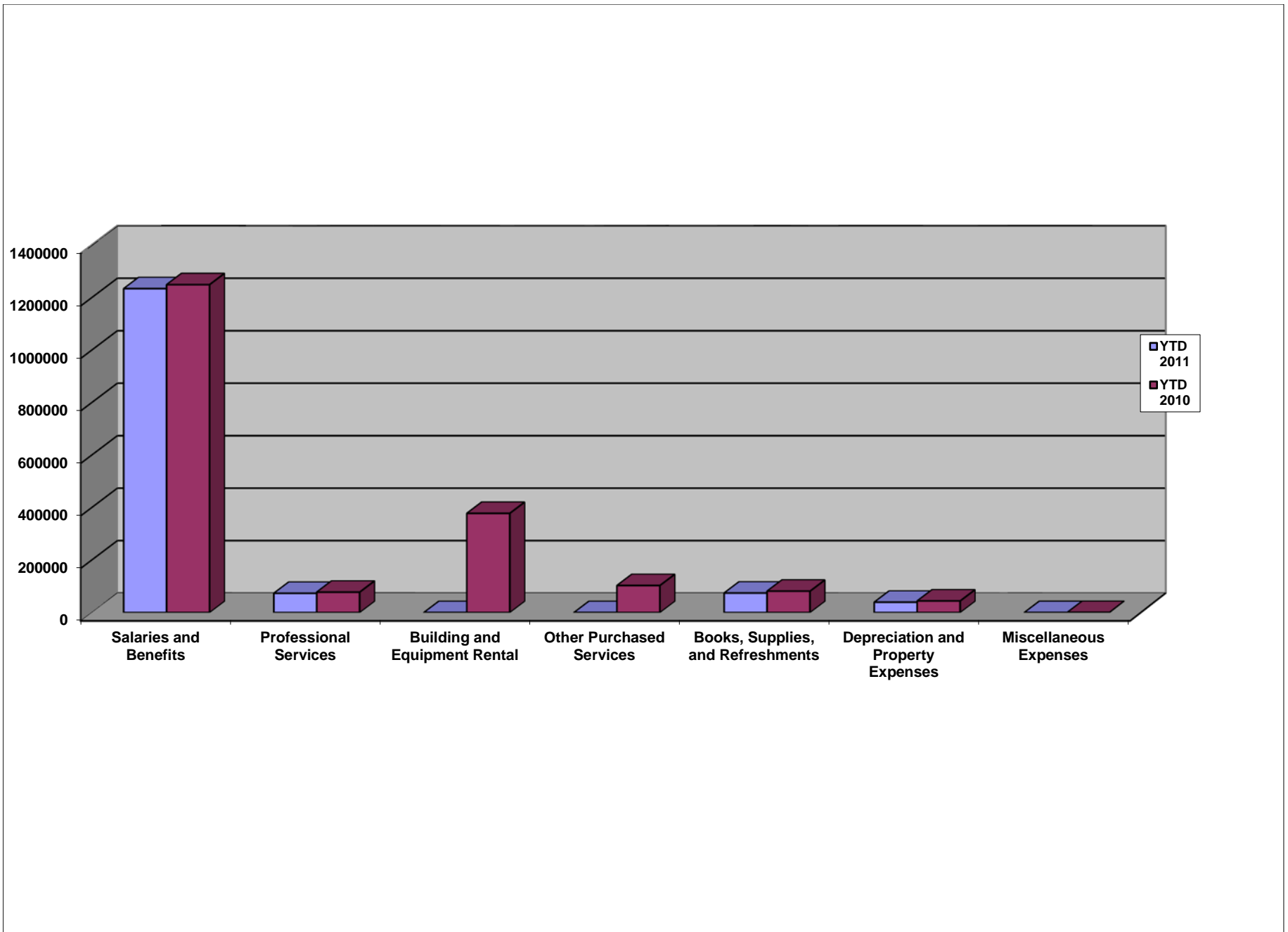
EDSYS, INC.
Cash Flow Forecast
July 2020 through June 2021

	<u>Cash In</u>	<u>Cash Out</u>	<u>Net In/(Out)</u>	<u>Balance</u>
Beginning Balance 07-01-20	4,351,701.72 A	0.00 A	4,351,701.72 A	4,351,701.72
July 2020	996,498.64 A	993,844.61 A	2,654.03 A	4,354,355.75
August 2020	854,764.40 A	838,215.89 A	16,548.51 A	4,370,904.26
September 2020	850,000.00 E	875,000.00 E	(25,000.00) E	4,345,904.26
October 2020	0.00 E	0.00 E	0.00 E	4,345,904.26
November 2020	0.00 E	0.00 E	0.00 E	4,345,904.26
December 2020	0.00 E	0.00 E	0.00 E	4,345,904.26
January 2021	0.00 E	0.00 E	0.00 E	4,345,904.26
February 2021	0.00 E	0.00 E	0.00 E	4,345,904.26
March 2021	0.00 E	0.00 E	0.00 E	4,345,904.26
April 2021	0.00 E	0.00 E	0.00 E	4,345,904.26
May 2021	0.00 E	0.00 E	0.00 E	4,345,904.26
June 2021	0.00 E	0.00 E	0.00 E	4,345,904.26
Ending Balance	<u>2,701,263.04</u> *	<u>2,707,060.50</u>	<u>(5,797.46)</u>	<u>4,345,904.26</u>
Budget 20-21	12,351,726.00 *	12,161,460.00	190,266.00	4,490,266.00 **

A = Actual
E = Estimate

* Excludes Beg. Cash Balance
** Represents Ending Cash Balance as Budgeted





As of:	Balance Sheet		Tuition Receivable	Accounts Payable
	Cash Balance	Current Ratio*		
August 31, 2020	\$4,370,137	\$18 to \$1	\$682,412	\$4,520
June 30, 2020	\$4,351,702	\$12 to \$1	\$803,521	\$9,284

*Current Ratio = Current Assets/Current Liabilities

	Tuition Receivable Aging Schedule				
	Total	Current	>30	>60	>90
August 31, 2020	\$682,412	\$0	\$0	\$399,524	\$282,888
June 30, 2020	\$803,521	\$213,875	\$449,389	\$0	\$140,257

For the 2 Mos. Ended August:	Income Statement			
	Total Revenue	Total Expense	Revenue Per Student*	Expense Per Student*
2021	\$1,637,830	\$1,800,951	\$3,038.65	\$3,341.28
20/21 Budget	\$12,351,726	\$12,161,460	\$22,873.57	\$22,521.22
% of Budget	13.26%	14.81%	13.28%	14.84%
2020	\$1,753,589	\$1,934,201	\$3,120.27	\$3,441.64

Comments:

Revenue is slightly lower in 20/21 than 19/20 due to lower enrollment numbers (especially new Freshmen) and lower food service revenue due to the virtual learning environment. Other factors affecting the comparison of YTD revenue through August 2020 are the PMC grant in 19/20 of \$50,000 and the PASmart Grant of ~\$12,000, neither of which are received in fiscal 20/21, as well as lower interest income. Offsetting this are higher Miscellaneous receipts YTD in 20/21 due to partial refund of deposits paid for the 19/20 Costa Rica trip that was ultimately cancelled.

YTD Expenses in 20/21 are slightly lower than 19/20 due to lower transportation costs and lower food service costs in 20/21. Also, rent was prepaid in August '19, but not in August '20.

See below for benefit expense discussion.

***Average Student Enrollment** assumed as follows:

20/21 Budget:	540 students	
August 2020	539 students	(YTD Average)
August 2019	562 students	(YTD Average)

Concerns:

Total Revenue is slightly lower YTD in fiscal 20/21 than 19/20 due to the lower tuition revenue as a result of lower enrollment to begin the 20/21 school year.

Enrollment is down 23 students at the start of the 20/21 school year as compared to the start of the 19/20 school year.

(539 vs 562). This is primarily due to the new Freshman Class. The fiscal 20/21 budget was built based on average enrollment of 540 students.

In addition, there continues to be a loss of interest earnings due to decrease in interest rates (Covid-19 related).

Note that City High realized a total savings of ~\$550,000 in fiscal 17/18 thru 19/20, by implementing the new 401K plan for new hires effective 7/1/17.

As of 8/31/20, 32 employees are participating in the 401K plan rather than PSERS. This represents over 30% of the workforce. Savings will continue to grow each fiscal year as employee turnover occurs and new hires join the 401K plan rather than PSERS.

City Charter High School
List of Depository Institutions
As of August 31, 2020

MMAX Account: (Placed Through Huntington Bank)

Issuer Name	FDIC #	City, State	Amount
Amerant Bank National Association	22953	Coral Gables, FL	\$147,301.13
Branch Banking and Trust Company	9846	Winston Salem, NC	\$247,000.00
Centennial Bank	11241	Conway, AR	\$247,000.00
CIT Bank National Association	58978	Pasadena, CA	\$247,000.00
Customers Bank	34444	Phoenixville, PA	\$247,000.00
Hanmi Bank	24170	Los Angeles, CA	\$247,000.00
International Finance Bank	24823	Miami, FL	\$247,000.00
JPMorgan Chase Bank N.A.	628	Columbus, OH	\$247,000.00
Origin Bank	12614	Choudrant, LA	\$247,000.00
Republic Bank	27332	Philadelphia, PA	\$247,000.00
SpiritBank	4048	Tulsa, OK	\$247,000.00
The First National Bank of South Miami	17093	South Miami, FL	\$247,000.00
Third Coast Bank SSB	58716	Humble, TX	\$247,000.00
Total Portfolio (Interest - .2%)			<u><u>\$3,111,301.13</u></u>

Certificates of Deposit: (Placed Through PNC Investments, Inc.)

Issuer Name/Cusip No.	Effective Date	Maturity Date	Interest Rate	Amount
Beal Bank, Plano, TX/07370X6G4	5/20/2020	8/19/2020	0.15%	\$250,000.00
Customers Bank, Phoenixville, PA/23204HJL3	5/29/2020	8/31/2020	0.20%	\$250,000.00
Flushing Bank, New York, NY/34387AEC9	5/18/2020	8/18/2020	0.15%	\$250,000.00
Key Bank National Assoc, Ohio/49306SF76	5/20/2020	8/20/2020	0.15%	\$250,000.00
Total Portfolio				<u><u>\$1,000,000.00</u></u>

NOTE: Each Certificate of Deposit issued under a specific Cusip Number is a separate and distinct entity

with respect to FDIC insurance coverage, regardless of issuing bank.



City Charter High School - Student Handbook

www.cityhigh.org/student/handbook

This Handbook is reviewed and approved annually
by the City Charter High School Board of Trustees

City Charter High School
201 Stanwix Street, Suite 100
Pittsburgh, Pennsylvania 15222
412-690-2489

*Your future is uncharted territory;
City High provides the map.*

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• WELCOME TO CITY HIGH •

It is my great privilege to welcome you to a new school year at City High. City Charter High School is a special place where students are cared for and known as individuals and learners. Relationships matter and City High's school model is designed to prioritize relationships and learning through looping as well as other critical cultural elements of our school. Your teachers and your grade-level principal stay with you all four years, so you get to learn their teaching styles and they get to know you as individual learners.

Learning, academic growth, and post-high school preparedness for every student are essential goals at City High so you'll see our core beliefs represented throughout your career at City High. As a result, independent learning, collaboration, connections to the real world, continuous challenge, individual responsibility, and personal academic connections form the basis of our high expectations. We expect a lot and we provide a range of supports to help you reach your full potential. While this Handbook focuses on various guidelines, rules, and norms, as you embark and grow along your journey at City High, you'll understand that it takes intention and high expectation to help our students achieve at a high level.

Again, welcome to a new school year. We will be learning together as we are living in unprecedented times, and our relationships that tie us together will help us to persevere together. Please know that we are there for you and invested in your success.

Have a wonderful year!

Best,



Dr. Allen
CEO and Principal



• INTRODUCTION •

This Handbook has been prepared to provide information pertaining to school policies, student activities, classroom schedules and the Code Student Conduct. Incoming students and their parents/guardians review sections* of this Handbook with City Charter High School staff at orientation. Students review the Handbook in greater detail during the first two weeks of school. It is the responsibility of the student to read these regulations and procedures and to ask questions about any area of confusion or concern.

There will be changes to this handbook as school policies and procedures are modified and revised. Any policy changes will be distributed to all students and parents/guardians prior to their implementation date. Students are responsible for keeping up with any school policy changes sent to them and reviewed with them. The most up-to-date version of the Student Handbook can be found at the City High website —<http://cityhigh.org/students/handbook/>

We welcome you to City Charter High School—City High—and are confident that if you apply yourself, you will have a successful school year.

*Sections reviewed at orientation:

- | | |
|---------------------------------|-------------------------------|
| 1. Academic Programs | 8. Field Experiences |
| 2. Acceptable Use of Technology | 9. Lunch |
| 3. Board of Trustees | 10. Sabbatical Policy |
| 4. Clubs | 11. School Attendance |
| 5. Code of Conduct | 12. Social Media |
| 6. Dances | 13. Special Events Guidelines |
| 7. Dress Code | 14. Special Events Dress Code |

• VISITORS POLICY •

All visitors are required to register at the front door with security staff. (All visitors must have a valid ID to be admitted into the school.) The City High security staff will give each guest a Visitor's Pass. Visitors must remain in the office until a City High staff member can escort them to their destination. Also, the Visitor's Pass must be visible at all time.

A more detailed procedure can be found in the Rules and Regulations section of the Handbook.

If a visitor does not display the Visitor's Pass or refuses to properly identify himself/herself, or his/her purpose, the person is trespassing and City High security, and Pittsburgh Police will immediately be contacted. Any person who threatens the health, safety or welfare of a student or staff member will be permanently barred from visiting the school and attending school-sponsored events which occur on or off-site.

Parents who wish to visit classrooms must schedule those visits in advance with the school principal. Parents interested in learning more about City High can arrange a tour on Tuesday or Thursday mornings at 9:00 AM by calling the school at 412-690-2489.

Please note that due to the COVID-19 pandemic, visitors must be approved in advance. They should notify School Safety at least 24 hours in advance and submit a health self-assessment that will be reviewed to determine approval to visit.

• MISSION STATEMENT •

The mission of City Charter High School, a technology infused public school, is to graduate students who are academically, technologically, personally, and socially prepared to succeed in post-secondary education or training. Using a team approach, City High cultivates a safe, supportive and academically rigorous environment by recognizing and nurturing individual talents, needs and skills.

• NONDISCRIMINATION POLICY •

City Charter High School (“City Charter”) does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information or any other legally-protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990. City Charter’s full Non-Discrimination Policy can be found in the City Charter Student and Family Handbook on www.cityhigh.org.

• BOARD OF TRUSTEES •

1. David Lehman	President
2. William Stayduhar	Treasurer
3. Douglas Anderson	
4. Dr. Tracey Reed Armant	
5. Melissa Curry	Parent Representative
6. Gerry Dudley	
7. Larry Hailsham	Alumni
8. Valerie Njie	
9. Dr. Cynthia Tananis	
Alan Shuckrow, Esq.	Solicitor
Kathryn Clark, Esq.	Solicitor
Theresa Dillon	Board Secretary

City Charter High School has a Board of Trustees (comprised of nine (9) members) that is vested with the management of the business affairs of the school. Potential Board members are nominated by a Board Nominating Committee. One position on the Board is reserved for a parent of a student currently attending City Charter High School.

Monthly meetings are held the third Wednesday of the month – September, October, November, January, February, March, May, June and July - from 5:30 PM to 7:30 PM at the school.

Responsibilities of Board members include:

- Support for staff and administrators
- Concern for students and their learning, use strategies that look at the big picture
- Leave the school better than when you started
- Fundraising
- Spending responsibly, spending aligned with mission, approving the annual budget
- Set policy, keep the focus on learning
- Advocacy through your professional network
- Keep school on mission, succession, strategic planning, data driven evaluation
- Manage discussions with respect
- Hire/Fire/Evaluate Chief Executive Officer
- Create synergy, Commit time
- Become better educated regarding board management
- Enhance the school's image

PARENT BOARD MEMBER

The parent position is a one-year term typically starting at the March Board meeting. The parent position on the Board is usually announced in the December mailing as well as on the school's

website. Parents interested in applying for the parent position should contact the CEO/Principal in January. Board Members must be committed to attending monthly meetings.

• SCHOOL CONTACT INFORMATION •

Main Office: 412-690-2489

Email: info@cityhigh.org
admissions@cityhigh.org
attendance@cityhigh.org

Fax: 412-690-2316

Webpage: www.cityhigh.org

SCHOOL OFFICE HOURS: MONDAY THROUGH FRIDAY 7:30 AM TO 5:00 PM

Administration

Dara Ware Allen, Ph.D.
Chief Executive Officer/Principal
Title IX Officer
dwallen@cityhigh.org Ext 101

Angela Welch
Education Manager
& Assistant Principal
welch@cityhigh.org Ext 221

Tiana DeLaRosa
Assistant Principal
delarosa@cityhigh.org Ext 175

LaMont Lyons
Assistant Principal
lyons@cityhigh.org Ext 149

Alesha Platt
Assistant Principal
platt@cityhigh.org Ext 293

Wellness

Holly Ickes
School Social Worker
ickes@cityhigh.org Ext 122

Jocelyn Zuniga
School Counselor
zuniga@cityhigh.org Ext 123

Sandy Hyzak
School Nurse
hyzak@cityhigh.org Ext 124

Admissions

Michelle Fossum
Director of Enrollment &
Strategic Communications
fossum@cityhigh.org Ext 111

James Watson
Student Information Manager &
Registrar
watson@cityhigh.org Ext 121

• Calendar – 2020 – 2021 School Year •

City Charter High School 2020-21 School Calendar - Student

<p>First Trimester - 57 School Days</p> <p>August 2020 (1 school days)</p> <p>31 - First Day of School</p>	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>February 2021 (19 school days)</p> <p>12 - Half Day / Snow Ball 15 - No School - Parent-Teacher Conferences 16 - 10am Start</p>	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						
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<p>October 2020 (21 school days)</p> <p>12 - No School - Parent-Teacher Conferences</p>	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>April 2021 (T2: 0 school days) (T3: 4 school days)</p> <p>1-26 - Spring Break 27 - First Day of Trimester 3</p>	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
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<p>November 2020 (15 school days)</p> <p>20 - Last Day for Students Nov. 23 - Jan. 4 - Winter Break</p>	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>Third Trimester - 62 School Days</p> <p>May 2021 (20 school days)</p> <p>5-7 - 11th gr. New York City 14 - Half Day for 9th, 10th, 11th - No School for 12th / Prom 22 - 10th gr. Orientation 26-28 - Musical 31 - Memorial Day - No School</p>	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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<p>December 2020 (0 school days)</p> <p>Dec. 1 - Jan. 4 - Winter Break Dec. 14 - Jan 1 - Administrative Offices Closed for Winter Break</p>	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>June 2021 (22 school days)</p> <p>4 - 10th gr. Niagara Falls Trip 12 - 9th gr. Orientation 18 - Half Day 14-18 - Senior Week (Half days for Seniors) 15-16 - Senior Finals 17 - Senior Breakfast 18 - Graduation Practice 19 - Graduation at Soldiers & Sailors</p>	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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<p>Second Trimester - 58 School Days</p> <p>January 2021 (18 school days)</p> <p>1 - Building Closed 5 - First Day of Trimester 2 15 - Half Day 18 - MLK Jr. Day - No School</p>	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>July 2021 (16 school days)</p> <p>5 - Independence Day Observed - No School 9 - 9th gr. Presque Isle 21 - Half Day - Finals 22 - Half Day - Finals 23 - Half Day - Finals/Awards July 26 thru August - Summer Break</p>	<table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Total School Days: 177 (Seniors: 153)

Updated 8/18/2020

• COVID-19 PLAN AND PROTOCOLS •

Due to the COVID-19 pandemic, City High, like many local schools throughout the country has modified its educational model. We will provide a high quality educational experience with modifications that also meet health and safety reopening requirements outlined by the Centers for Disease Control (CDC).

The Pennsylvania Department of Education (PDE) recommends the following instructional models based on COVID-19 community spread and positivity rates:

Level of Community Transmission in the County	Incidence Rate per 100,000 Residents (Most Recent 7 Days)	AND/OR	PCR Percent Positivity (Most Recent 7 Days)	Recommended Instructional Models
Low	<10	AND	<5%	Full in-person Model OR Blended Learning Model
Moderate	10 to <100	OR	5% to <10%	Blended Learning Model OR Full Remote Learning Model
Substantial	≥100	OR	≥10%	Full Remote Learning Model

As a result of this data and other factors, City High amended its original reopening plan approved on July 15, 2020 by the City High Board of Trustees. The final plan was approved by the Board on August 12, 2020. City High will hold will now hold classes virtually for the 1st trimester of the 2020-2021 school year as well as an in-person, weekly academic and student support day on Wednesdays. An overview of our distance learning educational approach is as follows:

• DISTANCE LEARNING •

During distance learning, students will follow their in-person schedule and attend live classes Monday-Friday. Teachers are also expected to follow their in-person schedule and teach live classes Monday-Friday.

ATTENDANCE

Student Attendance - You must take and submit daily attendance for each of your classes. Our attendance policy has been modified for trimester 1. If a student has 8 or more *unexcused absences in any one class, the student's final grade in the class will drop one letter grade. If a student is already failing on merit with a D, the D will be the final grade (will not drop to an E).

An unexcused absence is defined by a missed day of school that is not due to COVID illness or quarantine, there is NO note on file in the main office, and there is no reason for the absence from school.

ACADEMIC EXPECTATIONS

Students are expected to spend 3 hours in their virtual classes and spend 3 hours working outside of "class". This equates to students spending 1 hour/day on each of their classes. Curriculum may need to be modified/adjusted to account for online instruction and optional PD sessions will be happening the week of 8/24/20 to help you with transitioning to teaching online and keeping students engaged. Because students will be in your live class every day, student work is not limited to 30-minute assignments that must be submitted each day. You can run discussions, assign projects, etc. just as you would if we were doing in-person learning.

Attending Live Classes - Students are required to attend live on-line classes, just as if they were at school. You must take attendance for each of your classes. The modified attendance policy applies to students who miss virtual classes as well.

Work Outside of School - Students are expected to spend approximately an hour total, each day, in each class. They will put in 3 hours virtually and 3 hours on their own to complete their work. This is a change from our original thinking for a couple of reasons - the state has still not waived the 990 hour requirement and now that we are not doing in-person learning, students will not have the added expectation of commuting in addition to completing class work outside of in-person classes.

Honors - Honors work consists of greater depth of content, extended work outside of classes, independent learning, increased individual responsibility and a willingness to persevere with challenging work.

- Honors credit is given within a course for work over and above the core curriculum and is offered in English, Social Studies, Mathematics, and Science.
- Students enter honors at the beginning of the trimester and students are allowed to drop honors at any time during the first four weeks of a given trimester.
- 10th, 11th and 12th grade students must stay in honors for the entire year-long class.

Final Exams - There will be no final exams at the end of the trimester. The trimester ends for students on Friday, November 20th.

DRESS CODE

Students will not be required to follow City High’s dress code during distance learning. However, all students will be expected to minimally follow the field trip dress code policy (page 63).

IN-PERSON STUDENT SUPPORT INFORMATION

What: A voluntary opportunity for students to come to school, in-person, every Wednesday for a variety of supports including, academic, wellness, technology, etc., or just to interact with their teachers and others students, while socially distancing.

When: Every Wednesday starting on 9/9/20. Students scheduled in the AM group can come anytime between 9 am-12 pm. Students scheduled into the PM group can come anytime between 1 pm-4 pm. Students do not need to stay for the entire duration of the session.

How: Students who would like to attend will fill out a Google form each Monday indicating what they would like to focus on so that each grade-level team can plan accordingly to meet students’ needs. On Wednesday, students will come to school during their scheduled window to work.

Why: Because we had to adjust our in-person learning plan to all virtual, we felt it was important to provide students the opportunity to have some in-person interaction with their teachers and classmates, and to provide access to additional services that are more challenging to do virtually.

Other Information:

- Students will not be required to be in dress code; however, we ask that students keep in mind that they are still coming to school and dress accordingly (page 63). Minimally, we ask that students adhere to the dress code policy for field trips.
- Students must wear a mask and keep it on throughout their time in the building and temperature checks will be done at the front door.
- The same rules apply regarding weapons, drugs, contraband, etc. while students are in the building. Please refer to the Student Handbook for more information.
- Students will not have access to lockers and will keep their belongings with them in the classroom.
- A cold lunch will be provided to students in both the AM and PM sessions. Students in the AM session will get a to-go lunch as they leave the building. If students in the PM session would like lunch, lunch will be available between 12:30 pm-1:00 pm in the cafeteria.
- Advisors and Grade-Level Admin will reach out to parents each week if your child is falling behind and suggest they attend a Wednesday session to get caught up. This would still be voluntary and we would not require a student to come in.

• MODIFIED IN-PERSON LEARNING •

This section is currently projected for trimester 2 if we are able to resume school in person. An overview of in-person operational changes are as follows:

- **Arrival-** more than one entry with infrared temperature screens
- **Masks-** required for staff and students- back-up disposable masks.
- **Dismissal-** students will be dismissed through their designated grade level exits.
- **Transitions-** one-way hallway traffic; designated entry and exit doors for classrooms where possible; staggered release of classes.
- **Social Distanced Seating Arrangements** - each student will have their own table distanced 6 feet apart.
- **Lunch-** will occur in classrooms and held with a teacher/advisor.
- **Cleaning-** sanitizer is provided in every classroom and hallway; students are able to wipe down desks with disinfectant wipes upon entry to class; electrostatic cleanings will occur twice a week.

STUDENT ARRIVAL TIMES

Modified Daily Schedule

Each grade level team (Team A, B and C) are split into two groups. Each group has been assigned an AM (morning) or PM (afternoon) schedule. This modified daily schedule has been created so that students can attend in-person instruction at City High in accordance with social distancing guidelines from the CDC and the Pennsylvania Department of Education.

AM Schedule: 8:00 am-11:30 AM

The AM group is permitted in the building starting at 7:15. They are permitted to go to the cafeteria for breakfast or up to their floor where they will need to remain in the hallways until 7:45. Six-foot markers will be placed in the hallways and students will be required to socially distance until they can enter class.

PM Schedule: 12:15 pm-3:45 PM

The PM group is permitted in the building starting at 11:45 and will need to remain socially distanced in the hallways until 12:00. Once students are able to enter their classes at the designated times, they must do that.

If a student arrives late, after 8:00 or after 12:15, they must go through the main entrance of the school, pass through the infrared scanner and get their late slip at the Security window.

Midway through the trimester, students will switch. AM Group students will switch times with the PM Group and vice versa for PM Group.

STUDENT SCHOOL DAY

9th-11th AM Schedule

A - 8:00-8:30
B - 8:32-9:02
C - 9:04-9:34
D - 9:36-10:06
E - 10:08-10:38
F - 10:40-11:10
G - 11:10-11:30 (Lunch)

Senior AM Schedule

A - 8:05-8:35
B - 8:36-9:06
C - 9:07-9:37
D - 9:38-10:08
E - 10:09-10:39
F - 10:40-11:10
G - 11:10-11:30 (Lunch)

9th-11th PM Schedule

H - 12:15-12:45
I - 12:47-1:17
J - 1:19-1:49
K - 1:49-2:09 (Lunch)
L - 2:11-2:41
M - 2:43-3:13
N - 3:15-3:45

Senior PM Schedule

H - 12:20-12:50
I - 12:51-1:21
J - 1:22-1:52
K - 1:52-2:12 (Lunch)
L - 2:13-2:43
M - 2:44-3:14
N - 3:15-3:45

LUNCH

Lunch will occur in small student cohorts in classrooms with a designated teacher. Lunch will be served for the morning and afternoon sessions.

CLEANING, SANITIZING, DISINFECTING & VENTILATION

- In addition to our regular daily cleaning of the building, a daily **electrostatic cleaning** will happen in the evening on a rotation schedule by floor with a full school building electrostatic cleaning that occurs weekly. In between the morning and afternoon session,

students attending in the morning from those who attend in the afternoon, hot spot areas such as door handles, etc. will be wiped down mid-day in addition to the evening cleaning.

- Cleaning materials have been procured and we have already instituted electrostatic cleanings of the building. We are planning to purchase an electrostatic cleaning machine so we have flexibility to provide one of these cleanings during the day.
- Cleaning materials will also be readily accessible to staff and students. **Hand sanitizer** will be plentiful and available in every classroom and touchless sanitizer stations will be set up in every hallway. Students will also be asked to **wipe down their desks with disinfectant wipes** upon entry to class.

SOCIAL DISTANCING AND OTHER SAFETY PROTOCOLS

Social distancing will be instituted at City High according to the guidelines established by the CDC. Students typically sit four at a table. Student groupings of four will now be stretched out to assure 6 feet between each student. There will also be fewer table groupings in each room as half of students will be in the building in the morning (8:00 to 11:30 a.m.) and the other half attending in the afternoon (12:15 - 3:45 p.m.). Midway through the trimester, students will switch, whereby am students will switch to pm classes and vice versa for pm students. Below is an overview of the distribution of students by grade level.

- **Social distancing signage** and visual cues will be posted throughout the school before school reopens.
- During **Transitions**, City High will maintain one-way hallway traffic, whereby there is a designated entry and exit door for classrooms where possible. There will be a staggered release of classes.
- **Lunch** will occur in classrooms and held jointly with our Advisory program, whereby each student will each lunch in a designated classroom with their teacher advisor/mentor.
- Students and staff will travel in the same grouping throughout the trimester. They are separated by grade level, which has its own designated floor in the building. For example, 9th grade is assigned to the second floor; 10th grade is assigned to the third floor; and so forth. Additionally, within a grade, students are divided into three teams. Therefore, students have limited exposure to other students and teachers (with the exception of elective teachers) have exposure only to one grade level.

MONITORING STUDENT AND STAFF HEALTH

City High will employ a layered approach of proactive strategies to help minimize the number of cases that rise to the level of our plan requiring a crisis response. Proactive strategies include explicit policies and training on topics such as hand washing, self-monitoring guidelines for staying home, and self-disclosure of travel and exposure to high risk areas/individuals. Face masks and shields will be required for all staff and students and social distancing will also be followed.

Monitoring Screens

1. Upon entering two designated sections of the building, all staff and students will be screened using infrared temperature checks. This will also provide an alert for anyone not wearing mask before they are able to access the main building. School safety will be

stationed within these two areas to address individuals who are flagged for not wearing a mask and/or for having an elevated temperature.

2. A student with an elevated temperature will be placed into an isolation area and exited upon reaching a parent/guardian before up on the floor where classes are held. This limits that individual's exposure to various parts of the building.

When Illness Surfaces

If a student:

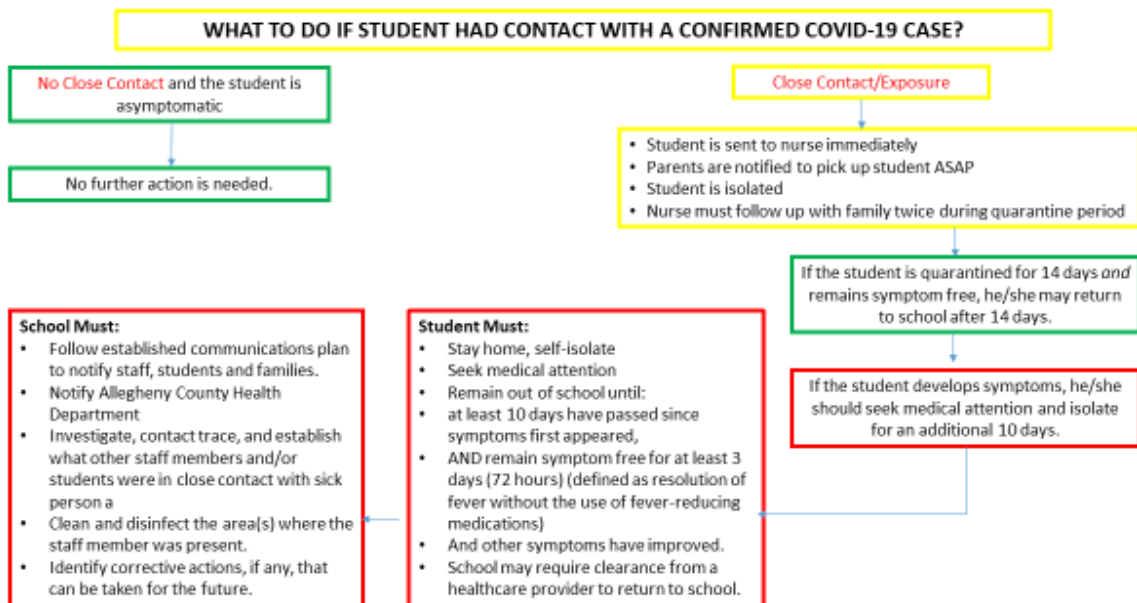
- 1) exhibits symptoms during the day;
- 2) discloses known exposures to someone who tests +; and/or
- 3) discloses that they have tested positive,

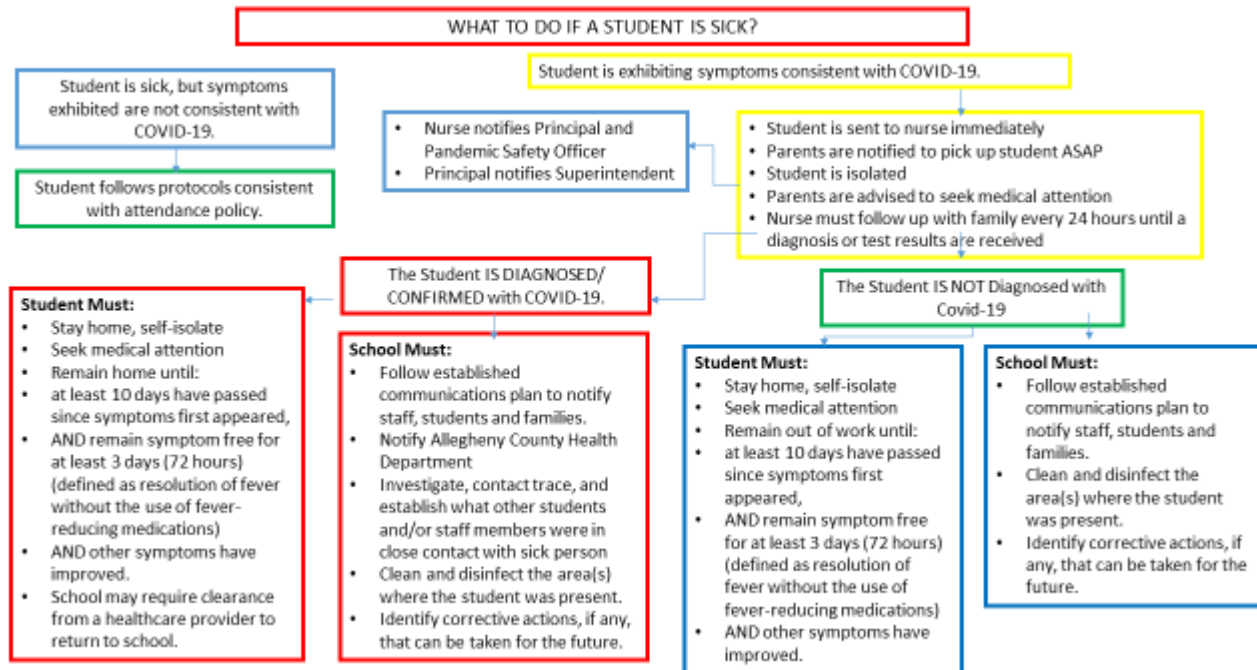
Isolation is triggered to determine quarantine days and affected quarantine areas.

According to CDC guidelines, these individuals will be directed to a COVID-19 testing location and [quarantined](#) for 2-5 days while we await the test results. This will determine whether that individual is quarantined an additional for a total of 10-14 days.

Below is a decision tree that City High will follow to guide isolation and quarantine steps when illness surfaces.

COVID-19 DECISION TREE SCHOOL-WIDE DECISION TREE





Please refer to the City High website and [COVID-19 resources](#) section for updated information.

ATTENDANCE

Attendance and punctuality are keys to academic success as well as success in the workplace. Students must be at school on time and engaged in learning. City Charter High School complies with all aspects of the Pennsylvania Code regarding student attendance.

In order for the CEO/ Principal to consider extenuating circumstances regarding the attendance policy, the parent must provide documentation pertaining to the absences. This documentation may require a signed note from a doctor or other professional depending on the circumstances. Absences due to vacations, summer camps, babysitting etc., are considered unexcused and students are not provided with work during their absence. Students are NOT exempt from assignments and exams which occur during an unexcused absence.

If a student is absent, parents must provide an excuse within three (3) school days or the absence remains Unexcused.

During the course of the trimester, students are expected to make up their assignments following an absence. Students will be held to the following standards for attendance during the first trimester for in-person instruction. This policy applies for all absences that are NOT excused and NOT COVID related:

- At eight (8) or more unexcused absences, a student's grade will drop a grade level.
- Excused absences include: Medical/doctor's notes as well as bereavement absences are counted as excused. Parent notes for COVID-19 related absences are also considered excused. All other parent notes are counted as unexcused absences. They qualify as it

relates to truancy and magisterial proceedings, but not within City High's attendance policy. A parent note must be submitted within three (3) days of the absence.

- Please note that a doctor's excuse for an appointment does not excuse the day unless so stated in the excuse. A 2:00 p.m. appointment does not excuse the morning and a 9:00 appointment does not excuse the afternoon.
- An unexcused absence is defined as a missed day of school that is not covered by a doctor's note or bereavement and is not due to COVID illness or quarantine.

MASK EXPECTATIONS

- Students are required to wear cloth masks at all times while in the building.
- Students must wear a mask that covers the nose, mouth and chin.
- Face masks must exclude any type of logo, text, political statement, branding, or paraphernalia.
- Students who repeatedly pull their mask down and/or take it off will be sent to the Administration office.

City High Administration reserves the right to determine if a student's face mask meets acceptable dress code standards.

TRANSPORTATION

City High students will utilize public transportation to get to and from school. We are strongly encouraging students to follow the required [CDC social distance guidelines for riding public transportation](#).

In an effort to keep our families informed about public transportation resources, we have researched some options that are available to assist families with planning their daily transportation routes.

- Port Authority has launched the [Room2Ride](#) tool which helps to estimate how full your bus usually is at scheduled bus stop time points. As a reminder, to allow for safe social distancing vehicle capacity limits remain in place. Drivers have been instructed to pass up stops when their vehicle reaches the limit until other passengers on the vehicle disembark. We recommend allowing additional travel time.
- [TrueTime](#) is a Port Authority App that is a resource, which informs riders of the location of their bus and when it will arrive at their stop. To ensure you don't miss your bus, please be at your stop at least five minutes before the estimated stop time. Estimated stop times are only available for buses arriving within 30 minutes. If your bus is delayed, TrueTime will adjust estimated stop times accordingly.

As a back to school planning tip for families using Port Authority, we are recommending that families use the above mentioned resources to plan your child's route to and from school.

• Non-COVID 19 Topics •

This section includes guidelines for how City High typically operates and plans to operate under normal circumstances and with COVID-19 community spread below 5%.

• APPLICATION POLICY •

City Charter High School complies with all Federal and State laws that pertain to school admission. The following statements are from Pennsylvania Law 24 P.S. § 13-1301 - § 13-1306.

ENTITLEMENT EDUCATION

Every child of school age who is a resident of a Pennsylvania school district is entitled to a public school education. This entitlement and the requirements to secure enrollment apply equally to resident students residing with their parent(s); to non-resident students living with a district resident who is supporting the child gratis and seeking enrollment under 24 Pa. Code §13-1302; to nonresident students living in a facility or institution; and to nonresident students living in a foster home. Provided that the required enrollment documentation described herein is provided, the school district or charter school must enroll non-resident children and permit them to attend school. A child should be permitted to attend school on the next school day after the day on which the child is presented for enrollment, and in all cases within five (5) business days of the school district's receipt of the required documentation. 22 Pa. Code §11.11(b)

Home Language Survey

All students seeking first time enrollment in a school shall be given a home language survey in according with requirement of the U. S. Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.

Items Which May Not Be Requested

A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a student as part of the admission process.

City Charter High School is a public school and is therefore open to all students regardless of race, ethnic background, gender, religion, and/or ability. As a school of choice, families have an opportunity to make an informed decision regarding the appropriateness of this and other high schools for a particular youngster.

In order to help families make the best decision, tours for current 8th grade students are available by appointment from October 1 until May 1 of each year. The youngster should accompany the parent/guardian on the tour. During the tour, families have an opportunity to visit classrooms, receive information about the curriculum and ask questions.

An Open House is also typically hosted in October or November for students in the 8th grade. Please check our website at www.cityhigh.org for updates.

• APPLICATION PROCEDURES •

Students may begin the application process in the fall of their eighth grade year. Prior to admission, students entering the 9th grade must have successfully completed 8th and be promoted to 9th grade.

Application Timeline for the 2021 – 2022 School-year:

October 1, 2020 – This application period is only for eighth graders who have a sibling currently attending City High. Siblings do not receive preference after October 31.

November 1, 2020 – Application period for City of Pittsburgh residents begins for the 2021-2021 school-year, a maximum of 180 freshmen will be admitted.

December 2, 2020 – If by Wednesday, December 2, 2020, there are more than 180 applications in total, including applications of siblings, then a lottery will occur at 10:00 AM. The number of seats available in the lottery is 180 minus the number of sibling applications.

If by Wednesday, December 2, 2020 we have received fewer than 180 applications, then no lottery will occur and those students who have applied by this date will be accepted, pending the completion of required documentation and the orientation.

December 3, 2020 – The application period continues for both Pittsburgh and residents outside of the City of Pittsburgh.

There are two (2) application review dates – **March 26, 2021** AND **June 25, 2021**. At each date, the applications received, with City of Pittsburgh residents having priority and the remaining seats going to non-Pittsburgh residents, will be accepted pending completion of required documentation and the orientation.

Once 180 students have applied, new applications will be placed on a waiting list in the order in which they are received with City of Pittsburgh residents receiving priority.

July 1, 2021 – If 180 seats have not been filled, City High will process new applications for enrollment in the order in which they are received, based on the submission date with City of Pittsburgh residents receiving priority.

Students in grade 9 are admitted through the first few weeks of Trimester 1 (September 25, 2020) and Trimester 2 (January 22, 2021).

GRADE 10 APPLICATION PROCEDURES

New students are admitted into the 10th grade at the beginning of the school-year and at the beginning of second trimester.

If after February 1, 2021 a student is still on the ninth-grade waiting list, then they will be given the opportunity to move to the 10th grade waiting list for the following school year. New 10th grade applications will be added to the end of this list.

TRANSFERRING 10TH GRADE STUDENTS

All transferring 10th grade students must have a minimum six (6) credits/units with course grades of C or higher.

Transferring students are admitted through the first third of Trimester 1 (September 25, 2020) and Trimester 2 (January 22, 2021).

Students are not admitted to Grades 11 and 12 according to City High's charter.

APPLICATION PACKET

The following forms and information is required to complete the first phase of the application process to City Charter High School:

- City High Application
- Proof of residency (2 documents dated within 60 days of submission)
- Birth Certificate
- Current Immunizations

English Language Learners

Upon entry into City High all parents complete a Home Language Survey. If a student needs services related to acquisition of the English language, those services will be provided by ESL teachers from the Allegheny Intermediate Unit. Adjustments will be made in the regular classroom to accommodate the needs of the students.

ORIENTATION

All students, accompanied by a parent/guardian, must participate in an orientation session to complete the final phase of the application process before the student can begin school at City High.

Orientation for incoming 9th grade students in the 2020 – 2021 school-year will be held on a Saturday in June of 2021. The student's final report card is required at the orientation.

The last week of April, 2021, all new applicants will be assigned a specific time for the June Orientation. Invitations and tickets will be sent to the first 240 students who have completed the first phase of the application process.

Orientation for transferring 10th grade students in the 2020-2021 school-year will be held on a Saturday in May of 2021. A final report card is required to determine the successful completion of six (6) credits.

RESIDENCY INFORMATION

Students must register with their school district of residence. If a student and his/her family move into a new school district, the student must register with the new school district and then inform City High of this change. Students who are not registered with a school district cannot be admitted into City High.

Families who change their residency information, must inform City High. New proofs of residency must be submitted. Students cannot attend City High if the school does not have the new proofs of residency. Change of address notification forms can be found on the City High webpage and at the main office. This form must be completed and submitted with two (2) proofs of residence for the new address within five (5) days of moving to the new address.

Students residing in the City of Pittsburgh are eligible for the Pittsburgh Promise based on the criteria established by the Pittsburgh Promise.

• ACADEMIC PROGRAMS •

CURRICULUM CLUSTERS

City Charter High School staff recognizes its responsibility to provide each student with an opportunity to receive an exceptional education and to provide an atmosphere which is conducive to learning. Our students and their parents/guardians also share this responsibility.

City Charter High School models workplace and college environments. Students are provided with tools, learning activities and projects that mirror the world of work and the world of college. We have high expectations that every student can succeed at becoming a communicator, a problem solver and a collaborator.

The academic program is built on clustering of the PA Chapter 4 Academic Standards. This clustering allows for flexibility in scheduling and staffing as well as providing a common sense approach to interdisciplinary, project-based learning.

Cultural Literacy – Reading, Writing, Listening and Speaking; History, Civics and Government, Geography, Economics; Arts and Humanities; Spanish.

Scientific Literacy – Mathematics; Science and Technology; Environment and Ecology.

Information Literacy – Research; Graduation Project.

Wellness Literacy – Health, Safety and Physical Education; Food Science and Nutrition.

Work-skills Literacy – Career Education; Internship; Service Learning; Basic Computer Literacy; Applied Technology; Computer Technology; Multimedia Technology; Network Technology; Financial Literacy.

COURSE REQUIREMENTS

CULTURAL LITERACY

English Language Arts (8 trimesters)

English Language Arts 9
English Language Arts 10
English Language Arts 11
English Language Arts 12

Social Studies (8 trimesters)

US History 9
US History & Government 10
World Cultures 11
Politics and Civics 12

Information Literacy (4 trimesters)

Research 9
Research 10
Graduation Project 11
Graduation Project 12

World Languages (2 trimesters)

Spanish 1 (10th grade)

SCIENTIFIC LITERACY

Mathematics (10 trimesters)

Interactive Math Program(IMP) 1 (9th)
IMP - Geometry Focus (one trimester)
Interactive Math Program(IMP) 2 (10th)
IMP - Probability and Statistics Focus
(one trimester)
Interactive Math Program 3 (11th)
Interactive Math Program 4 (12th)
Calculus – Honors (12th)

Science (8 trimesters)

Physics (9th)

Applied Biology/Chemistry (with Lab) (10th)

Biology (11th)
Scientific Research and Design (with Lab)(12th)
Physics 12 – Honors

WORKSKILLS LITERACY

Financial Literacy (3 trimesters)

Enterprise Development 9
Financial Literacy 1 (10th Grade)
Financial Literacy 2 (11th Grade)

Technology (5 trimesters)

Tech Applications 9
Web Applications 10
Advanced ADOBE and MOS

Career Readiness (4 trimesters)

Career Readiness 9
Career Readiness 10
Career Planning 11
Internship (11th or 12th Grade)

Service Learning (1 trimester)

Service Learning (12th Grade)

WELLNESS LITERACY

Fitness and Health (1 trimester)

Pennsylvania requires all students to successfully complete Fitness and Health. Any student, who fails Fitness or Health, must make up the class or classes before graduating.

All students are required to maintain a full schedule
AND carry a minimum of 6 courses per trimester through graduation.

12TH GRADE MODEL

The 12th Grade Model provides students with the type of experiences they will encounter in college or at a job placement. The 12th Grade Model has the following components:

- Lecture (10% of a student's time throughout the week)
- Seminars (40% of a student's time throughout the week)
- Study Groups (20% of a student's time throughout the week)
- Independent Work (30% of a student's time throughout the week)

LECTURE

The purpose of the Lecture is to introduce the content unit that students will be working on over several weeks. Content teachers give a Lecture each week. The Lecture gives the teacher the opportunity to set long-term goals, to situate the topic within a larger context, and to explain projects and assignments. The Lecture gives the student the opportunity to practice note-taking and to plan for upcoming projects and assignments.

SEMINAR

The Seminar is a teacher-directed learning experience. The teacher presents the lesson, gives notes and explains the topic and any related work. Often Seminars are discussions about current work in progress. A student is scheduled into two seminars a week for each of his/her classes. Seminars usually consist of no more than 15 students.

STUDY GROUP

The Study Group is a student-directed learning experience. A Study Group is made up of 2 - 4 students who are in the same academic class and who are working on the same assignment. Students are also allowed to form their own Study Groups.

INDEPENDENT WORK

Every student is assigned into the Independent Work Room (Quiet Room) to complete assignments. Study Groups and Independent Work demand a high level of maturity, planning and hard work.

Students receive a weekly Independent Learning (IL) grade and are expected to:

- report to the Quiet Room, Seminars, Lectures and Study Group rooms when scheduled
- work with teachers and staff to develop skills so that they can use their independent time and their Study Group time effectively
- use the Work Tracker to create timelines for their independent work and to schedule when to work on certain assignments, seek out a teacher, work in a Study Group
- not disturb others when working in the Quiet Room

- use all resources (Rounds and Email) effectively in order to complete coursework
- work collaboratively with other students in Study Groups
- be prepared for seminars

Students will continue to receive a Workforce grade (see page 21). Independent Learning and Workforce grades are weighted equally and are each worth 100 points per week.

ROUNDS - TEACHER

Teachers work with students one-on-one or in small groups during Rounds.

WORK TRACKER - STUDENT

Students keep track of their seminars, lectures, study groups and independent work schedules using a Work Tracker.

ACADEMIC ETHICS

Post-Secondary Colleges/Universities, Certification/Training Programs and Employers demand individuals who are honest and ethical. City High Students are expected to model a high level of ethical conduct as they complete daily school work, homework, complete tests and projects. City High defines plagiarism and cheating as copying and utilizing three or more words of another person's work as their own.

Students shall:

- Not knowingly cheat on assignments or tests.
- Not tamper with grade books or computer files.
- Not plagiarize – copying or using another's ideas, concepts, facts, and/or words as though they were their own.
- Not provide others with answers or completed assignments.
- Adhere to the school's Appropriate Use of Technology Policy.

Please refer to the Grading Procedures section of the handbook for detailed information on grading in the event that an assignment or assessment is plagiarized.

AFTER SCHOOL TUTORING

City High offers after school tutoring programs in 9th, 10th, and 11th grades. Teachers are available to help students who desire additional support with assignments. After School Tutoring meets twice each week from 3:45 PM to 4:45 PM. Students who stay for this program may not leave the building and return. Parents must sign a release allowing their child to attend the tutoring.

After School Tutoring IS NOT an extension of the instructional day. It is an optional service provided by the grade level staff which will be revoked for inappropriate behavior.

DUAL ENROLLMENT ELECTIVE

Dual enrollment provides students in grade 12 with a college experience at CCAC or Point Park. Successfully completed courses (grade C or higher) count as an elective towards the City High graduation requirements. Qualifying City High seniors may take one course during the

August/December term and a second course during the January/May term, if space is available. (Students must get a **B** grade or higher on their first course in order to take a second course.)

ELIGIBILITY FOR DUAL ENROLLMENT:

- Less than 10 unexcused absences throughout the school year of application.
- Less than 15 unexcused tardies during the school year of application.
- Minimum grade of B in Workforce Readiness during the previous two trimesters of application.
- Cumulative GPA:
 - Minimum of 2.75 to take courses at CCAC or
 - Minimum of 3.0 to take courses at Point Park University

A \$200 charge will be placed on the debt account for any student who earns less than a final grade of 'C' at CCAC or Point Park University.

FINAL EXAMS

The final exam is the culminating activity for each course. Final exam grades are included in the final grade for each course. A Final Exam schedule is generated at the end of each trimester and students attend school for a half-day. At the end of trimesters 1 and 2, there are two Final Exam days. At the end of trimester 3, there are three Final Exam days.

Students must take final exams on the prescribed day at the prescribed time. Students who arrive within 15 minutes of the start of the exam may take the exam on the designated make-up day OR may elect to take the exam with the understanding that no additional time will be given as the exam will conclude according to the schedule. Students arriving later than 15 minutes of the exam start time must take that exam on the designated make-up day.

A student may not start an exam during the designated exam day and then finish it at any other time, including on the make-up day.

The Final Exam make-up day is the first week day after the last scheduled final exam day. Examinations begin at 8:00 a.m. Students arriving after 8:15 a.m. will not be admitted.

Students are required to be in dress code (with the exception of their shoes) on the Final Exam make-up day. Students who are out of dress code will not be admitted.

GRADE LEVEL TEAM

At City Charter High School, students will remain with the same team of teachers through graduation. This Grade Level Team will work with the student on: Academic Readiness, Workforce Readiness, Career Readiness, Behavioral Issues and Administrative Details including: Attendance, Collection of Permission Notes, Locker Access.

GRADING PROCEDURES

A City Charter High School grade measures and reflects both engagement (process) and final products. We focus on engagement in an effort to encourage students to take an active role in

their academics and work hard in order to pass their courses with a grade of a C or higher. The goal of standardizing grading procedures is to ensure that students who struggle to buy-in and have yet to display the work ethic needed to achieve at high levels are not critically hampered by a single missed assignment or a “zero in the grade book”.

Teachers will update grades at least every two weeks. All current grades can be located on the Portal in which students, parents and teachers have access.

Grade	Descriptive System	Numerical System
A	The student has achieved the learning standards at the ADVANCED level. They have demonstrated unusual depth and breadth of understanding and are performing with distinction.	90 – 100%
B	The student has achieved the learning standards at the PROFICIENT level. They are performing at a level consistent with that expected by the Pennsylvania Department of Education.	80 – 89%
C	The student has NEARLY ACHIEVED PROFICIENCY on learning standards. The student needs to improve in some of knowledge or process in order to graduate with the Seal of Proficiency.	70 – 79%
D	The student NEEDS SIGNIFICANT IMPROVEMENT before they reach proficiency on the learning standards. If they remain at this level, they will not be able to graduate.	60 – 69%
E	The student has NOT ENGAGED in the learning process.	50%

Situational Procedures for Grading Assessments (Assessments may include class participation, essays, daily assignments, projects, written assignments, presentations, journals, problems of the week, lab reports):

- In the event that a teacher uses a single grade for an assessment and the student was actively engaged, but the assessment was not turned in, the student will receive a grade of 60% as a placeholder. The expectation is that the student needs to submit the assignment for a grade higher than 60%. The 60% will remain in the gradebook if the assessment is not submitted.
- A student will receive a 50% for an assessment if they have not engaged whatsoever. In that case, the student will have spent a great deal of time in class not working, possibly being disruptive or sleeping. Prior to giving the student a grade of a 50%, the teacher will do one of the following:
 - Call the parent;
 - Speak to the student’s advisor;
 - Arrange a meeting for the student to speak with administration; and/or

- Speak with the social workers.
- Students who have been found to be cheating on any assessment will receive a grade of a 0 (zero) and will be expected to re-submit the assignment within one week for a grade of a 50%.

GRADUATION PROJECT

All students of City Charter High School will complete a “culminating project to demonstrate their ability to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding”.

City Charter High School students are required to take the Research Seminar – Graduation Project class during their 11th and 12th grades to design a project that will provide students opportunities to exhibit their initiative as well as problem solving and decision-making, technology applications, and independent research as they investigate a self-selected specific area of interest. This project requires students to propose and design an independent, personalized hands-on learning experience, presented through a culminating exhibition of a quality product. Requirements – weekly progress grade and successful course completion, grad project portfolio, tangible product, oral presentation, and reflection paper.

GRADUATION STATUS REPORT

Each student will be assigned to a Grade Level staff advisor, during his/her stay at City High School. Students and parents/guardians will meet with the advisor during Parent Teacher conferences to review the student’s academic and career plans using the Graduation Status Report.

The Graduation Status Report records and describes the student’s educational program – core subjects, research projects and academic assessments as well as a student’s workforce skills, career options, internship program and electives. A student’s Graduation Status Report will be reviewed each year by the academic advisor and the student.

HEALTH AND PHYSICAL EDUCATION

Students in grade 9 are assigned to Health during a 13-week trimester. During that time, they will have Health every day.

Students in grade 9 are assigned to Physical Education during a 13-week trimester. During that time, they will have Physical Education every day.

Students need proper attire –a City High tee shirt and shorts or sweat pants and sneakers – for the Physical Education class. Tee shirts may be purchased from the school store (\$6.50). Shorts and sweat pants may not have inappropriate writing, logos or pictures and must cover private body parts.

City High makes locks available to students. These locks are for the lockers in the fitness area. To insure that a student’s property is not taken, students are required to use the lock provided by City High not is responsible for items taken from lockers that do not have locks on them. Locks

borrowed from City High must be returned at the end of the trimester or student will be charged a replacement cost of \$10.00.

Successful completion (C or better grades) of Physical Education and Health are required for graduation. This requirement also applies to transferring students.

Students will only be excused from Physical Education when a note from a physician is provided. The note must contain a legitimate and specific diagnosis and dates for which the excuse is effective.

Physical Education classes missed due to absence must be made up before the last day of the trimester in which the course was scheduled. Exceptions are only made when serious illnesses or injuries occur and a doctor's note is provided.

HONORS POLICY

City Charter High School believes that all students need to be challenged academically to reach their fullest potential. City High's academic program offers Honors Credit for core academic courses in grades 10, 11, and 12. Honors Credit is obtained by completing honors work within classes. Honors work consists of greater depth of content, extended work outside of classes, independent learning, increased individual responsibility and a willingness to persevere with challenging work.

The City High Honors program has the following attributes:

- Students do honors work in the regular heterogeneously grouped classrooms
- Honors Credit is given within a course for work over and above the core curriculum
- Honors Credit is offered in English, Social Studies, Mathematics, and Science
- Honors Credit is offered in 10th through 12th grade
- Students enter Honors at the beginning of the trimester. Students are allowed to drop Honors any time during the first four weeks of a given trimester.
- 10th, 11th and 12th grade students must stay in Honors for the entire year-long class

9th grade offers an Honors-prep program. 9th grade courses will provide interested students "honors type" assignments. Students have option of including or not including those assignments in their class grade. The goal of the Honors-prep program is to encourage students to participate in more challenging academic work.

12TH GRADE CALCULUS AND PHYSICS

To qualify for 12th grade Calculus and Physics, students must have an A or an A- in IMP 11 Honors and at least a B in another 11th grade Honors course (Biology, History, or English). If a student has a B or lower in IMP 11 Honors or a B- or lower in another 11th grade Honors course (Biology, History, English), then he/she can qualify for Calculus and Physics only with consent from his/her 11th grade Math and Science teachers if there are additional seats in the class, up to a maximum of 16.

Students taking Honors will have the Honors indication on their report card and transcripts.

Students completing Honors receive 25% additional quality points in the calculation of their QPA.

INTERNSHIP

City High students are required to complete an internship to graduate. Students are matched with host organizations and mentors according to the student career profiles and surveys. The internship consists of at least 130 hours during a single trimester. The student must earn a minimum grade of C to pass the Internship course. Students report to their host organization daily by 1:30 pm and intern until 4:00 pm. Students are not allowed to report to their Internship site when they are absent from school. Students must sign out with the Internship Manager at City High before they go to their Internship site. Students who fail their Internship must return after 12th grade and redo the entire Internship. During the COVID-19 pandemic, the City High mentored internship will be on hold in the fall.

ONLINE PORTAL AND TEACHER GRADE BOOKS

At City High, there is a single web portal point of access to all the key information students and parents need: classes, homework, grades, attendance, progress reports, activity schedules, lunch menus, school news, and communication between the school, teachers, students and parents. Teachers at City High manage the activities and assignments within their classroom using an electronic grade book. The Teacher Grade Book provides teachers the necessary features for recording grades and attendance.

City Charter High School does not send progress reports or attendance reports as the information is available on the Parent Portal. For help with passwords and PORTAL accounts contact Mr. Watson at 412-690-2489 or through email - jwatson@cityhigh.org.

PHYSICAL EDUCATION ELECTIVE

The Physical Education elective for students in grade 11 will meet every day; for students in Grade 12 the elective meets twice each week. Proper attire is required – tee shirt, shorts or sweat pants and sneakers. Tee shirts, shorts and sweat pants may not have inappropriate writing, logos or pictures and must cover private body parts. Students are required to purchase the tee shirt from City High (\$6.50). Shorts/sweat-pants may not have inappropriate writing, logos or pictures and sneakers are required. Students must use a lock on their locker. City High is responsible for items taken from lockers that do not have locks on them.

Students may borrow a lock from City High during the trimester they are scheduled into Physical Education. At the end of the trimester, if the student does not return the lock, a replacement fee of \$10.00 will be assessed on the Student Activities Account. Students are required to pay all outstanding debts before they can purchase a ticket for any City High sponsored activity or participate in the graduation ceremony.

SERVICE LEARNING ELECTIVE

City High seniors can select the Service Learning elective for the opportunity to serve a community organization. Service Learning consists of a minimum of 44 hours over the course of one trimester. Students complete 4 hours of active service each week. Service learning hours must be completed according to the student's schedule. Final grades are determined by total numbers of hours completed. Service Learning is an elective credit on the transcript. During the COVID-19 pandemic, the service learning elective will be on hold in the fall.

TEXTBOOKS, SUPPLIES

Students will be provided with books in various classes. The book issued to the student is the one he/she must return. Allowance is made for normal use, but any damage or loss will be the responsibility of the student. If a book is lost or damaged, it will be the student's responsibility to pay for it. This applies to all school equipment such as lockers, computers, science supplies, etc.

WORKFORCE PREPARATION

Students at City Charter High School are expected to demonstrate proficiency in skills that are necessary to succeed in the workplace.

The workforce grade reflects the student's ability to engage within the classroom, school and eventually the workplace. Students begin each week with a score of 90% (A) and gain points for positive behaviors as well as lose points for negative behaviors in the areas of responsibility, work ethic and demeanor. **Students gain privileges within our school community by maintaining passing workforce grades and may lose privileges for not maintaining a passing grade.** The Workforce grade is calculated into a student's QPA.

REPORT CARD

Report cards are issued and mailed at the end of every trimester. Example of the official City Charter High School Report Card:

City High "High School at Life-Speed"

Student Name
Grade: 09
Advisor: Mr. Henry

Trimester 2 Report Card
School Year: 2017-18

Class of: 2021
PA ID# 1231231234
April 06, 2018

Courses	T1 Grade	T2 Grade	T3 Grade	Final Grade	Teacher
Elective - Intro to Music 9	A			A	B Sable
English Language Arts 9	B				C Rucker
Enterprise Development 9		B		B	J Voit
Health 9		B		B	H Burns
Information Literacy 9		B		B	M Fossum
Interactive Math Program 1	B				K Mancuso
Interactive Math Program-Prob Stat Focus		A		A	T Deangelis
Physics 9 - Introduction	B				K Turk
Technology Applications 9	A	A		A	S Shaner
United States History 9	B				H O'Connor
Workforce 9 - Advisory	B	C			B Henry

Cumulative GPA

Weighted: 3.50 **Unweighted: 3.50**

(GPA includes ONLY CCHS courses from all years with FINAL grades)

School Attendance Record

	Trimester 1	Trimester 2	Trimester 3	Total
School Absences	1.00	3.00	0.00	4.00
School Tardies	2.00	2.00	0.00	4.00
School Days	62.00	60.00	0.00	122.00

Units Earned to Date: 4

See the reverse side for details on promotion to 10th grade

Trimester 1	Trimester 2	Trimester 3	Final GPA
3.27*	3.39*	*	3.50*

*Weighted GPA

Grading Key

A	Advanced	Demonstrates unusual depth and breadth of understanding and is performing with distinction
B	Proficient	Performs at a proficient level in this academic area
C	Nearly Proficient	Needs improvement in this academic area
D	Needs	Needs significant improvement to reach the learning standard
DAT	Failed Due To	Failed course due to excessive number of absences
E	Not Engaged	Not engaged in the learning process

201 Stanwix Street > Pittsburgh, PA 15222 > 412-690-2489

• PROMOTION REQUIREMENTS •

9TH TO 10TH GRADE PROMOTION

<u>Courses</u>	<u>Units</u>
English Language Arts 9	1.0 Unit
Social Studies 9	1.0 Unit
IMP 1 (Mathematics 9 th Grade)	1.0 Unit
IMP – Stats Focus	0.5 Units
Physics 9	1.0 Unit
Tech Apps 9	1.0 Unit
Information Literacy 9	1.0 Unit
Enterprise Development	0.5 Units
Career	0.5 Units
Fitness	0.5 Units
Health	0.5 Units
Elective	0.5 Units
 Total Units	 9.0

10th Grade Status: The student completes 6.5 Units or more and is promoted to 10th grade. (6.5, 7.0, 7.5, 8.0, 8.5, 9.0 Units)

Probationary Status: 9.5 Status See below (5.0, 5.5, 6.0 Units)

9th Grade Status: The student completes 4.5 Units or less and is retained in 9th grade. (4.5, 4.0, 3.5, 3.0, 2.5, 2.0, 1.5, 1.0, 0.5, 0 Units)

Probationary Status - 9.5 Status

The student completes 5.0 to 6.0 Units and is retained in 9th grade, but moves on to the 10th grade with his/her class. To fully obtain 10th Grade Status, the student must successfully complete, with a C grade or higher, at least 4 classes in the first trimester of 10th grade. The classes that qualify for the 4 are: Career, English, Financial Literacy, IMP-Math, IMP-Geometry, Information Literacy, Science, Social Studies, Spanish, Web Apps.

If a student does not successfully complete at least 4 classes, in the first trimester of 10th grade, he/she will be returned to 9th grade at the beginning of the second trimester.

Note: At the bottom of each trimester report card is listed the number of Units a student has earned.

MAKING UP CLASSES AND GRADUATING ON TIME

If a student fails any of the following classes, he/she must make up these classes. Make-up classes are scheduled during the elective periods in 11th and 12th grades.

English Language Arts 10
English Language Arts 11
English Language Arts 12

Social Studies 10
Social Studies 11
Social Studies 12

Interactive Math Program 2 (Mathematics 10th Grade)
Interactive Math Program 3 (Mathematics 11th Grade)
Interactive Math Program 4 (Mathematics 12th Grade) **OR** Calculus (12th Grade)

Science and Sustainability 10
Biology 11
Science Research and Design 12 **OR** Physics 12

Financial Literacy 2
(The make-up course for Financial Literacy 2 is an independent course in 12th grade.)

Graduation Project 12

Fitness 9
Health 9

If a student fails more than 5 classes between 10th and 12th grades, then he/she will not be able to graduate with their cohort. Students who have not completed the graduation requirements will not be able to participate in the graduation ceremony.

Students must successfully complete all graduation requirements to participate in the graduation ceremony.

• GRADUATION REQUIREMENTS •

CITY CHARTER HIGH SCHOOL'S COURSE REQUIREMENTS

9th Grade

English, History, Math, Geometry, Science, Career, Information Literacy 9, Tech, Financial Lit, Fitness, Health, Elective

10th Grade

English, History, Math, Probability, Science, Career, Information Literacy 10, Tech, Financial Lit, Spanish, Elective

11th Grade

English, History, Math, Science, Career, Graduation Project 11, Tech, Financial Lit, Six Electives

12th Grade

English, History, Math, Science, Graduation Project 12, Internship, Service-Learning Project, Six Electives

1. SUCCESSFUL COMPLETION OF REQUIRED COURSES
2. SUCCESSFUL COMPLETION OF THE INTERNSHIP AND THE GRADUATION PROJECT

NOTE: ALL DEBTS MUST BE PAID IN FULL FOR THE STUDENT TO PARTICIPATE IN THE GRADUATION CEREMONY

Graduation Information from PA Chapter 4 - Academic Standards and Assessments

§ 4.24. High school Graduation Requirements

(a) *Approval.* High school graduation requirements and revisions to them shall be approved by a school entity's governing board by September 2, 2014, and a copy of the requirements shall be published and distributed to students, parents and guardians.

(b) *Requirements through the 2015-2016 school year.* Each school district, charter school (including a cyber charter school) and AVTS, if applicable, shall specify requirements for graduation. Requirements through the 2015-2016 school year must include course completion and grades, completion of a culminating project, results of local assessments aligned with the academic standards and a demonstration of proficiency in English Language Arts and Mathematics on either the State assessments administered in grade 11 or 12 or local assessments aligned with academic standards and State assessments under § 4.52 (relating to local assessment system) at the proficient level or better to graduate. The purpose of the culminating project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding.

(i) *Transcripts.* Beginning in the 2016-2017 school year, the performance level demonstrated in each of the academic standards in subsections (c)—(e) shall be included on student transcripts. The information presented on a transcript must include the highest performance level demonstrated by a student on the associated Keystone Exam, validated local assessment or project-based assessment at the time the transcript is produced.

§ 4.51b. Keystone Exams

(c) Keystone Exams shall be administered, reviewed and scored so that scores for candidates for graduation are provided to schools ...

(d) A student shall be permitted to retake any Keystone Exam, or Keystone Exam module, in which the student did not score proficient or above at the next available testing date ...

(g) Performance levels for Keystone Exams shall be set at the advanced, proficient, basic and below basic levels.

ELECTIVES REQUIRED FOR GRADUATION

Students need **9** electives to meet their electives graduation requirement. (From 10th grade, students may carry forward one elective.) The remaining 8 electives are taken in 11th and 12th grade.

GRADE 12 GRADUATION

In order to graduate from City High students must successfully complete with a C grade or higher:

- courses requirements
- the Graduation Project
- the Internship

Outstanding debts must be paid in full before a student may participate in any activity, including the graduation ceremony.

Seniors are required to purchase a Senior Packet which includes a cap and gown, yearbook, senior T-shirt and the senior breakfast. Senior packets options are available with or without a prom ticket.

Graduation tickets are distributed by family, not by student. Families with multiple students on a grade level team will receive one allocation of tickets for graduation.

COURSE RECOVERY PROGRAM

If at the end of 12th grade a student has successfully completed, with a C grade or higher, the Graduation Project and the Internship but is short 1 or 2 classes, then the student can participate in City High's Course Recovery Program. The Course Recovery Program allows students to take two correspondence courses. The Course Recovery Program is approximately six weeks. It begins the Monday after graduation and finishes the end of that school year. Students must attend one-and-a-half hours of tutoring at City High for each online course they are taking. Once all course work is successfully completed, City High will issue a City High diploma.

If at the end of 12th grade a student:

- Is short 3 or more classes and/or
- Has failed his/her Graduation Project and/or
- Has failed his/her Internship

then the student may return to City High to complete coursework in the following school year.

Students who successfully complete the graduation requirements the following year are permitted to attend the graduation ceremony with that cohort.

• SABBATICAL POLICY •

There are opportunities in the region or across the country that are consistent with City Charter High School's educational program. Examples of such programs include, but are not limited to, the Pennsylvania Governor's Schools, NASA Space Camp, the Pittsburgh Public Theater's Shakespeare program and the Student Conservation Association National Parks programs. Because outside programs often occur during the City Charter High School calendar, students may apply for a sabbatical to participate in qualifying programs. Ninety-five percent (95%) of the qualifying program must be academically rigorous and provide the opportunity for the student to research, study, or learn the facets of a subject area that are provided by the curriculum at City Charter High School. Students who will miss finals are required to complete culminating projects in each course or a grade of zero (0) will be entered for each exam.

Qualifying programs MAY not (1) Provide the student with compensation such as a paid internship or employment; (2) Be a camp, athletic training, tourist or sightseeing program; (3) Require the student miss more than **4 weeks** of City High instruction.

REQUIREMENTS

Students interested in applying for a sabbatical must meet the following requirements:

- Cumulative minimum GPA of 3.0 AND B grade or higher during the previous AND current trimesters in all courses including Workforce Readiness
- 95% attendance (Present AND On Time)
- No disciplinary referrals in the previous AND current trimesters
- Must be submitted to the Transition Office at least six (6) weeks prior to the start of the sabbatical.

SABBATICAL APPLICATION PROCESS

- Meet with Advisor to review requirements
- Submit completed sabbatical application to the Transition Office (at least 6 weeks prior to start date of the program)
- Administration will evaluate each student's sabbatical application
- Transition Office will inform the student, parents and Advisor of the final decision

UPON RETURN FROM THE SABBATICAL

Within one week of returning (or during the first week of the next trimester), student must complete 3 – 5 PowerPoint slides for the grade level television. Which (1) summarizes the program. (2) highlights the most memorable experience, and (3) explains why other kids should do this program in the future

DEPOSITS SHOULD NOT BE PAID UNTIL THE SABBATICAL IS APPROVED.
SABBATICALS WILL NOT BE GRANTED TO COMPLETE THE GRADUATION PROJECT.
STUDENTS ARE ONLY GRANTED ONE SABBATICAL EACH SCHOOL YEAR.

Please note that the CEO/Principal may consider extenuating circumstances in providing final approval of sabbatical leaves.

Sabbatical Application is on Page 128

• Athletic Participation Policy •

City Charter High School students may play one sport season per year at their home school and the following rules apply:

- Students must submit an Athletic Intent Form to Administration by June 30th. Submission of late forms may prohibit students from being placed on the appropriate grade level team for participation in their desired sport.
- Eligible students must have consistent and regular attendance (no more than 7 absences) and a minimum grade of C in all courses the trimester before playing the sport. Students are required to maintain passing grades and consistent attendance throughout the season.
- During the trimester of their sport:
 - Students in grades 9 and 10 are assigned to Tech Apps and will be required to meet with the instructor and complete several independent assignments;
 - Students in grades 11 are assigned to a Fitness elective;
 - Students in grade 12 are given a schedule of six (6) courses which does not include sections meeting during the last block.
 - Eleventh and Twelfth grade athletes cannot play a sport during the trimester they are scheduled for an internship
- Eligible students will be granted early dismissals at 2:30 p.m. during the trimester of their season. Students are NOT exempt from coursework and are required to complete all assignments, projects and exams within three (3) days. Exams must be made up during lunch or advisory or after-school.
- Early dismissals over two trimesters are not permitted and will not be granted for conditioning, pre and post season activities. However, eligible students may receive up to three (3) excused absences for preliminary activities associated with their sport (try-outs, team picture, uniform fitting, etc.) in the trimester preceding their sport season.
- Grades will be checked every three weeks. Failing grades, declining attendance and/or behavior will be reported to the coach immediately. City High reserves the right to suspend early dismissals for participation in the athletic program if grades decline.
- At the end of the season, ninth and tenth grade students will join their Technology class, students in grades 11 will join a physical education elective, and students in grade 12 will remain in the Quiet Room. This also applies to students who forfeit the privilege of early

dismissals due to a decline in grades or inconsistent attendance. Students who do not attend the assigned class will receive a failing grade of 'E'. Students who refuse to comply will also forfeit the privilege of participating in an interscholastic activity the following year.

Athletic Intent Forms are in the Main Office and can be accessible via Mr. Lyons (lyons@cityhigh.org).

• ATTENDANCE •

SCHOOL ATTENDANCE – PA GUIDELINES

PENNSYLVANIA DEPARTMENT OF EDUCATION 24 P.S. 13-1327 COMPULSORY ATTENDANCE

The school district is responsible for monitoring and maintaining records of the attendance of students. All absences should be treated as unlawful until the school district receives a written excuse explaining the reasons(s) for an absence. **Parents/guardians and students should submit the written explanation within three calendar days of the absence and should be informed that if they fail to provide a written excuse within three days of the absence, the absence would be permanently counted as unlawful.**

Pennsylvania law broadly defines absences as excused when a student is prevented from attendance for mental, physical, or other urgent reasons. Many school districts consider illness, family emergency, the death of a family member, medical or dental appointments, authorized school activities, and educational travel with prior approval as the only lawful absences. An absence that should not be categorized as unlawful is one in which a student who is involved with the county children and youth agency or juvenile probation office is required to leave school for the purpose of attending court hearing related to their involvement with these agencies. It is the responsibility of each district to determine the validity of excuses and have clear written policies regarding absences. Under Section 11.24, students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution.

CITY CHARTER HIGH SCHOOL ATTENDANCE POLICY

Attendance and punctuality are keys to academic success as well as success in the work place. Students must be at school on time and engaged in learning. City Charter High School complies with all aspects of the Pennsylvania Code regarding student attendance.

After seven school absences a trimester, a student will drop a letter grade in all courses for the trimester. Typically, students fail if they miss more than 7 absences. However, this shift is made due to shifts in our educational model as a result of the COVID 19 pandemic. COVID 19 absences will also be counted as excused with a parent note. An absence is when a student does not card swipe or sign into the school's attendance system.

In order for the CEO/ Principal to consider extenuating circumstance regarding the attendance policy, the parent must provide documentation pertaining to the absences. This documentation

may require a signed note from a doctor or other professional depending on the circumstances. Absences due to vacations, summer camps, babysitting etc., are considered unexcused and students are not provided with work during their absence. Students are NOT exempt from assignments and exams which occur during an unexcused absence.

If a student is absent, parents must provide an excuse within three (3) school days or the absence remains Unexcused.

CITY CHARTER HIGH SCHOOL ATTENDANCE PROCEDURES

City Charter High School uses an online Parent Portal that will provide information on student's attendance and punctuality by 9:00 AM every morning.

Students who come in after 8:00 AM must get a late slip from the attendance clerk in order to be admitted into class.

If a student misses 50% of a class, (arriving late or leaving early) he or she will be marked absent for that session.

If a student is absent, they must provide an excuse for the absence within 3 school days or the absence remains unexcused. Excuses can be sent with the student, emailed by the parent/guardians, faxed or sent through the mail. City High may call the parent when necessary to confirm the excuse.

Parents/guardians can email excuses to: attendance@cityhigh.org.

ATTENDANCE DOCUMENTATION

Documentation is required for all school absences and late arrivals. Documentation includes: doctor's notes, funeral programs, college orientation programs, parent/guardian notes.

Bereavement Days Allowed:

- 5 days for Parent/Guardian, Sibling
- 3 days for Grandparent
- 1 day for all Other Relatives including Godparent

EARLY DISMISSALS – POLICY AND PROCEDURES

It is best to schedule medical check-ups and non-emergency procedures during the December, April and August breaks or the scheduled half-days that occur each trimester. However, there are situations that require students to have an early dismissal.

If a student needs an early dismissal, the parent/guardian must write a note indicating the date and time of the early dismissal. The note must be turned into the office in the morning.

Our office staff reviews all requests for early dismissals and calls the parent/guardian to confirm the request, the date and the time. (We will not release a student without getting confirmation from the parent/guardian.)

When the student returns from his/her early dismissal, he/she must provide a note indicating the purpose of the early dismissal. Without a note, the class absence will be marked as Unexcused. The note must be provided within 3 days of the early dismissal.

DAILY ATTENDANCE – SCHOOL ATTENDANCE

- Full day absences will be calculated using Daily Attendance information. Daily Attendance is taken every morning and then again at 1:40 PM.

EXCUSED AND UNEXCUSED

- City High counts medical/doctor's notes as an excused absence. Bereavement absences are also counted as excused. Parent notes are counted as unexcused absences. They qualify as it relates to truancy and magisterial proceedings, but not within City High's attendance policy. A parent note must be submitted within three (3) days of the absence.
- Please note that a doctor's excuse for an appointment does not excuse the day unless so stated in the excuse. A 2:00 p.m. appointment does not excuse the morning and a 9:00 appointment does not excuse the afternoon.

12TH GRADE ATTENDANCE POLICY

DAILY ATTENDANCE – SCHOOL ATTENDANCE

- Full day absences will be calculated using Daily Attendance information. Daily Attendance is taken every morning and then again at 1:40 PM.
- Trimester 1 - Students who exceed seven (7) full day absences will drop one letter grade in all classes due to attendance (DAT).
- Trimester 2 and 3 – Due to shifts in our educational model as a result of the COVID 19 pandemic, attendance in trimesters 2 and 3 will be evaluated and an update provided to students and families after the first trimester.

WITHDRAWAL PROCESS

Students who accumulate ten (10) or more consecutive absences are withdrawn from City Charter High School. Notification is made to the home school district.

A student is officially withdrawn from City High after an administrator signs the Withdrawal Form. The Withdrawal Form will not be signed until the student has submitted a completed Withdrawal Form which indicates the forwarding school; the student has returned the laptop, back pack, charger and school ID; the student has returned all books and materials. Payment of all lost, stolen or damaged items must be made within thirty (30) days to avoid legal action.

• SPECIAL EDUCATION •

City Charter High School provides a free and appropriate public education in the least restrictive environment to students receiving special education services. City Charter High School provides a full continuum of services that may be provided within the school building or at a location outside of the school building. City Charter High School provides the following programs and services: autistic support, blind or visually impaired support, deaf or hard of hearing support, emotional support, learning support, life skills support, multiple-disabilities support, physical support, and speech and language support. Levels of intervention include itinerant, supplemental, and full time. The extent of special education services and location for the delivery of such services are based on the individual student's identified abilities, needs, chronological age, and level of intensity of the specific program.

The full inclusion support model allows students with disabilities to participate in the regular education classes with supports from special education teachers or a special education teacher associate. Within the regular education classroom, class work and/or grading is adapted according to accommodations, modifications, and specially designed instruction listed in the student's IEP. Each student is provided with an updated IEP that describes the specific strengths, needs, and goals of the student upon entrance to City Charter High School. Students requiring related services, such as but not limited to, vision support, speech and language therapy, occupational therapy, and/or hearing support will be provided specific support with a specialist through a contracted agency or a City Charter High School staff member.

All special education services and programs are offered to students of City Charter High School at no expense to the family. Students with disabilities are admitted to City Charter High School on the same basis as all other students.

2020-2021 ANNUAL PUBLIC NOTICE AND CHILD FIND

Screening and Evaluation

City Charter High School uses the following identification activities on an on-going basis for locating, identifying, and evaluating the needs of school-aged students who may require the provision of special education programs and services.

City Charter High School has a system to collect and maintain data on child identification activities. Parents with concerns regarding their child may contact the school at any time to request an evaluation of their child that may result in a special education determination. All communication with parents will be in English or the family's native language.

City Charter High School, as prescribed in Section 1402 of the School Code, conducts vision and hearing acuity screening for all students. Academic skills, social-emotional skills, and gross and fine motor skill development are assessed by the classroom teachers on an on-going basis. Other screening activities include: the review of student records as they are forwarded from the student's previous school(s), the review of cumulative group achievement and ability data, health

and attendance records, grades and other relevant information shared by the teachers and parents. Teacher and parent concerns should be directed to the Chief Executive Officer (CEO) of the school. A parent may request that the school initiate a screening or evaluation of their child's specific needs at any time by contacting the CEO and expressing his/her concerns.

The purpose of screening activities is to gather information for the special education pre-referral process. This information is reviewed in an attempt to develop a strategic educational plan for the student. The information might be used to determine if a child needs additional services including special education. If it is determined that the child needs additional services, the multidisciplinary team will make recommendations relative to specific educational programming geared to maximize the student's learning. If a student does not make progress after the strategic educational plan is implemented, parents will be asked to give written permission for further individual evaluation that might lead to a special education eligibility decision.

Parents of students who suspect that their child has a disability and is in need of special education programs or services may request a multidisciplinary team evaluation of their child through a written request to any of the school's administrators.

City Charter High School has a multidisciplinary team that has been established as part of the pre-referral intervention process. The team consists of school administrator, a school counselor, regular education teachers, reading specialists, special education staff, grade level teaching associates and a parent. School administration and the multidisciplinary team assists teachers and parents in supporting students who are experiencing academic, behavioral, medical, emotional and social skills difficulties. A student may be suggested for a multidisciplinary team referral by the student's grade level team, the student's academic advisor, a school counselor or a member of the school's administration. The multidisciplinary team process is initiated by speaking with the grade

level principal in regards to the student of concern. At this time, if the reading specialist has not assessed the student, with permission from the parent, the specialist will conduct reading level and comprehension assessments. The information from the assessment will be provided to teachers along with recommendations to properly support the student within the regular education classroom. This information will also be used throughout the multidisciplinary team referral.

The academic advisor is to collect assessment data from the student's file and collect background information on the student from the previous school such as previous report cards, assessment data, health records and any information pertaining to previous support services. This information is provided to the school administrator prior to the multidisciplinary meeting. During this process, the regular education teachers and the student's academic advisor monitor the effectiveness of the instructional strategies that are utilized in the regular classroom environment. The teachers are to collect two classroom based assessments, student work, provide information regarding the student's performance in class and strategies that the teacher has utilized when working with the student. This information is to be provided on the "Student Information" worksheet for the multidisciplinary team meeting.

During the multidisciplinary team process, the multidisciplinary team will meet to discuss the data and information provided by the teachers. A school administrator or the reading specialist will facilitate the meeting. Assessment data, background on the student's previous academic record and the information provided by the regular education teachers on the "Student Information" worksheet will be used by the team in the decision making process. This information is also used to meet the student's specific needs by recommending modifications or adaptations to the regular education program, creating interventions to address the problem and monitoring the student's response to intervention, or to document the need for further evaluation.

The Student Assistance Team (SAP) is an additional support used by City Charter High School to identify at-risk students. SAP is a cooperative effort with parents in utilizing the support staff, students, and community through contracted services with a variety of healthcare facilities. It is a proactive prevention/intervention program that attempts to provide intervention before school performance is seriously compromised. The SAP Core Team of individuals are trained in the SAP Model and focus on screening/intervention for students who may be experiencing drug and alcohol, depression, and/or family issues, referrals to appropriate agencies or treatment facilities, aftercare for those returning from treatment, and crisis intervention as needed.

If it is determined that a student is in need of further evaluation, the student is referred for a formal evaluation, which requires parent permission and includes parent input. Next, a "Permission-to-Evaluate Consent Form" is issued to the parent to sign giving the school district permission to conduct the evaluation. City Charter High School has 60 calendar days to complete the evaluation. After the evaluation is completed, an evaluation report is prepared which includes specific recommendations for the types of intervention necessary to meet the needs of the student and to determine the child's eligibility for special education services based upon a disability.

When the evaluation report is completed parents are invited to a multidisciplinary team meeting to review findings and plan for the student's needs. After the evaluation is completed, the parents are given a NOREP, which they sign to indicate their agreement or disagreement with the recommendation. An Individualized Education Program (IEP) will be developed for any eligible student requiring specialized services. If it is determined that a student is eligible to receive an appropriate education program consisting of special education and related services, individualized to meet student needs, these services are provided at no cost to the parent, in compliance with state and federal law, and are reasonably calculated to yield meaningful educational benefit and student progress.

Parental and student attendance and involvement will be encouraged at the IEP meeting. Teachers who instruct the student will also be in attendance at the IEP meeting. The IEP team may consist of the following individuals: the parent, the student, the CEO and/or Special Education Chairperson (LEA), the school psychologist, a special education teacher, a regular education teacher, community agency representatives, and other individuals and specialists as appropriate. Parents may also invite participants to the team meeting who have knowledge or special expertise regarding their child. The IEP is developed within thirty calendar days of the completion of the

Evaluation Report (ER) and implemented within ten calendar days from the IEP meeting date. An IEP meeting is held at least annually after implementation of the initial IEP.

Staff will notify the parents in writing and make documented phone calls to coordinate efforts to arrange for a mutually convenient IEP meeting. At the conclusion of the IEP meeting, parents will be presented with a Notice of Recommended Education Placement notice which enables a parent to agree or disagree with the recommended program. If parents disagree with the program recommended, the issue may be taken to mediation or a due process hearing. The parents will be provided with a comprehensive listing of their rights at the IEP meeting.

Privacy Rights of Parents and Students

School records are always open and available to a child's parents/legal guardians, and only the school officials who have a legitimate "need to know" about the child. Confidentiality of information obtained regarding a specific child is protected by federal and state laws. Education records and personally identifiable information cannot be disclosed or released without written parental consent. Information from the records is released to other persons or agencies with appropriate authorization that involves written signed permission by parents.

City Charter High School protects the confidentiality of personally identifiable information regarding exceptional children in accordance with state and federal laws dealing with regular and special education students' rights and privacy. The foundation of the rights and laws comes from federal legislation titled, Family Educational Rights and Privacy Act of 1974. There are also state rules and regulations dealing with students' rights and privacy. All students are covered by the regulations contained in Chapter 12 known as Students' Rights and Responsibilities.

The basic premise of the above mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent. Educational records consist of information directly related to students which are maintained by an educational agency. Personally identifiable information includes the student's name, the name of the parent, or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable. Educational records and personally identifiable information

cannot be disclosed or released without written parent consent or without student consent if over the age of 18. Disclosure of information means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in these records, to any party, by any means. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the party or parties to whom the disclosure may be made.

There is certain information that can be released without consent which is called directory information. Directory information includes information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. City Charter High School designates information that is labeled as directory information. It shall include the following: the student's name, address, date and place of birth, major areas of study,

and participation in school related activities, events, or clubs, dates of attendance, awards received, a student's email address, photograph, and the most recent educational agency attended.

Chapter 15 Protected Handicapped Students

In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. In compliance with state and federal law, City Charter High School, will provide each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

Special Education Programs

City Charter High School provides a free, appropriate, public education and least restrictive environment to exceptional students. To qualify as an exceptional student, the child must be of school age, must be in need of specially designed instruction, and must meet eligibility requirements for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Standards: autism/pervasive developmental disorder, deaf-blindness, blindness/visual impairment, deafness/hearing impairment, mental retardation, multiple disabilities, neurological impairment, orthopedic impairment, traumatic brain injury, other health impairment, emotional disturbance, specific learning disability, and speech/language impairment.

Services designed to meet the needs of exceptional students include the annual development of an IEP and a re-evaluation as mandated. The IEP Team will consider a student's learning needs when assigning the student to one of the following instructional groupings: autistic support, blind/visually impaired support, deaf/hearing impairment support, emotional support, learning support, life skills support, multiple disabilities support, physical support, and speech and language support. The extent of special education services and the location of delivery of such services are determined by the parents and staff at the IEP meeting and is based on the student's identified needs and abilities, chronological age, and the intensity of the specific intervention. City Charter High School provides a continuum of services as appropriate.

Support for Homeless Families

Families in temporary or inadequate living situations due to a loss of housing may have children who might be eligible for certain educational rights and services. For further assistance, contact City Charter High School's Homeless Liaison, Jocelyn Zuniga, at 412-690-2489. Additional information can be obtained from Nicole Anderson, Regional Director, Education for Children and Youth Experiencing Homeless Program, Allegheny Intermediate Unit 3, 475 East Waterfront Drive, Homestead, PA, 15120 or 412-394-5894 or nicole.anderson@aiu3.net.

City Charter High School does not discriminate on the basis of age, race, color, national or ethnic origin, gender or handicap in employment practices or in the administration of any of their educational programs and activities in accordance with applicable federal statutes and regulations.

The annual public and parent notice/child find can be located on the school's website and in the student handbook. Parents are provided with this information on a yearly basis at orientation or within the general school mailing at the beginning of the school year.

Any questions regarding the content of this notice may be referred to the following school contact: City Charter High School-Josh Hanna, Coordinator of Special Education; 201 Stanwix Street Suite 100; Pittsburgh, PA 15222; (412) 690-2489

SPECIAL EDUCATION - CONFIDENTIALITY POLICY

Purpose

The Board of Trustees adopts this policy to set forth the requirements and procedures governing the protection of the confidentiality of any personally identifiable data, information, and records collected or maintained by City Charter High School pursuant to Part B of the Individuals with Disabilities Education Improvement Act. (The Act and its implementing regulations are hereinafter collectively referred to as "IDEA,") Specifically, the records and other information covered by this policy include but are not limited to records and information related to initial evaluations and re-evaluations to determine whether a child is a child with a disability as defined herein in accordance with IDEA, individualized education programs (IEPs), and communications

related to the same. This policy covers records and information related to children with disabilities, as well as records and information such as evaluations related to children thought to be disabled, regardless of whether a determination is ultimately made that the child is disabled as defined herein in accordance with IDEA.

The scope of records and information covered by this policy extends to those records collected or maintained by City Charter High School as related to all children within the purview of City Charter High School's child find obligation, regardless of whether such students are enrolled in the school, and to all students enrolled in approved private schools.

This policy does not apply to plans for accommodations and services under Section 504 of the Rehabilitation Act, nor does it cover personally identifiable information and records related to such plans. However, to the extent that a child is evaluated to determine if he/she is a child with a disability, and the determination is ultimately made that the child is, instead, eligible for a plan under Section 504, all records and personally identifiable information related to the evaluation process are subject to this policy.

For ease of reference, all records and information covered by the scope of this policy shall be described herein as "special education records."

For purposes of this policy, records pertaining to special education students that are not directly related to the evaluation of eligibility for, or provision of, special education services, shall be

considered "regular education records." "Regular education records" include, but are not limited to, records related to attendance, discipline, and health records.

Authority

The Board of Trustees directs the School Administration to follow all of the requirements set forth within this policy as well as any other applicable provisions of IDEA and FERPA not explicitly stated herein, to protect the confidentiality of personally identifiable information at the collection, storage, disclosure and destruction stages. The Board of Trustees further delegates to the School Administration the authority to collect and maintain records in specific locations, and to delegate to specific School personnel the responsibility for collection and maintenance of records and protection of confidentiality of special education records, consistent with the provisions of IDEA and FERPA.

Definitions

FERPA - The Family Educational Rights and Privacy Act of 1974, as amended, and its implementing regulations.

Child with a Disability - a child evaluated in accordance with the IDEA as having an intellectual disability, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, and other health impairment, a specific learning disability, deaf blindness, or multiple disabilities, and who, by reason thereof, needs special education and related services.

Destruction - physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

Parent - a biological or adoptive parent of a child; a foster parent, unless a law of the Commonwealth, regulations or contractual obligations with a Commonwealth or local entity prohibit a foster parent from acting as a parent; a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the child (but not the state if a child is a ward of the state); an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or a surrogate parent who has been appointed.

Biological or adoptive parent must be presumed to be the parent for purposes of this policy unless the biological or adoptive parent does not have legal authority to make educational decisions for the child.

Personally Identifiable Information - information that contains the name of the child, the child's parent, or other family member; the address of the child; a personal identifier, such as the child's social security number, student identification number or Pennsylvania Secure Identification; or a list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty.

Student - any child whose personally identifiable information and/or records fall within the scope of this policy, regardless of whether he or she is enrolled within the school.

Guidelines

RIGHTS, REQUIREMENTS, AND PROCEDURES

A. Uses of Personally Identifiable Information

1. City Charter High School may disclose personally identifiable information from the education records of a student without written consent of the parent(s)/guardian(s) or the student or the eligible student in several situations for the purpose of making education decisions for the student.
 - a. To other school officials, including teachers, counselors or social workers, nurses and related service personnel within the school who have been determined by City Charter High School to have legitimate educational interest or are providing instructions or services to students.
 - b. To officials of another school or school system or postsecondary schools in which the student is enrolled.
 - c. To appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 - d. Information designated by City Charter High School as Directory Information.
2. Generally, schools must have written permission from the parent(s)/guardian(s) or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties.
 - a. Specified officials for audit and evaluation purposes.
 - b. Appropriate parties in connection with financial aid to a student.
 - c. Organizations conducting studies for or on behalf of the school.
 - d. Accrediting organizations.
 - e. To comply with judicial order or lawfully issued subpoena.
 - f. State and local authorities, within the juvenile justice system, pursuant to specific state law.

B. Rights of Parents

1. Parents shall have all rights as set forth in IDEA and, to the extent applicable, FERPA, and as summarized in this policy, with respect to a student's education records and other personally identifiable information. As set forth in this policy, such rights include: the rights of access to education records; the right to consent or object to disclosure of personally identifiable information; the right to seek amendment of education records; all rights with respect to destruction of personally identifiable information.
2. The School Administration shall consult with applicable law, regulations, and the Solicitor if necessary with respect to any potential rights of special education students,

including those who have reached the age of majority, relative to education records and other personally identifiable information.

C. Right of Access to Education Records

1. City Charter High School shall permit parents to inspect and review any education records relating to the child that are collected, maintained, or used by the school. City Charter High School must comply with a request for such inspection and review without unnecessary delay; and before any of the following: a meeting regarding an IEP, a hearing related to a due process complaint filed by a parent or by City Charter High School, or a resolution session.
2. The right to inspect and review education records includes:
 - a. the right to a response from the City Charter High School to reasonable requests for explanations and interpretations of the records;
 - b. the right to request that City Charter High School provide copies of the records containing the information if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and
 - c. the right to have a representative of the parent inspect and review the records.
3. City Charter High School shall maintain and shall provide to parents on request a list of the types and locations of education records collected, maintained, or used by the School.
4. At the discretion of City Charter High School, and for verification and record keeping purposes only, the school may require the parent to put in writing the following:
 - a. An oral request to inspect, review, copy or receive copies of educational records.
 - b. An oral designation of a parent's representative.
 - c. An oral request for a list of the types and locations of a child's educational records collected, maintained or utilized by City Charter High School.
5. The failure of a parent to put in writing any of the above shall not result in the parent being denied the request or the designation of a representative.
6. City Charter High will not charge a fee to parents or third parties for one copy of education records.

D. Disclosure of Personally Identifiable Information From Education Records

1. General Rule - City Charter High School may disclose personally identifiable information from a student's education record only with prior written parental consent.
2. Exceptions: City Charter High School may disclose personally identifiable information from a student's education record without prior parental consent in the following scenarios:
 - a. Prior parental consent is not required when personally identifiable information is released to officials of participating agencies for purposes of meeting a requirement of IDEA, with the following exceptions:

- i. prior consent is needed before personally identifiable information is released to officials of participating agencies which provide or pay for transition services; and
- ii. if a child is enrolled, or is going to enroll in a private school prior consent must be obtained before any personally identifiable information about the child is released between officials in City Charter High School and officials in the private school.

E. Recordkeeping Regarding Disclosure of Personally Identifiable Information

1. City Charter High School shall keep a record of parties who obtain access to education records collected, maintained, or used under Part B of the IDEA (except as related to access by parents and authorized employees of City Charter High School), including the name of the party obtaining access, the date access is given, and the purpose for which the party is authorized to use the records.

F. Requests for Amendment of Education Records

1. A parent who believes that information in the student's education records collected, maintained or used under IDEA is inaccurate or misleading or violates the privacy or other rights of the child may request that City Charter High School amend the information. The school shall determine within a reasonable amount of time whether to amend the information.
2. If City Charter High School decides to refuse to amend the information, it shall inform the parent of the refusal and shall advise the parent of the right to a hearing, which shall be subject to all conditions of and comply with all requirements of 34 C.F.R. Sections 300.619 through 300.621, or any other controlling regulation(s) that may in the future be in place, including those procedures related to the result of a hearing.

G. Collection and Location of Education Records

1. The Charter School CEO shall designate one official to assume responsibility, on behalf of City Charter High School, for ensuring the confidentiality of any personally identifiable information that is the subject of this policy.
2. Contact the Director of Special Education for any type of breach or concern related to confidentiality.
3. The Charter School CEO shall delegate, either to the Special Education Director or to another individual as deemed appropriate by the School Administration, the following duties:
 - a. the duty to provide or arrange for training and instruction regarding federal, Commonwealth (if any), and City Charter High School records policy requirements related to the information covered under the scope of this policy.
 - b. the duty to maintain, for public inspection, a current listing of the names and positions of those employees within City Charter High School who may have access to personally identifiable information.

- c. the duty to maintain day-to-day collection and location of special education records in City Charter High School.

H. Destruction of Information

1. City Charter High School shall inform parents when personally identifiable information collected, maintained or used in accordance with this policy is no longer needed to provide educational services to the child.
2. The information must be destroyed at the request of the parents. However, a permanent record of the student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.
3. If City Charter High School proposes to destroy personally identifiable information in the records of a student, it shall send written notification to the parents, which shall inform the parents of their right to receive a copy of the material to be destroyed, prior to the destruction of the information.
4. This policy shall not require City Charter High School to destroy educational records for a student except upon request of the parent.
5. Unless the parent requests destruction of the information, all student education records shall be maintained in accordance with the City Charter High School's records maintenance policy.

• HEALTH and WELLNESS •

DROP-IN PROGRAM

Our Health & Wellness program includes a full time nurse and two full time mental health professionals to assist in the implementation of the philosophy of the school, which calls for the fullest realization of the potential of each child on every level – intellectual, social, emotional, and physical.

City Charter High School operates a Drop-In program which allows students to seek emotional assistance without an appointment for themselves or to refer a friend who is exhibiting behaviors of concern. Students may also be scheduled to see the counselors and nurse weekly for ongoing assistance which does not exceed the scope of services available at the school. The nurse and the counselors are available during the school day.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a systematic process to mobilize resources to remove the barriers to learning. The Student Assistance Program is NOT a treatment program. SAP does NOT diagnose, treat or refer for treatment. However, the SAP team may make a referral for a screening or pre-assessment. The Student Assistance Program can also provide in-school support during and after treatment. The City Charter High School SAP Team is comprised of teachers, administrators, two full-time mental health professionals, school nurse, and security.

The mission of our Student Assistance Program is:

- To support the administration in its efforts to maintain a school climate conducive to the achievements of the school's mission.
- To assist the faculty with practical solutions to student problems that may interfere with or disrupt the teaching/learning process.
- To cooperate with parents in the preservation of the sound physical and mental health of their children.
- To provide students with appropriate intervention and timely referrals for professional help when needed in regard to any and all problems or conditions that interfere with the realization of their fullest potential as students and human beings.
- To cooperate with parents in the preservation of the sound physical and mental health of their children.

HOW DOES A STUDENT BECOME INVOLVED IN THE SAP PROGRAM?

Students come to the SAP team in different ways. Anyone can refer a student to the Student Assistance Program – a staff member or student's friend or family member can let the SAP team know that they are worried about someone. The students themselves can go directly to the SAP team to ask for help.

Students may be referred to the SAP team when someone is concerned about observable behavior changes that are interfering with the child's ability to be successful at school.

THE SAP PROCESS

- A referral is made to one of the counselors because the student is exhibiting observable behaviors which are impeding academic progress. You will receive an email when your referral is received.
- The SAP team will gather specific information about the child's performance in school from all staff that has contact with the child. A SAP team member will also contact the parent about their observations, the child's strengths and parent concerns.
- The SAP team will convene to discuss the collected information, meet with the parent and develop a plan of action to help the student achieve success in school.
- This plan might include services and activities in school and/or services from a community agency. If necessary, the SAP team will provide the parent with information on services in their community. In the event the plan involves the student being out of school, staff will be notified of the duration.
- When the problem is beyond the scope of the school, the SAP team will assist the student and family with information on available services and resources in their community.
- After the plan of action is established, teachers will be notified of relevant information.
- The SAP team will continue to work with and support the student and stay in touch with the parent to discuss their child's progress and success in school.

SUICIDE AWARENESS AND PREVENTION

All City High employees receive training on suicide awareness and prevention as well as risk factors associated with suicide ideation and suicide. The following resources are available to students,

beginning with an immediate referral to one of our Wellness team members and/or Administration:

LOCAL

- Resolve Crisis Prevention Network
24/7 Call and Walk in Center
333 N. Braddock Ave.
Pittsburgh, PA 15208
1-888-796-8226
- Western Psychiatric Institute and Clinic
200 Lothrop Street
Pittsburgh, PA 15213
412-624-1000
- Mercy Behavioral Health
24/7 Walk in Crisis Center
264 South 9th St.
Pittsburgh, PA 15203
1-877-637-2924

NATIONAL

- National Suicide Prevention and Awareness Hotline
24/7 Crisis Hotline
1-800-273-8255 (TALK)
- The Treatment Advocacy Center National Hopeline
24/7 Crisis Hotline
1-800-SUICIDE
- CRISIS TEXT LINE Text START to 741

GENERAL INFORMATION

- The Suicide Prevention Lifeline: <https://suicidepreventionlifeline.org>
- The Jed Foundation: <https://www.jedfoundation.org>
- American Foundation for Suicide Prevention: <https://afsp.org>
- The Trevor Project: Saving Young LGBTQ Lives: <https://www.thetrevorproject.org>
- Student Awareness Voices of Education: <https://save.org/for-students>
- Yellow Ribbon Suicide Prevention Program: <https://yellowribbon.org/>
- SAMHSA: <https://www.samhsa.gov/suicide-prevention>
- Allegheny County Mental/Behavioral Health:
<http://allegheny.pa.networkofcare.org/mh/services/subcategory.aspx?tax=RP-1500>

MANDATORY REPORTING

City Charter High School is required by the Child Abuse Services Law to report all cases of suspected child abuse to the Office of Children, Youth and Families (CYF) including all cases of student-on-student child abuse that occur on school grounds, at a school sponsored event and

during travel to and from school. The mandatory report to CYF is in addition to any school discipline and/or charges that may be filed with the local magistrate.

MEDICATION ADMINISTRATION PROCEDURE

City Charter High School recognizes that the health of our students is an important part of their education process. Students may require medications to maintain an optimum level of wellness. The school nurse is available to answer questions and address concerns regarding student health and/or medication requirements.

No over the counter (OTC) medications may be administered by any school designated personnel without specific written instructions from a licensed physician/dentist with the following exceptions: antacid tablets/Tums, cough drops, throat lozenges, acetaminophen(Tylenol)/ibuprofen (Motrin).

The medications are available in the health office to alleviate minor discomforts and are given at the discretion of the school nurse or designated school personnel. These medications are only dispensed upon submission of an Emergency Health Form signed by the parent/guardian, indicating which over the counter (OTC) medications the student is permitted to take. These forms are available in the school office and must be re-submitted each school year.

If it is essential that a student receive a prescribed medication at school, Emergency Medications Policy (page 85) must be followed.

Contact the school nurse to inform the school of the medication requirements.

The medication must be brought to school in the original pharmacy dispensed container.

The container must display:

- Student's name
- Medication name
- Dosage and time of administration
- Prescribing physician
- Name and phone number of the pharmacy
- The RX number

A completed Medication Administration Permission sheet ("Medication Permission") must accompany the prescription. The parent and physician portion must be completed. Your physician may fax instructions and authorizations to the school.

The fax Number is 412-690-2316.

The Medication Permission forms are effective for the school year they are submitted. A new Medication Permission form is required each school year. A new form is also required if there is a change in the medication and/or dosage. Please feel free to contact the School Nurse, with any questions/concerns that you may have at (412) 690-2489, Ext 124.

• RULES & REGULATIONS •

BACKPACKS, PURSES, ID CASES AND PENCIL CASES

Students are permitted to enter the school with their backpacks. Backpacks may be checked and must be opened when requested by security staff or the administration.

Backpacks (book bags, gym bags, etc.) are not permitted in any classrooms. All backpacks must be housed in the student's locker once they enter the building. (NOTE: Padded backpacks must be used for computer bags.)

All purses must be kept in the student's locker. The term purse refers to both traditional-size hand-bags and small-size hand-bags and wristlets.

ID cases must be flat and may not exceed 3 x 3 inches. ID cases may not be large enough to hold other items (cell phones, candy, etc.)

Pencil cases are only permitted if they are made to hold pencils and pens, they are clear, and are not large enough to hold other items (cell phones, candy, etc.)

COSMETICS

Students are not permitted to have cosmetics on their desk. Cosmetic items (lip stick, lip gloss, comb, brush, picks, curlers, etc.) must be kept in the locker.

DEBT AND DEBT ACCOUNTS

Students may add money to the debit part of their ID cards by bringing in cash or a money order to give to the Cafeteria Manager before 8:00 a.m. or during their lunch period.

All student debts resulting from replacement laptops, books, damaged property, ID cards or other expenses, must be paid off before a student can participate in any extra-curricular activity including school dances, school trips, prom and the graduation ceremony.

EAR BUDS

Ear Buds are issued to all 9th grade students who do not own a personal set. The Ear Buds are required in certain classes and must be used for educational purposes only.

If a student loses, damages or destroys Ear Buds issued by City Charter High School, the replacement cost is \$5.00.

One replacement will be issued and billed to the Debt Account. Successive replacements must be paid before the replacement.

ELECTRONIC DEVICES

Cell phones, smart watches and electronic devices must be turned off before entering school and may not be turned back on until student leaves the building at dismissal. Cell phones, smart watches, and electronic devices are not to be used during the school day. These items must be kept in the student's locker not in a purse, pocket, on their person or anywhere else.

Cell phones, smart watches, and electronic devices may never be used while a student is in the building, on school floors, in classrooms, hallways, restrooms, or going to or from any activity during the instructional day.

VIOLATIONS AND PENALTIES

1st Time: Parent/guardian must call an administrator to have the phone or electronic device returned. (Note: We will not call you. The student may not use the school phones to call the parent/guardian.)

2nd Time: Parent/guardian must come in and pick up the cell phone or electronic device.

3rd Time: Student will be suspended, a conference with the parent/guardian will be required and the cell phone or electronic device may never be brought back to school.

ELECTRONIC RECORDING (AUDIO, CAMERA AND VIDEO)

Students are prohibited from using video, photographic and audio recording devices during the school day.

Students are prohibited from sharing unlawfully obtained audio, photographs or video on any form of social media or in any electronic or printed or downloaded format.

ELEVATORS

Elevators are for staff use only. Exceptions will be made for students who have temporary or permanent physical needs that warrant the use of an elevator. Riding the elevator without permission is a violation of the Code of Conduct.

FOOD – EATING IN THE BUILDING

Students ARE NOT permitted to enter the building eating, drinking, with open food or drinks. Open food and beverages MUST BE consumed prior to entering the building. Open food or drinks brought into the building will be discarded. Students are not permitted to chew gum at City High.

Students bringing lunch items into the building must keep the food in a sealed container in their locker until their lunch period. Food or beverages consumed at a student locker, in a hallway, in a restroom or in the stairwell will be discarded.

Food and beverages ARE NOT permitted in the Quiet Rooms. Gum, food and beverages found in the Quiet Room will be discarded.

FUND RAISING STUDENT ACCOUNT

Fundraisers are designed to help bring down the cost of these social events. Participation by students is always optional. Profits made from fundraisers go into the student's activity account. Balance information is available by contacting the City High Activities Manager. Money raised by students will be placed in their Student Account:

- The student may use these funds to pay for the entrance fee to City Charter High School sponsored social events including dances, proms, field trips etc. It cannot be used for lunches, souvenirs, snack or other types of day to day expenses. The money will accumulate from year to year and may be passed on to siblings. However, cash will not be given to the students for any reason. If a student leaves the school through a transfer, graduation or for some other reason, money left in the student's account and not passed on to a sibling will be placed in the general activity fund and used to pay for entrance fees for educational field experiences and for buses.
- The Student Account will be updated after every fundraiser and students will be able to view their balances on a regular basis. Students must notify the Activities Manager when they want to use money from their Student Account. In return, they will receive a receipt.

ID CARDS

Students are required to have their identification cards (ID) in their possession at all times during the school day and at all school-sponsored activities. The ID card also functions as a school account debit card. Students are required to present and/or use their ID card:

- Every morning in order to enter the building and provide evidence of the time entered
- In order to gain entrance to the school floors by way of the stairwells
- In order to buy or receive lunch, snacks, school supplies or use money that may be in their school account
- When requested by any staff member

Refusal on the part of a student to show their identification card when requested is a violation of the Student Discipline Code.

Fraudulent use of the card is a violation of the Code of Student Conduct.

All students attending City Charter High School will be issued an initial card at the school's expense.

If a student loses, damages or destroys his/her ID card, the replacement cost is \$5.00. City High security personnel will issue all replacement cards.

Students who do not have an ID card for three consecutive days will be issued a replacement card and \$5.00 will be debited from the Student Account or added as a Student Debt.

Seniors are required to turn in their ID card before their cap and gown will be issued.

LOCKERS

Lockers are assigned to individual students at the beginning of the year. Lockers should be kept locked at all times.

Locker combinations should be kept confidential because each student is held responsible for the contents of the assigned locker. Lockers should not be shared with other students. The cost of repairing the locker will be charged to the student.

Lockers are the property of the school and are subject to search and inspection by school administrators and security, based on reasonable suspicion AND at random without notice, student consent and without a search warrant.

Handicap accessible lockers are located on each grade-level floor for use by students requiring such assistance.

LOST AND FOUND

Lost and found items are kept in the main office and on each floor in the staff office for a limited amount of time.

LUNCH

The cafeteria at City Charter High School functions just as an employee cafeteria at a business. Students are expected to demonstrate appropriate behavior.

Students are assigned to a lunch period each day. Students are required to go to the cafeteria and remain there during their respective lunch periods. Lunch periods are thirty minutes long and allow ample time for students to eat lunch and have some time for relaxation and socializing. **NO STUDENT IS PERMITTED TO LEAVE SCHOOL GROUNDS DURING THE LUNCH PERIODS.** Students are not permitted to bring any glass or breakable containers into the building. The following rules apply while in the cafeteria.

- All students in the cafeteria should be seated in a chair at a table unless they are in transit. The aisles must be kept clear for safety and mobility.
- It is the student's responsibility to clear the area of the cafeteria he/she uses and deposit plates, glasses, flatware and trash in the proper receptacles.
- No food or beverages are permitted to be taken from the cafeteria/dining area. All food and beverages must be consumed in the cafeteria.
- Students are not permitted to have food (pizza, cakes, etc.) or beverages delivered to the school by outside vendors or establishments. Students are not permitted to have **BIRTHDAY OR ANY TYPE OF CELEBRATIONS** - cake, cookies, cupcakes, pizza or balloons – during lunch or the school-day.
- Students may bring their own lunches to the cafeteria but there are no microwaves available for student use so lunches need to be "ready to eat".
- Computers may not be used in the large cafeteria during lunch. Computers are allowed in the Quiet Lunch room for grades 10 - 12.

Violation of the cafeteria rules will negatively affect the students Workforce Readiness Grade which ultimately may affect the student's ability to participate in field experiences as well as internships. In addition, the first violation of the rules will result in the student's cafeteria privileges being withdrawn. The student will then eat alone in the office. No snacks will be permitted. Subsequent violations will result in the implementation of a Behavior Improvement Plan, with cafeteria privileges being withdrawn and community service in the cafeteria will be assigned.

PARENT CONDUCT

City High conducts parent meetings which are orderly and all parties are required to remain respectful. We will not allow swearing, yelling and threatening during a meeting.

In the event of inappropriate and unacceptable behavior, administration will terminate the meeting and the parents/guardians will be escorted from the building. In the event of unacceptable electronic or written correspondence, administration will immediately cancel the meeting. This type of behavior may result in the parent(s)/guardians(s) being banned from the school and may require, at their expense, a mediator for future meetings.

RESTROOMS

Horseplay and destruction of the restroom facilities are not permitted and will result in consequences which may include parent responsibility for replacement and/or repair costs.

NO MORE THAN ONE PERSON MAY OCCUPY A LAVATORY STALL AT ONE TIME.

Students are expected to use the lavatory facilities and leave them so that others may use the restroom. Students must clean up after themselves when using the restroom so that it is orderly and clean for the next individual. Lavatories are to be used primarily during the change of class and during the lunch period.

Teachers may excuse students from class to use the lavatories at their discretion and only for emergencies. Only one student per class may be excused at any given time.

SCHOOL PICTURES

Students in grades nine through eleven are required to be in dress code when taking school photographs.

Rising seniors will take photographs in June or July of their junior year. City High requires formal photographs as these pictures are used during the graduation ceremony. Students are required to wear prescribed items:

- Young ladies wear a black drape and are given the option to wear pearls.
- Young men wear a tuxedo shirt and jacket.

SCHOOL TELEPHONES

Students will not be allowed to use school telephones except under the supervision and with permission of a staff member. If a student must call home, he/she must do so from the phones in the main office. The use of any telephone during the school day must be limited to emergencies.

Students will not be called out of class to take phone calls unless it is an emergency. Parents are asked to leave a message and their child will return the call during a class transition.

TOYS AND GADGETS

Fidget spinners, fidget boxes, toys and gadgets are not permitted in the classroom or in any instructional area of the school during class, lecture, seminar, study group, triage, advisory, clubs or after school programs.

TRANSPORTATION

If the student's district of residence provides transportation for its students, then the district of residence will provide transportation to and from City Charter High School. School districts provide transportation for students who live at least two miles but less than 10 miles from City Charter High School. The type of transportation is determined by the home school district.

It is the responsibility of the parent or student to verify the amount on the issued Connect Card. Districts are NOT required to load the Connect Card with a monthly pass and may only load adequate funds for round trips to and from school.

CITY CHARTER HIGH SCHOOL DOES NOT ISSUE OR REPLACE BUS PASSES OR CONNECT CARDS.

PARENTS MUST CONTACT THEIR SCHOOL DISTRICT TO DISCUSS REPLACEMENT OF LOST OR STOLEN CARDS. (School districts may require a replacement cost for a lost Connect Card.)

City High will provide ONE single trip Connect Card PER TRIMESTER to students who lose their monthly bus pass or Connect Card.

Students will often use public transportation to go on field-trips and to their Internship site. If a student does not have district issued transportation, City Charter High School will provide a round-trip Connect Card for the activity.

VISITORS

Visitors must enter the building using the schools entrance during school hours. All minors must be accompanied by a parent/guardian. Unaccompanied minors will not be permitted to enter the building or remain on school grounds.

Visitors must report to the School Safety Office located in the school lobby.

Visitors must present a valid state issued picture I.D. This I.D. will be processed through the Raptor Visitor Management System.

Visitors must specify the exact nature of their visit and the name of the person / office to be visited. (Visitors who are unsure of the person they wish to speak with or the office they wish to visit will be assisted by security staff to the main office.)

Visitors will be issued a **Visitor's Pass** that must remain visible and be worn at all times.

Visitors will remain at the school Safety Office until their appointment has been verified or other arrangements have been made.

Visitors must report to the School Safety Office after their visit is completed, sign out and return their **Visitor's Pass**.

Visitors are prohibited from visiting any location other than what is indicated on the Visitors' Pass. If further assistance is needed, visitors must report to the school office until an appointment can be scheduled or other arrangements are made.

Visitors in violation of these procedures or whose conduct jeopardizes the safety of students and staff, interferes with programs in the school or endangers property are subject to immediate removal from the school by order of the Principal and possible arrest.

• DRESS CODE •

A Dress Code update/reminder will be sent home with every trimester report card mailing. This update/reminder is an addition to the Dress Code information that is already in the Student Handbook.

The City Charter High School dress code begins at the front door. Students must arrive and depart in the appropriate attire. The changing of clothes in the lobby, stairwell, elevators and in the school restrooms is prohibited and is a violation of the Code of Conduct. However, students may change shoes at their locker.

The Dress Code at City Charter High School is professional. It also applies to haircuts, hair coloring, hair pieces, make-up, jewelry, accessories, visible tattoos and facial piercings. The Dress Code excludes attire that has any type of logo, text, political statement or branding. This restriction applies to buttons, pins or any other type of jewelry, clothing or paraphernalia.

The Dress Code applies at all school related activities and remains in effect when students participate in field experiences, Internships, college visits, classes at partner institutions and programs/activities incorporated into the school schedule. The Dress Code only changes on days when students participate in special field trips that require 'dress down' attire, which includes jeans and casual attire. All clothing should cover all core body parts. Clothing with explicit writing beyond clothing logos is not permissible. Examples of these trips are Laurel Caverns, Camp Kon-O-Kwee and Ohio Pyle.

Students who do not comply with the Dress Code will be sent home to change into appropriate clothing and then return to school. Students who are sent home for Dress Code violations are marked Absent, Unexcused from the classes missed.

City Charter High School sponsors a fall dance, semi-formal dance (Snowball) in the winter and a formal dance (Prom) in the spring. All of these events have a special dress code requirement which must be followed in order to attend the event.

At various times throughout the year, students are invited to special events (Robotics Competitions, Award Banquets, etc.) which require specific attire. Students are required to comply with the dress code requirement to participate as a representative of City Charter High School.

Because fashions change quickly and unpredictably, City High cannot list all acceptable and unacceptable attire. **City High administration reserves the right to determine if a student's attire meets the acceptable dress code.**

ACCEPTABLE BUSINESS ATTIRE

Females and Students who Identify as Females

- Collared dress shirt or dress blouse which completely covers the bust area, stomach, sides and back, and is not cut below the shoulder blade
- Sheer blouses worn with a camisole which conceals undergarments
- Vests and blazers worn over a school appropriate shirt or dress
- Dress pants which originate at the waist
- Ankle pants (may not be more than ONE INCH above the ankle)
- Dresses and skirts which are knee length or longer (in the front, sides and back)
- Skirts that originate at the waist
- Dresses that completely cover the bust area and are not cut below the shoulder blade
- Sleeveless dresses and blouses WORN WITH an appropriate sweater or blazer
- Make-up and jewelry which is business appropriate (as determined by the administration of City High).
- Hair and headbands that do not exceed 3 inches in width
- Dress shoes, closed toe
- Facial piercings must be a stud

Males and Students who Identify as Males

- Oxford style collared dress shirts, polo style shirts and turtlenecks tucked into pants
- Vests and blazers worn over a school appropriate shirt
- Dress pants which are full length and originate at the waist
- Business appropriate jewelry as determined by the administration of City High
- Oxford style lace-up or loafer type shoes
- Facial piercings must be a stud

City High cardigans are available in red and black. These sweaters can be purchased through the Activities Manager.

THE FOLLOWING ITEMS ARE NOT APPROPRIATE FOR SCHOOL

THESE ITEMS ARE PROHIBITED AS THE ADMINISTRATION OF CITY CHARTER HIGH SCHOOL CONSIDERS THEM BEYOND THE SCOPE OF PROFESSIONAL ATTIRE

- Camouflage print, denim and denim look clothing in any item or in any color
- Chest logos, pictures, insignias or branding (Logos on polo-style shirts MAY NOT exceed 2" in diameter)
- Dickie's shirts, tank tops, cami's, tee shirts
- Shirts, sweaters and vests with a hood
- Cargo pants
- Yoga pants, stretch pants, leggings, Capri's, MC Hammer pants, overalls, shorts, pajama bottoms, jogger style pants
- Pants with more than 2 pockets in the front and 2 pockets in the back
- Pants with pockets that originate below the waist, have rivets, studs, writing, logos or pictures
- Pants with pockets stitched on the outside of the pants
- Pants that are gathered at the ankle with elastic or ties
- Dress and skirt splits which are more than 3" above the knee
- Clothing with cut-outs, (including ripped or torn items)
- Jewelry and belts made with bullets, bullet casings or pointed studs or anything that can be used as a weapon
- Earrings which exceed 3" in length or diameter
- Hats, scarves, hoods, wave caps, shower caps, sweatbands, bandannas, sunglasses, non-prescription glasses, non-professional headbands, headsets, combs, picks, curlers, knit headbands and scarves intended as outer-wear
- Slippers, moccasins, flip-flops, Sperry's (or Sperry type boat shoes), shoes with a sneaker bottom, shoes that cover the ankle, shoes worn as flip-flops/slippers
- Sagging pants
- Rolled pant legs
- Clothing which reveals under-garments (this includes skirts and dresses worn without a slip, AND light colored shirts and pants worn over bright colored undergarments, AND clothing which reveals the outline of undergarments).
- Clothing which does not adequately cover private body parts (including cleavage)
- Clothing with inappropriate words, slogans, pictures or insignias
- Clothing that has to be pinned to be appropriate (i.e., a skirt with an inappropriate split may not be pinned to be in dress code; a shrug may not be pinned in lieu of wearing a button down or pull over sweater to cover an inappropriate shirt)

Students with inappropriate tattoos on their arms must wear long sleeves. (Administration reserves the right to determine if a tattoo is appropriate or inappropriate.)

• SPECIAL EVENTS GUIDELINES •

There are situations when students may not be permitted to attend a class field trip.

1. A student may not attend a class field trip if the principal determines that his/her behavior is such that he/she will be a disruption at the event.
2. A student may be banned from future trips by the principal for violations of the Code of Conduct or rules at a previous event.

SPECIAL EVENTS PAYMENTS

Special Events at City Charter High School are heavily subsidized by the school through grants and our operating budget. However, special events require that the student pay part or all of the entry fee and/or transportation costs. Students are encouraged to participate in fundraisers in order to build the balances in their student accounts.

All student debts resulting from replacement laptops, books, damaged property, ID cards or other expenses, must be paid off before a student can participate in any extra-curricular activity including school dances, school trips, prom or graduation ceremonies. Students are not permitted to pay a deposit or turn in a permission form for any activity with a cost if they have outstanding debt.

SPECIAL EVENTS PERMISSION FORMS

A permission form that details the event, dress code, payment and rules is sent home weeks prior to each event. Students must turn in a permission form BEFORE a deposit will be accepted. If the student has not paid in full seven (7) days prior to the event, then he/she will not be able to attend the event.

Larger events such as Costa Rica and overnight class trips have specific deadlines for payments and permissions. All payment and permission deadlines must be met for a student to attend.

SPECIAL EVENTS ATTENDANCE REQUIREMENT

Students are required to attend school for the entire day on the day before a field trip – full day or overnight trip. Students must arrive within the first hour and may not get an early dismissal.

Students are required to attend school for the entire day on the day of a school dance. Students must arrive within the first hour and may not get an early dismissal. Parents and guardians should contact their student's grade level administrator in the instance of an extenuating circumstance.

SPECIAL EVENTS ACADEMIC REQUIREMENT

Students nominated/recommended to participate in Special Event Overnight Trips which are not class trips (i.e. SAGE) must have:

- C grade or higher during the previous and current trimester in all courses including Workforce Readiness and a Cumulative GPA of 3.0 or above
- 95% attendance (Present AND On Time) and may not exceed three absences

Please note that due to the COVID-19 pandemic, events for the first trimester will be suspended.

• SPECIAL EVENTS DRESS CODE •

The following items are prohibited at City High sponsored events:

- Clothing or paraphernalia with inappropriate, profane, offensive, derogatory writing, pictures, insignias or logos. Clothing or paraphernalia with pictures or writing depicting any weapon or drug.
- Clothing that is lewd or suggestive. Clothing which does not adequately cover areas of the stomach, groin, buttocks and/or bust area. Clothing with cut-outs – including ripped jeans
- Jewelry with pointed studs, daggers, bullets, spears, skulls, etc.

FIELD TRIPS (Day and Overnight) – these items are NOT PERMITTED:

- Shorts, skirts or dresses more than four (4) inches above the knee, spandex dresses/skirts
- Midriff shirts, muscle shirts, crop tops and ripped/torn shirts
- Spandex pants/jeggings/leggings (UNLESS worn with a tunic style top which is at least mid-thigh); pants that are ripped/above the knee; shorts which do not provide continuous coverage of private body parts
- Young ladies must wear one-piece swimsuits
- Young men must wear swim trunks
- Students MAY NOT travel in pajamas. Scarves, rollers, etc. MUST BE removed BEFORE the student gets off the bus at a rest stop, meal stop and at the destination.

INTERNSHIP – REQUIRED ATTIRE

Professional attire and dress shoes required unless the internship requires the student to wear specific clothing.

SNOW BALL – REQUIRED ATTIRE

- Semi-formal attire, including dress shoes, is required. Casual wear is not permitted (jeans, khaki's, shorts, tee shirts, boots, sneakers, TOM's, sweatpants, etc.). Students are permitted to change into a more comfortable shoe after admittance to dance.
- Attire must be approved.

PROM – REQUIRED ATTIRE

- Formal attire, including shoes, is required. Leisure suits, sweat suits, casual attire, flip-flops sneakers, slippers, etc. are not permitted. (Students are permitted to change into a more comfortable shoe after admittance to dance.)
- Prom tickets may not be purchased until attire has been approved. This includes purchasing a ticket for a guest.

GRADUATION – REQUIRED ATTIRE FOR GRADUATES

- Business attire and dress shoes are required to participate in the graduation ceremony
- Seniors are required to purchase a cap and gown

GRADUATION – REQUIRED ATTIRE FOR USHERS AND CHOIR

- Black pants or skirts, white shirts and dress shoes

Please be aware:

1. Students who arrive at any City High event in inappropriate attire will not be admitted/permitted to participate.
2. The dress code rules apply to City High students and guests.
3. Refunds will not be given when students are denied entrance due to inappropriate attire.
4. Clothing will be purchased, at the expense of the parents, for students who have inappropriate attire on an overnight trip.
5. These rules are in addition to the dress code section in the Code of Student Conduct.
6. Students who do not comply with the dress code will be excluded from future activities and field trips.

• DANCES •

The Fall Dance is a casual event and is held at City High. It is open to City High students in grades 9 – 12. Participating student may invite one guest.

The Winter Snowball is a semi-formal event and requires students to adhere to a dress code prescribed by the administration of City High. The Winter Snowball is open to all students in grades 9 – 12. Participating students may invite one guest.

Participation in the prom is limited to City High Seniors. Each participating senior may invite one guest. Students in grades 10 and 11 are permitted as a guest of a senior. Students in grade 9 are not permitted to attend. All guests attending Prom must be at least sophomores in high school, but may not be over twenty years old. A photo copy of each guest's photo ID card (school ID with a birthdate, state ID or driver's license) must be provided with the permission form. Guests must prove that they are either attending school or employed.

A permission form for City High students that details the dance dress code and rules is sent home prior to each event. If a City High student is bringing a guest to a dance, the guest section of the permission form must be completed and the guest must meet the requirements.

City High students must be in school the day of a dance. Students must arrive within the first hour and may not get an early dismissal. If a student is absent from school or from any class on the day of a dance, then he/she cannot attend the dance that evening.

Students who are not picked up from a dance within 30 minutes after it ends will be sent home using private transportation. The parent(s) will be billed for the cost.

ILLCIT DANCING POLICY

Grinding is defined as inappropriate, exaggerated sexually suggestive dancing. It is a form of dancing which generally includes one student rubbing on another student while making sensually gyrating motions and movements.

Grinding is a prohibited form of dancing at City Charter High School events. Students who engage in this form of dancing will be removed from the event and no refund will be given.

Any student removed from a dance for grinding will be prohibited from attending a City High dance for one year.

Please note that due to the COVID-19 pandemic, the fall dance, which takes place during the first trimester will be cancelled.

• FIELD EXPERIENCES •

During the fall trimester all classes participate in an outdoor adventure. Freshman go to Camp Kon-O-Kwee, sophomores to Laurel Caverns, juniors to Ohio Pyle and seniors to Teen Quest.

A special event is planned for each class during the spring. The freshmen trip is to Presque Isle and is a one-day event. Sophomores go to Niagara Falls for one day, and juniors go to New York City for three days.

Additionally, juniors can apply to participate in a trip to Costa Rica. This trip is collaboration between the Social Studies and World Languages departments. It is a 10-day trip and students are selected according to criteria and course requirements developed by the two departments.

Field experiences/field trips often require that the student pay part or all of the entry fee and/or transportation costs. Students are encouraged to participate in fundraisers in order to build the balances in their student accounts. Many students use their accounts to pay for all of the events during the course of the year.

PARENTS ARE STRONGLY ENCOURAGED TO PURCHASE INSURANCE FROM THE TRAVEL AGENCY FOR ALL OVERNIGHT TRIPS. If a student has made any payments for an overnight trip but does not attend, for any reason, and no insurance has been purchased, no refund will be made from City High or the travel company.

Students under suspension are also suspended from participation in all activities as participants and as spectators on the dates of the suspension, including weekends, breaks, and holidays that fall within the suspension.

Students who are not picked up within 30 minutes after the bus returns to City Charter High School will be sent home using a private transportation provider. The parent(s) will be billed for the cost.

• CLUBS •

ART CLUB

Do you love to sketch, paint, illustrate, watercolor, or work with Photoshop? If so, Art Club is the place for you! Whatever your artistic desires are, they can be fulfilled at City High's Art Club. Contact the Art Teacher if you are interested in participating. Open to students in grades 9 – 12.

DIGITAL MEDIA CLUB

Are you interested in advancing your producing skills? Would you like to be behind the camera, editing footage, or making your own short films? If so, Digital Media Club is the place for you. Please see the Digital Media instructor for participation details. Open to students in grades 9 – 12.

FIRST ROBOTICS CLUB

FIRST Robotics exists to provide an introduction to science, technology, and business in a uniquely engaging manner to the students of City Charter High School. The Short Circuits, Team 1743, is a team of juniors and seniors. The Short Circuits compete in the FIRST Robotics competition, a competition that challenges teens from all over the world to create a fully functional robot that is designed to complete specific tasks. Please contact the Robotics coordinator for information about joining this group. Open to students in grades 10 – 12.

NATIONAL HONOR SOCIETY

The National Honor Society recognizes academic achievement, service to the school and community, leadership, character and citizenship. Inducted students are expected to take on leadership roles in the school and community. Criteria for membership has four parts – **Scholarship** (3.25 QPA, and at least 1 Honors class), **Character** (No suspensions in the current school year, minimum grade B in Workforce in the previous and current trimesters, 5 or less unexcused absences/tardies in the current school year), **Leadership** (Recommendation signed off by four grade level teachers), and **Service** (50 hours of participation in school and out of school service experiences).

Email nhs@cityhigh.org for more information.

SAGE

Students for the Advancement of Global Entrepreneurship –SAGE was founded in 2002 with the mission to help create the next generation of entrepreneurial leaders. City High SAGE students create and operate businesses, take care of book keeping, scheduling, marketing and public relations, sales, and community outreach and volunteering. SAGE is open to students in grades 9 – 12 who are interested in entrepreneurship. City Charter High School SAGE has won two National SAGE Competitions (2013 and 2014) and taken second place in the Global competition in 2014, and second place in the 2015 and 2016 National Competitions. Please see the Activities Manager if you are interested in participating.

SPRING MUSICAL

Students are selected for participation in the Spring Musical through an audition process, held in late January and early February. Participants will be asked to prepare a song and a monolog, and will be taught a short dance audition piece in order to show their ability to retain choreography. Rehearsals are daily, Monday through Friday until at LEAST 5 PM, but are extended later into the evening as production dates near. Failure to attend rehearsals will result in termination from the cast. Spring Musical participants are held to a high standard of behavior and professional standards. For more information, email drama@cityhigh.org.

YOUNG PLAYWRIGHTS

The Young Playwrights are a group of highly motivated students who are responsible for the concept, development, and creation of City High's Spring Musical. Submissions for consideration into this group are accepted in November, with students being notified of their acceptance into the group in December. Once students are selected, the group meets 2-3 times per week through January and February, working on theme, plot and character development. Again, students must be highly motivated as this group works independently via Google Docs through much of the process. For more information, email drama@cityhigh.org.

• EMERGENCY PROCEDURES • EMERGENCIES - WEATHER

City High does NOT follow the Pittsburgh Public School weather emergencies schedule.

The possibility of a winter “weather event” exists throughout the winter season.

Please listen to your radio and/or television for the City High delay or closing announcement.

The City Charter High School closing or delay announcement will appear on television channels (KDKA), (WTAE), (WPXI) and on their websites.

The school closing, delay and early dismissal announcement will also be available on our website—www.cityhigh.org and on the PARENT PORTAL.

Parents/guardians and students can choose to receive emails, text-messages or voice-mail notifications as well.

Delays: If there is a two-hour delay, school will begin promptly at 10:00AM. Students should not arrive at the school before 9:00AM.

Closings: If a closing is announced, students are to remain at home for the day.

Early Dismissals: If an early dismissal should ever be needed due to the weather, students will be given an opportunity to call home by using our phones or their cell phones. However please keep in mind that this decision will need to be made quickly and will be dependent on the advice of the Pittsburgh Public Safety Department. We will not follow the Pittsburgh Public Schools in making this decision as the downtown area is a unique situation and we need to be aware of different transportation issues.

PLEASE MAKE SURE YOUR SON/DAUGHTER KNOWS WHERE TO GO AFTER SCHOOL IN CASE OF AN EMERGENCY AND IN CASE YOU CANNOT BE REACHED.

SUBURBAN STUDENTS: For families who live far from the downtown area, please use good judgment and make the decision as to whether to send the youngster to school based not only on the official announcement but also on your actual weather conditions, as they may be better or worse than the conditions in the city. An absence note will be necessary if your student remains at home on a day we are open. Suburban students may also be sent home earlier than city students if the weather conditions deteriorate during the course of the day.

FIRE DRILLS

City Charter High School will have at least one fire drill per month. These drills are conducted to promote safety and familiarity with the evacuation procedures in the event of an emergency. Students are required to evacuate the building quickly and quietly following the directions of school staff. Compliance with the fire drill procedures is a must during these safety evacuation practices.

EMERGENCY EVACUATION DRILL

City Charter High School will have at least one emergency evacuation drill each year. These drills are conducted to promote safety and familiarity with the unscheduled evacuation procedures in the event of an emergency. Students are required to evacuate the building quickly and quietly following the directions of school staff. Students are required to return to the school in an orderly fashion, following the direction of school staff.

EMERGENCIES - NATIONAL, CITY AND SCHOOL

Periodically the federal government issues a heightened level of alert regarding national security. As a result we are providing you with the emergency information below. This information applies regardless of whether the situation involves inclement weather, a fire, bomb threat or a national event.

No matter what the circumstance, the entire staff will remain with the students and work diligently to reassure them, keep the calm, give them a forum for discussion and otherwise provide support to them. It is imperative that you emphasize to your youngster that the directions of school employees must be followed at all times. Students who panic, leave the group or refuse to cooperate jeopardize the safety of themselves and others.

WE WILL UNDER ALL CIRCUMSTANCES FOLLOW THE DIRECTIONS OF THE PUBLIC SAFETY DIVISIONS OF THE CITY OF PITTSBURGH AND ALLEGHENY COUNTY. WE WORK CLOSELY WITH THEM AND THEY WILL NOTIFY US OF ANY PROBLEMS.

EVACUATION OF THE BUILDING

If the evacuation is before 2:00PM, we will take our students to another facility remain there until 2:00 PM at which time they will be dismissed to go home. Once there, students will split into their advisory groups. Advisors will permit students to call home and will attempt to speak briefly to each parent. It may be necessary to send students home before 2:00PM. In that case notification would come from radio and television broadcasts.

If the evacuation is after 2:00PM, we will dismiss students to go home. It is important that students carry with them at all times the PAT bus schedule for their routes and also for alternate routes. They also need to know the location of several bus stops located in the downtown area that are part of their route.

LOCK DOWN OF THE BUILDING

If we are told that we must remain in the building, the following will occur:

Staff will stay on the school floors with students. The city has informed us that the maximum period for lock down would probably be 8 hours. Parents will be immediately notified in the event of a lockdown. If possible and if allowed, we will post lock down information on both the City High website and on the PARENT PORTAL. During an emergency, please limit calls into the school or to your child's cell phone. Incoming calls hamper our ability to maintain order and to help students remain calm. In addition they will prevent us from calling out and notifying every family. **NO ONE IS PERMITTED TO LEAVE OR ENTER THE BUILDING DURING A LOCKDOWN.**

EVACUATION OF THE DOWNTOWN AREA

Should a mandatory evacuation of the downtown area be declared, Port Authority, Allegheny County and Pittsburgh Emergency Management has a plan in place to immediately transport thousands of people safely out of the city. Depending on the circumstances, one of the following three levels of the emergency plan will be implemented:

Level One—Voluntary Evacuation: If ordered Port Authority will provide the highest level of bus, rail and incline service at regular downtown bus stops and rail stations.

Level Two—Mandatory Partial Evacuation: If ordered every available Port Authority bus and rail vehicle will be dispatched to downtown. Regular buses and rail stops will be served where possible, once leaving Downtown Pittsburgh buses will transport passengers outbound using only main transit and highway arteries. Buses will discharge passengers along the main routing and will continue until the last passenger is discharged.

Level Three—Mandatory Full Evacuation: In the event of a declared mandatory emergency evacuation that prohibits buses from entering downtown Pittsburgh, six perimeter locations have been established. Individuals will board buses at perimeter locations, then discharge at “remote drop-off locations” predetermined by Port Authority, Allegheny County and Pittsburgh Emergency Management.

It is important that you and your student fully understand this plan. It is also extremely important that all students know their community well enough to find their home from a radius of at least two miles. Students should carry change with them for pay phones, keep comfortable walking shoes or sneakers in their lockers, be aware of places in the community where they can meet you, other family members or friend and again listen to the directions of adults so they can get as close to home as possible. Cell phones may or may not work in all situations as the circuits may become busy. If this were to happen, we may have to act very quickly and may not be able to call every parent. However, you will be notified through the news media, phone answering system and our website.

Please make sure that students who have asthma have inhalers with them at all times. Students with other chronic medical conditions need to keep some of their medication in the nurse’s office so it is available for all emergencies.

There isn’t any way that we can prepare for every possible circumstance at home or at school. However, we will do our best to help students be safe and to care for them physically and emotionally in any time of crisis.

• CODE OF STUDENT CONDUCT •

This Code of Student Conduct has been developed to promote a safe and productive environment for staff and students.

The conduct required by this Code applies to all students on the School campus or offsite locations where a School function or activity is being held. Official locations include, but are not limited to - Port Authority transportation vehicles, bus or "T" stops being used for transportation to and from School or School activities, and areas where students congregate before the start of School and after dismissal.

The School campus is considered those floors of the building being utilized by the School, all access hallways and stairwells between those floors, elevators, common areas in the building (for example, lobbies) that are accessible by the students, and the city block within which the school building is located.

Violation of any provision of the Code may result in suspension and/or expulsion, or other appropriate sanctions. When a violation is also a violation of Federal, state or local laws, the appropriate law enforcement agency may be contacted.

In the case of a disabled student, the Chief Executive Officer/Principal shall take all steps necessary to comply with the Individuals with Disability Education Act (Public Law 91-230, 20 U.S.C. § 1400 et seq.)

Each violation in the Code of Student Conduct contains the corresponding Pennsylvania Safe Schools Infraction Code. The Pennsylvania Safe Schools Infraction Codes are listed at the end of this section.

City Charter High School does not facilitate mediations between parents to solve student issues as we do not have jurisdiction to govern parent behavior. City High does encourage parents to exchange phone numbers or utilize mediation services within the community.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

ARSON AND RELATED ACTS

Arson is the unlawful and intentional damage or attempt to damage a person or property by fire or incendiary device. Setting a fire by match, lighter, fireworks, firecrackers, trash can fires, Molotov cocktails or any other incendiary device; providing aid, counsel or pay toward the same is prohibited. All costs arising from the fire and damage to property will be the responsibility of the student, parents or guardian. Setting off false fire alarms and reporting or telephoning a false fire or panic alarm is a violation. The student, parents or guardian will be responsible for all financial liability incurred.

Tampering with fire extinguishers, fire hoses sprinklers or smoke detectors is a violation. Any student found to have tampered with fire extinguishers, fire hoses, sprinklers or smoke detectors will be required to pay for any cost of refilling, repairing or replacing the tampered equipment and any resulting damage to property.

ASSAULT

A student shall not cause, attempt to cause, or threaten to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury to any person while in school, participating in a school sponsored event, travelling to or from school, or in transit to or from a school sponsored event. This includes a school employee, student or any person on school property or attending a school sponsored event.

Aggravated Assault – An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving broken bones, loss of teeth, internal injury, lacerations or loss of consciousness. This also includes assault with disease intent by biting, spitting, or any act which results in cross-contamination of bodily fluid.

Simple Assault - An unlawful attack in which the offender does not use a weapon and the victim does not suffer obvious severe or aggravated bodily injury involving broken bones, loss of teeth, internal injury, lacerations or loss of consciousness.

A student who assaults a school employee will be charged with aggravated assault.

BOMB THREAT

The making of a bomb threat or participating in the making of a bomb threat OR making a terroristic threat that disrupts or could disrupt City Charter High School is a violation.

The offending student, parent or guardian will be responsible for all costs incurred as a result of any bomb threat.

BULLYING

It is a violation of the law and of the Code of Conduct to engage in bullying behaviors. Please see the Bulling Policy (page 82).

BURGLARY, ROBBERY, THEFT, RECEIVING STOLEN GOODS

Burglary – the unlawful entry into CCHS or other structure being used by the school with the intent to commit a felony or theft. It is not necessary that force be used in gaining entry, neither is it necessary that property loss occur. Attempt to unlawfully enter a structure without expressed permission is also counted in this category.

Robbery/Theft– Taking, attempting to take anything under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Receiving Stolen Goods – Being in possession of anything taken from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

CONSPIRACY TO VIOLATE THE CODE OF STUDENT CONDUCT

It is a violation for students to engage in a conspiracy to violate this Code. A “conspiracy” is defined as an agreement, between students or a student and a non-student, to violate this Code and an overt act taken to further the violation. A student who encourages, assists, plans or aids another student in violating this Code is subject to the same discipline as the student who actually commits the violation. This includes inviting non-students to the school or to a school sponsored event to assault, harass, intimidate a student or guest of City High.

CUTTING CLASS/LEAVING CLASS WITHOUT PERMISSION

It is a violation to intentionally avoid attending class, seminar, lecture, quiet room, clubs, mentoring and/or lunch periods. It is a violation to leave a designated area without permission (class, seminar, lecture, quiet room, clubs, mentoring and/or lunch periods. Students will receive a zero for all work missed and exams given when they choose to cut class.

DISORDERLY CONDUCT, RIOTING OR FAILURE TO DISPERSE

The intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk; making unreasonable noise; use of obscene language or gestures. Failure to disperse upon official order.

DRESS CODE VIOLATIONS

Students must enter the building dressed appropriately. Only shoes may be changed at a student’s locker. Students may not change clothing after school or before going to any off-site location where a School activity or function is being held.

If a student is not dressed in accordance with the Dress Code set forth in the Student Handbook, the student will call their parent and be sent home to change into proper attire. If the parent cannot be contacted, the student will spend the day doing alternate assignments and eating lunch in the School office. Repeated violations will necessitate a parent conference.

Changing clothes in the school (on the patio or in the hallways, restrooms or stairwells) will result in a one day out of school suspension.

ELECTRONIC DEVICES

Electronic devices must be turned off and kept in the student locker at all times. Electronic Devices, including cell phones and smart watches, may only be used before entering school or after dismissal from school. Students attending After School Tutoring and Clubs are not permitted to use Electronic Devices until they are dismissed from the program. Electronic Devices will be

confiscated if they are used during the instructional day or during After School Tutoring or Clubs. If, in case of an emergency, a parent/guardian needs to reach his/her child, the parent/ guardian should call the main office at 412-690-2489.

ELECTRONIC RECORDING (AUDIO, CAMERA AND VIDEO)

Students are prohibited from using video, photographic and audio recording devices during the school day.

Students are prohibited from sharing unlawfully obtained audio, photographs or video on any form of social media or in any electronic or printed or downloaded format.

Audio, photographic and video recording of another individual without consent constitutes a violation of federal laws.

EVACUATION DRILL VIOLATIONS

Students are required to comply with the directions of staff during all emergency drills. Students must exit the building quietly and quickly. Students are required to remain quiet and orderly during an evacuation drill. During an evacuation drill, if students are returning to the school, students must do so in an orderly fashion following the direction of staff. If students are dismissed following an evacuation drill, students must remain with their group until dismissed by staff.

FAILURE TO COMPLY

Failure to obey a reasonable and understood request by a teacher, staff member, or off-site facility staff member is a violation; this includes student classroom behavior. (Examples: student talking during class and fails to stop; student is bothering other students during class and fails to stop; student is asked to clean up and fails to comply; student is told to leave an area and refuses). Students who refuse to leave an area may be physically removed from the area by school security.

FALSIFYING INFORMATION

This type of behavior includes, but is not limited to, altering or forging parental excuses, making or conspiring to make false phone calls to School staff, altering or forging passes, willfully making false statements and a failure on the part of the student to properly identify him or herself.

FIGHTING OR AN ACT OF VIOLENCE

Fighting is a confrontation by two or more students provoked by verbal, physical or other factors. A fight occurs when two or more students are involved in pushing, punching, kicking, or other aggressive actions. Fights that occur due to taunting by the parties will be considered the fault of both students, regardless of which student hits first. A fight does not occur where one student is pushing, punching, kicking or committing other aggressive actions upon another student, who is not responding in kind other than in self-defense. In such a case the offending student will be disciplined for assault. This type of behavior will not be tolerated.

When it has been determined that a fight, as distinguished from an assault set forth above, has occurred, the Chief Executive Officer or his/her designee will investigate the matter regarding the

causes of the fight and the party or parties at fault. The students will be suspended and/or expelled for Fighting and Acts of Violence which occur during the school day, to or from school or at any school sponsored event.

FUNDRAISING/SOLICITATION

All fund raising and solicitation activities must be approved by the Chief Executive Officer. Engaging in fund raising/solicitation that is not approved is a violation. Tickets, candy, snacks, or similar items, other than those associated with school sponsored activities are not permitted to be sold. Students are not permitted to solicit participation or conduct fund raising activities during the school day.

GAMBLING

Any form of gambling is a violation.

GANG ACTIVITY

Any incidents involving initiations, intimidation or related activities of gangs or affiliates are a violation. Wearing, carrying, displaying gang or group paraphernalia, exhibiting behavior or gestures that symbolize gang or group membership or causing and/or participating in activities that intimidate or affect the attendance of another student is a violation.

HARASSMENT, INTIMIDATION, STALKING

A student shall not engage in any form of harassment or any act of intimidation for the purpose of obtaining money, property or other advantages, or to induce fear. A student shall not engage in any conduct or language that harasses other, including but not limited to slurs, jokes and other verbal, graphic or physical conduct relating to an individual's religion, ancestry, national origin, age, handicap/disability, or gender – including gender identity, gender designation, gender orientation or gender expression. This includes cyber acts of harassment, intimidation and stalking which occur during the school day.

City Charter High School cannot be responsible for social media violations which occur during non-school hours. Those violations should be referred to the police.

IDENTIFICATION CARD VIOLATIONS

It is a violation to steal or use another person's (staff or student) identification or falsify or fraudulently use their ID information. It is also a violation to refuse to show a student's ID card when requested by a staff member. Students must have their ID card in their possession at all times.

LATE TO CLASS/SEMINAR/LECTURE

Students are required to report to their designated area as indicated on their schedule. Students who arrive after the start time will be marked tardy. Students who miss 50% of a class, seminar, lecture or Independent Study are marked absent for that session.

LEAVING SCHOOL WITHOUT PERMISSION

Leaving School without permission is a violation. Once a student arrives in the building, she/he is not permitted to leave unless they have an early dismissal. In addition to parent contact, student activities, or privileges may be restricted for students who leave School without permission.

LOITERING, UNAUTHORIZED PRESENCE DURING SCHOOL HOURS AND CRIMINAL TRESPASS

Students are prohibited from entering or remaining in the building without authorization. Further, during instances where students are authorized to be on School property, they are prohibited from entering unauthorized areas of the building. Student presence is only permitted on City Charter High School floors. Failure to follow this policy is a violation.

A charge of Criminal Trespass will be filed for suspended and expelled students on school property or in the school zone during the instructional day. Students excluded from school are not permitted to attend any school sponsored event or activity, except for instructional purposes.

Loitering in the downtown area after school hours is prohibited by City ordinance.

LOSS OF SCHOOL PROPERTY

Students and their families are financially responsible to replace all lost property. City High property issued to a student must be returned. In the event that it is stolen, a police report is required.

MINOR OR VERBAL ALTERCATION

An argument which does not involve physical contact or threats but may involve the use of profanity.

An incident which involves a single offender who trips, pushes or shoves another student.

MISCONDUCT

Misconduct or disorderly conduct is behavior that produces distractions, friction, or disturbances that seriously or repeatedly interfere with the effective functioning of a teacher, student, class or School activity or may be harmful to another student or staff member. Examples of misconduct include speaking out in class out of turn, horseplay (pushing, slapping, tripping), yelling, violent or unruly behavior, the use of obscene language or gestures and the creation of hazardous or physically offensive conditions at City High or at any City High sponsored event, or during transport to and from a school sponsored event.

Physical contact AND public displays of affection are also considered misconduct. Students may not hold hands, hug, kiss, walk arm-in-arm, have any type of physical contact or display affection for each other while attending School, or at School-sponsored activities, or during transport to a school sponsored activity.

Throwing snowballs or other objects or causing annoyance, alarm, is also an act of misconduct.

PLAGIARISM/CHEATING

Students may not cheat by using other student's work, giving their work to other students or copying work from various sources and turning it in as their own.

POSSESSION OF OBSCENE AND INAPPROPRIATE MATERIAL

Obscene material includes, but is not limited to, pornographic material, books, magazines, lyrics, poems, and spoken work which contain explicit text and graphic images.

Inappropriate material also includes images (written, drawn, photographs and electronic media) of guns, knives, gang insignias, slurs, jokes and symbols which are intended to incite fear and/or harass others based on their religion, ancestry, gender, sexual orientation, national origin or disability.

Obscene and inappropriate material is confiscated from the student. Parents have three (3) days to come to the school to get the obscene material or it will be discarded.

POSSESSION OR USE OF ANY EXPLOSIVE MATERIAL

Possession or use of any explosive materials or devices including but not limited to smoke bombs, stink bombs, firecrackers, incendiary devices or related explosive materials is a violation. These items are considered weapons. Please refer to the weapons policy set forth in this Code.

POSSESSION OR USE OF CONTRABAND

Possession of contraband is a violation. Contraband includes, but is not limited to, drugs, alcohol, weapons, ammunition for firearms, spent ammunition, steroids, all forms of tobacco, electronic cigarettes, vaping equipment and products, drug paraphernalia, and lighters.

To avoid accidental violation of this Code, the following procedure must be followed by any student who discovers or finds contraband or suspected contraband on or near school property, on field trips, at internships, at any school function, or any transit vehicle used for traveling to/from school or for traveling to/from a school sponsored activity.

Under no circumstances should a student pick up the contraband. The student should immediately proceed to and advise School staff of the location of the contraband.

A student should never accept any contraband from another person, even for the purpose of delivering it to a School staff member. Students must remember that mere possession of contraband is a violation.

POSSESSION, USE OR DISTRIBUTION OF A WEAPON OR DANGEROUS INSTRUMENT

Weapon - the term "weapon," as used in this Code shall include but not be limited to, any knife, cutting instrument, cutting tool, explosive, nunchaku, firearm, shotgun, rifle, electronic incapacitation device (i.e. taser, stun gun, stun baton, or device capable of any voltage or amperage) and any other tool, instrument or implement capable of inflicting serious bodily

injury. Mace or pepper spray, when discharged or threatened to be discharged, is considered a weapon as a tool, instrument or implement capable of inflicting serious bodily injury.

Look-alike weapons are defined as any toy or model weapon that looks enough like an authentic weapon to be reasonably mistaken for one.

Firearm means any weapon that is designed to or may be readily converted to expel a projectile by the action of an explosive. The term firearm also includes a starter gun. Firearms also include the frame or receiver of any such weapon, firearm muffler, firearm silencer.

A student shall not possess, handle or transmit a weapon while on school property, at any school sponsored event/activity or while in transit to or from school, or to or from a school sponsored event/activity. Possession of a weapon or a look-alike weapon is a violation of this Student Code of Conduct, will result in disciplinary action. Possession of a weapon or a look-alike weapon will result in a one-year expulsion, subject to a modifying recommendation by the Chief Executive Officer/Principal or his/her designee.

Please note that all weapons or contraband items will be confiscated and will not returned to a student or family member. Subsequent offenses of bringing contraband items may result in disciplinary action.'

POSSESSION, USE, DISTRIBUTION OR UNDER THE INFLUENCE OF DRUGS, ALCOHOL OR ANY OTHER CONTROLLED SUBSTANCE

"Drugs" are defined as all substances prohibited or regulated by the Controlled Substances, Drug, Device and Cosmetic Act, as amended, 35 P.S. § 780-101 et seq., and any other applicable state or federal statutes or regulations. The policy also applies to look-alike substances. Drugs include, but are not limited to amphetamines, barbiturates, any form of cocaine, hallucinogens, designer drugs, marijuana, narcotics and look-alike substances. It is a violation to ingest, possess or transmit alcoholic beverages or any substance, in any form, containing **ethyl alcohol** (ETOH).

City Charter High School is a drug free school. It is a violation for any student to possess, use or transmit any amount of drugs. It is a violation for any student to be under the influence or to smell of any drug or alcohol at school or at any school sponsored event. It is a violation to possess or transmit drug-related paraphernalia (ex: rolling papers, roach clips, hemostats, pipes, syringes) or other devices commonly used to ingest drugs (smoking, vaping, inhaling, intravenous, etc.).

Use of a drug, if authorized by a medical prescription from a registered physician for the student for whom is prescribed, shall not be considered a violation. However, all prescribed medications must be kept in the nurse's office with proper documentation from a physician. Asthma inhalers must be carried on the person of the student. It is a violation of this Code if students possess medications or distributes them to other students.

POSSESSION OF TOBACCO PRODUCTS OR ELECTRONIC CIGARETTE PRODUCTS

Act 128 of 2000 requires schools to prohibit the use or possession of tobacco products by persons in school buildings, school buses, and on school property owned, leased or under the control of a school or district, while in transit during the school day or while in attendance at school sponsored functions. The use or possession of tobacco products and electronic cigarette products by students is a violation. A student in possession of tobacco products or electronic cigarette products will have such items confiscated. Parents are notified of the first violation and the student is sent home for the day. Students are suspended for any subsequent violations of this section. Any student who violates this policy on a field trip or at a school sponsored activity, may be removed from all future trips and activities by the Principal.

Under Pennsylvania Law, it is summary offense for students to possess or use tobacco on school property. A fine of up to \$50.00 may be imposed on students who violate the statute. Violators will be prosecuted through the Magistrate's office.

RACIAL/ETHNIC INTIMIDATION

Malicious intent toward another person or their property based on ethnicity, race, color, region or national origin is a hate crime and a violation of the Code of Conduct and is also a crime.

RECKLESS ENDAGERMENT

Engaging in conduct that places or may place another person in danger of serious bodily injury or death is a violation of the Code of Conduct and is also a crime.

SEXUAL OFFENSES

Inappropriate remarks of a sexual nature and improper touching of a sexual nature directed at students, staff members, or other individuals are a violation. This includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature.

Sexual offences include statutory sexual assault, involuntary sexual deviant intercourse, rape, aggravated indecent assault, indecent assault, indecent exposure, open lewdness, obscene and other sexual material or performance; sexual harassment and institutional sexual assault. Committing a sexual act within the presences of a child under the age of 16 years by a person at least age 16 and at least five years older than the child, for sexual gratification, regardless of whether force was used, or whether the victim consented. These offenses will be reported to the appropriate legal authorities.

TECHNOLOGY VIOLATIONS

It is a violation for any student to improperly use the school technology as set forth in the Student Handbook in the section Acceptable Use of Technology Policy (see page 77). Technology violations are categorized as Nuisance, Ethical, and Network Security and the consequences for these infractions range from confiscation to the removal of the wireless card.

TERRORISTIC THREAT

The making of a terroristic threat or participating in the making of a terroristic threat that disrupts or could disrupt City Charter High School is a violation. This includes, but is not limited to, a gun threat or any threat by any means of communication which is intended to disrupt school, create panic, cause bodily or psychological harm. The offending student, parent or guardian will be responsible for all costs incurred as a result of any terroristic threat.

THREATENING SCHOOL OFFICIAL

Physical acts of aggression, verbal, written, or electronic statements which intimidate and are intended to place staff members in fear of bodily harm are a violation of the Code of Conduct. This also includes stalking, spying on or secretly watching a staff member with or without the intent to harm, frighten or coerce.

UNACCEPTABLE LANGUAGE

Students may not use or write vulgar or obscene language, gestures or symbols. Use of unacceptable language is a violation of the Code of Conduct and will result in an out of school suspension.

UNPREPARED FOR CLASS OR SEMINAR

Students are required to academically engage and to be active participants in the instructional process. Students are not permitted to sit in class idly or with their heads down or refusing to do work.

VANDALISM

Writing or drawing on furniture, walls and doors, throwing wet paper towels on the ceiling, intentionally clogging sinks and toilets, destroying or defacing any School property, property on the School campus, or at an off-campus site being used for a School activity or function. The student, parents or guardians will be required to repair property damaged, replace property that cannot be repaired or pay hourly custodial service for replacement or repair. The Board of Trustees is authorized to offer rewards for information leading to the conviction of persons who violates this rule.

SEARCH OF STUDENT'S PERSON AND PROPERTY

No student may conceal on his/her person or in a purse, handbag, book bag etc., any weapon, narcotic, dangerous drug, drug paraphernalia, alcohol, or other substance or object that is in violation of this Code of Student Conduct, local statutes, ordinances or school rules. If the administrators have reasonable suspicion that a student is in possession of an item that constitutes a violation of the Criminal Code or any provision of the Code of Student Conduct or the Student Handbook, a search of the student's person, purse, handbag, book-bag, or other items being carried by the student is authorized. Both a security guard and an administrator or administrative designee will be present during the search.

With the exception of lockers, prior to a search of school property, the students involved shall be notified and given an opportunity to be present. However, where school authorities have a

reasonable suspicion that the school property contains materials that pose a threat to the health, welfare or safety of students or staff, the school property may be searched without prior warning.

Lockers are subject to search and inspection by school administrators or security with reasonable suspicion OR at random without notice, without student consent AND without a search warrant. School administrators or security staff may remove from carrels, lockers or other storage areas any articles that are prohibited by other sections of the Code of Student Conduct or could be used to interfere with or disrupt the educational process as determined by school administration of security staff.

THE USE OF REASONABLE FORCE

Reasonable force (hands-on approach) may be used by school staff:

- to quell a disturbance or maintain order
- to obtain possession of weapons or other dangerous objects
- for the purpose of self-defense
- for the protection of persons or property
- to remove students who refuse to leave an area after being directed to do so by an adult.

Incidents	Code
Arson and related acts	IN31
Assault - Simple on Student	IN01
Assault - Aggravated on Student	IN02
Assault - Simple on Staff	IN03
Assault - Aggravated on Staff	IN04
Attempt/Commit Murder or Manslaughter	IN26
Bomb Threat	IN35
Bullying (including Hazing)	IN27
Burglary, Robbery, Theft, Receiving Stolen Goods - Robbery	IN24
Burglary, Robbery, Theft, Receiving Stolen Goods - Theft	IN25
Burglary, Robbery, Theft, Receiving Stolen Goods - Burglary	IN30
Burglary, Robbery, Theft, Receiving Stolen Goods - Receiving Stolen Goods	COC1
Conspiracy to violate Code of Conduct	COC2
Cutting Class/Leaving class without permission	COC3
Disorderly Conduct, Rioting or Failure to disperse -Rioting	IN34
Disorderly Conduct, Rioting or Failure to disperse -Failure to Disperse	IN37
Disorderly Conduct, Rioting or Failure to disperse -Disorderly Conduct	IN38
Dress code violation	COC4
Electronic Devices	COC5
Evacuation Drill Violations	COC6
Failure to comply	COC7

Falsifying information	COC8
Fighting or any act of violence	IN17
Fundraising/Solicitation	COC9
Gambling	COC10
Gang Activity	COC11
Harassment, intimidation, stalking - Harassment	IN16
Harassment, intimidation, stalking - Stalking	IN19
Harassment, intimidation, stalking - Cyber Harassment	IN51
ID card violation	COC12
Kidnapping, interfering with custody of child	IN20
Late to class/seminar/lecture	COC13
Leaving school without permission	COC14
Loitering/Unauthorized presence, criminal trespass	IN33
Loss of school property	COC15
Minor or Verbal Altercation	IN18
Misconduct	COC16
Off task/Refusal to engage	COC17
Plagiarism/Cheating	COC18
Possession of Obscene or Inappropriate Material	COC19
Incidents	Code
Possession or use of contraband	COC20
Possession/Use/Under the influence of a Controlled Substance	IN47
Sale/Distribution of a Controlled Substance	IN48
Sale, Possession, use or Under the Influence of Alcohol	IN49
Possession of Handgun	IN39
Possession of Rifle/Shotgun	IN40
Possession of Firearm	IN41
Possession of Knife	IN42
Possession of Cutting Instrument (razor, box cutter, etc.)	IN43
Possession of BB/Pellet Gun	IN45
Possession or use of any other weapon or any dangerous instrument	IN46
Possession, Use Sale of tobacco, tobacco products, vaping products, electronic cigarettes	IN50
Racial/Ethnic intimidation	IN15
Reckless Endangerment	IN23
Sexual Offense - Rape	IN05
Sexual Offense - Involuntary Sexual Deviant Intercourse	IN06
Sexual Offense - Statutory Sexual Assault	IN07
Sexual Offense - Sexual Assault	IN08
Sexual Offense - Aggravated Sexual Assault	IN09
Sexual Offense - Indecent Assault	IN10

Sexual Offense - Indecent Exposure	IN11
Sexual Offense - Open Lewdness	IN12
Sexual Offense - Obscene or other Sexual Materials or Performance	IN13
Sexual Offense - Sexual Harassment	IN14
Sexual Offense - Institutional Sexual Assault	IN52
Suicide - Attempted	IN28
Suicide - Committed	IN29
Tech violation - Nuisance	COC21
Tech violation – Ethical	COC22
Tech Violation – Network Security	COC23
Terroristic Threats (excluding bomb threat)	IN36
Threatening School Official	IN22
Unacceptable language	COC24
Unlawful Restraint	IN21
Unprepared for class/seminar	COC25
Vandalism	IN32

COC = Code of Conduct
 IN = PA Safe Schools Incident Code

EXCLUSION FROM SCHOOL

Suspension is exclusion from school for a period of one (1) to (10) consecutive school days. Suspensions will be authorized by the CEO/Principal, Education Manager or Assistant Principal. The student and parent will be informed of the reason(s) for the suspension. Suspensions are given when it is clear that the health, safety or welfare of the school community is threatened.

Suspensions in the excess of three (3) school days require parent meeting with an administrator. The purpose of the parent meeting is to enable the student and parent/guardian to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended. Students have the responsibility to make up exams and work missed while being disciplined by suspension. Students shall be permitted to complete these assignments within three (3) days after returning to school.

Expulsion is exclusion from school for a period exceeding ten (10) consecutive school days for egregious violations of the Code of Conduct. Suspensions in which a formal hearing is pending require an informal hearing within (3) school days. The purpose of the informal hearing is to enable the student and parent/guardian to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended. Parents/Guardians and the student will be made aware of all evidence and charges at the time. Following the informal hearing, a formal board hearing will be held within 10 school days from the date of the incident. This formal hearing will be held by a committee of the Board of Trustees, the full Board of Trustees or a specially appointed hearing examiner appointed by the Board of

Trustees, and the school solicitor. Notification of the charges shall be sent to the students' parents/guardians by certified and regular mail. A notice, at least three (3) days prior to the time and place of the hearing shall be sent. The notice should include the hearing procedures as well as state the student's right to counsel. A student or parent/guardian may request the rescheduling of the hearing by demonstrating good cause for an extension. A majority vote of the entire Board of Trustees is required to expel a student for more than ten (10) consecutive days. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Suspended and expelled students are not allowed to participate in any City High sponsored activity.

City Charter High School does not utilize In-school Suspension. However, City High employs restorative practices and in so doing seeks alternatives to suspensions, particularly for non-violent offenses where possible.

AEDY (Alternative Education for Disruptive Youth) Complaint Resolution Notification Process for City Charter High School

If a student is recommended for an AEDY placement for a major violation (i.e. drugs, weapons, or assault), they will receive a formal hearing within 10 days of the incident. An informal hearing takes place within three days. The formal hearing is facilitated by City Charter High School's Solicitor. Additionally, 1-2 Board members serve as the Hearing Officer(s). Students and families are able to produce witnesses on the student's behalf. If the family does not agree with the Board's recommendation, they have the right to appeal the decision. City Charter High also notifies the family in writing of this right and provides them a copy of the adjudication as well as all supporting materials provided as exhibits during the hearing. The student is excluded while they await their formal hearing, which will take place within 10 days from the date of incident.

If a student is recommended for an AEDY placement as a chronically disruptive student, they will have an informal hearing and also will be entitled to a formal hearing if they disagree with the school administration's recommendation. The formal hearing will be scheduled within 10 days of the recommendation. The student will remain at City Charter High School until the decision rendered at the formal hearing.

This Complaint Process will be provided to students, parent/guardians, and organizations as a part of our annual distribution process of the Student Handbook/Code of Student Conduct. An email alerting parents and families of the Handbook will also be sent. We outline changes to the Handbook so the changes are clear and more apparent. An updated copy of the Handbook is housed on the City Charter High School website, which will be accessible to organizations with whom City High partners.

• POLICIES •

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• ACCEPTABLE USE OF TECHNOLOGY POLICY •

PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the City Charter High School network and computer system as well as acceptable and safe use of the Internet, including electronic communications.

GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the network and computer system and the Internet, including electronic communications, City High considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school's network and computer system and to the Internet enables students and employees to explore online libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. City High expects that faculty will blend thoughtful use of school network/computer systems and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

LIMITED EDUCATIONAL PURPOSE

City High is providing students and employees with access to the network/computer system, which includes Internet access as well as various software packages. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school computing technology system has a limited educational purpose, which includes use of computing technology for classroom activities, educational research, and professional or career development activities. Users are expected to utilize computers, network and Internet access to further educational and personal goals consistent with the mission of City High and school policies. Any other activity, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited-purpose educational network.

USE OF SYSTEM IS A PRIVILEGE

The use of City High computing technology and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of City High computing technology and/or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

CITY HIGH EMAIL

Everyone using a City High email address (name@cityhigh.org) is required to use their own picture or the system default.

UNACCEPTABLE USES OF TECHNOLOGY

The following uses of City High computing technology and Internet resources or accounts are considered unacceptable:

- 1 Users will not use school computing technology resources to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d Information or materials that could cause damage or danger of disruption to the educational process;
 - e Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;
 - f All staff, all student or all school emails without express permission of a staff member.
- 2 Users will not use City High computing technology resources to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- 3 Users will not use City High computing technology resources to engage in any illegal act or violate any local, state or federal statute or law.
- 4 Users will not use City High computing technology resources to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the computing technology resources such as software, hardware or wiring or take any action to violate the school security system, and will not use City High computing technology resources in such a way as to disrupt the use of the system by others.
- 5 Users will not use City High computing technology resources to gain unauthorized access to information resources or to access another person's materials, information or files without the direct permission of that person.
- 6 Users will not use City High computing technology resources to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, photographs or other information that would make the individual's identity traceable, and

will not repost a message that was sent to the user privately without permission of the person who sent the message. These prohibitions specifically prohibit a user from utilizing City High computing technology resources to post personal information about a user or another individual on social networks.

- 7 Users will not attempt to gain unauthorized access to City High computing technology resources or any other system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on City High computing technology resources may not be encrypted without the permission of appropriate school authorities.
- 8 Users will not use City High computing technology resources to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- 9 Users will not use City High computing technology resources for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of City High.
- 10 Users will not use City High computing technology resources to offer or provide goods or services or for product advertisement.
- 11 Users will not use City High computing technology resources to purchase goods or services for personal use without authorization from the appropriate school official.

A student or employee engaging in the foregoing unacceptable uses of computing technology resources and/or of the Internet when off school premises may be in violation of this policy as well as other school policies. Examples of such violations include, but are not limited to, situations where City High computing technology resources are compromised or if a school employee or student is negatively impacted. If City High receives a report of an unacceptable use originating from a non-school computer or resource, City High may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to City High computing technology resources and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.

INTERNET FILTERING

With respect to any school owned device with Internet access via the school's network or use of computing technology resources on an outside network, the school can monitor the online activities of both minors and adults and will employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized are considered reasonable attempts to block or filter Internet access while at school and/or off school property (using school computers) to any visual depictions or web sites that are not considered appropriate for the school's educational mission and goals. The technology protection measures may also be applied to computing technology devices not owned by the school, but given permission for use on the school networks.

CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of City High computing technology resources and use of the Internet shall be consistent with school policies and the mission of City High.

LIMITED EXPECTATION OF PRIVACY

- 1 By authorizing use of City High computing technology resources, City High does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on City High system.
- 2 Routine maintenance and monitoring of City High computing technology resources may lead to a discovery that a user has violated this policy, another school policy, or the law.
- 3 An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
- 4 Parents have the right at any time to investigate or review the contents of their child's files and e-mail files.
- 5 School employees should be aware that City High retains the right to investigate or review the contents of their school social networking accounts, school web sites, text messages, files, data and other materials in files and e-mail files that are generated using school accounts and/or school computing technology resources.
- 6 City High will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through City High computing technology resources.

LIMITATION ON SCHOOL LIABILITY

Use of City High computing technology resources is at the user's own risk. The system is provided on an "as is, as available" basis. City High will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school owned diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or non-deliveries of information or materials, regardless of the cause. City High is not responsible for damaged, lost, or unobtainable data stored on non-school owned, personal storage devices such as thumb drives, flash drives, USB hard drives, etc. City High will not be responsible for financial obligations arising through unauthorized use of the computing technology resources or the Internet.

PARENT RESPONSIBILITY

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of City High computing technology resources (such as student laptops) and of the Internet if the student is accessing the school system from home or a remote location. Parents will be notified that their students will be using school resources/accounts to access the Internet.

CONSEQUENCES FOR INAPPROPRIATE USE

<p>NOTE: The Principal reserves the right to exercise discretion for all technology violations. This rubric serves as a guide but repeated violations may be dealt with on an individual basis.</p>	<p>Level 1 –Nuisance Violations such as but not limited to downloading games/music, use of Instant Messaging and Social Networking, un-authorized use during classroom time.</p>	<p>Level 2 –Ethical Violations such as but not limited to downloading software, pornographic images, movies and excessive music or video files.</p>	<p>Level 3 – Cyber Stalking/Bullying AND Network Security Violations such as but not limited to password compromise, use of proxy servers, attempts at hacking network/Internet servers, theft of identity</p>
<p>First Offense</p>	<p>Laptop is taken Lose machine for 3 school days Re-clone Phone call home</p>	<p>Laptop is taken Lose machine for 5 school days Re-clone Phone call home</p>	<p>Level 3 violations will be dealt with on a case by case basis by administration and may involve law enforcement.</p>
<p>Second Offense</p>	<p>Above measures + Lose machine for 5 school days</p>	<p>Above measures + Lose machine for 10 school days</p>	
<p>Third Offense</p>	<p>Above measures + Lose machine-for 10 school days</p>	<p>Above measures + Lose machine for 20 school days</p>	
<p>Fourth Offense</p>	<p>Above measures + Lose wireless card for 20 school days</p>	<p>Above measures + 1-day suspension + Lose wireless card for 45 school days</p>	
<p>Any additional offense</p>	<p>Persistent violations will be treated as a Level 3. Consequences will be determined by Administration on a case by case basis.</p>		

TECHNOLOGY - LOSS, THEFT, DAMAGE, WARRANTY
All students at City Charter High School are provided

ed with a laptop computer for their use. Before students may take their laptops home, parents and students must sign off on both the Acceptable Use of Technology Policy and the Procedures for Repair Policy.

Warranty and Damages

Every City Charter High School laptop contains a 4 year warranty. This will provide complete protection for all repairs, accidental breakage and maintenance. The students should never have to pay for any laptop repair that is covered by the warranty. However, damage done to the computer through misuse, vandalism, or repeated breakage, is NOT considered “accidental” and must be paid for by the student responsible for the computer. In case of misuse, neglect, vandalism or repeated breakage, the following represent some common replacement parts and approximate costs that will be incurred by the parent and paid to City Charter High School:

(Note: Depending on the extent of the damage, students may be charged an additional repair fee)

KEYBOARD	\$35
SCREEN	\$300
PLASTIC CASE (BOTTOM PLASTIC)	\$150
PALM REST (TOUCH PAD)	\$35
SYSTEMBOARD (MOTHERBOARD)	\$450

Loss

Students are also responsible for lost laptops or their components. Loss is not covered by the school’s commercial insurance policy. If a student loses a laptop, battery or ac adapter they must pay the school for the item. Students who owe the school for lost, damage or vandalized laptops must repay the school in full or setup a monthly payment plan. In case of a loss, students will not be allowed to take another laptop home until payment is made in full. Students will have access to a laptop during the school day as long as they continue to make monthly payments. In case of loss, the following approximate costs will be incurred by the parent and paid to City Charter High School:

AC Adapter Replacement:	\$35
Battery Replacement:	\$75
Laptop Loss:	\$500.00 (1 st time), \$1000.00 (2 nd time)

Theft

City Charter High School defines theft as when a student either 1) has their laptop equipment forcibly taken from their possession or 2) has their laptop taken when it is locked up. If a student’s laptop is stolen the student must produce a Police Report to City High:

Theft w/Police Report:	1 st Occurrence – No Cost
	2 nd Occurrence - \$500
	3 rd Occurrence - \$1000

• BULLYING POLICY •

The City Charter High School Bullying Policy Committee (“the committee”) reviews this policy annually to maintain a Bullying Policy which ensures the safety of the student population and provides consequences to deter hazing and threatening behaviors which are inconsistent with the educational goals of the school.

For the purposes of the City Charter High School policy, bullying is defined as:

- The willful act of repeatedly victimizing a student by negative actions that attempt or intentionally cause injury or physical, emotional or mental discomfort; and/or
- Physical contact, assault, name calling, threats, pranks and taunting directed at a student by a single student or a group; and/or
- Spreading rumors and engaging in any form of electronic bullying (which includes but is not limited to texting, Facebook, Twitter, SnapChat, and email); and/or
- Placing a student in reasonable fear of damage to or loss of personal property; and/or
- Any form of intimidation
- Any form of hazing is a violation. Hazing is any action which recklessly or intentionally endangers the health or safety of the student for the purpose or initiation or admission into or affiliation with any class or organization of City Charter High School. Hazing shall include, but not be limited to, physical activity, forced consumption of foods or liquids or any other forced activity which could adversely affect the health or safety of the student or subject the student to mental stress or embarrassment.

Cyber Bullying

Cyber bullying, which is sometimes referred to as online social cruelty or electronic bullying, involves but is not limited to:

Sending mean, vulgar or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; intentionally excluding someone from an online group (Willard, 2005).

Cyber bullying can occur through:

- Emails
- Instant messaging,
- Text or digital imaging messages sent on cell phones, Web pages,
- Web logs (blogs),
- Chat rooms or discussion groups, and
- Other information communication technologies

The school zone which is covered under this policy includes acts of bullying which occur in school or outside of school (during a school sponsored event/activity or before and after the school day while a student is in transit to or from the school).

Any act of bullying is a violation of the Code of Conduct and is subject to consequences defined by the law and City Charter High School Code of Conduct. The following consequences apply strictly to isolated acts of bullying which do not involve physical harm, stalking, emotional distress or damage to personal property. (Due to the severity, consequences for acts of bullying of this magnitude will be dealt with by administration and may involve law enforcement.)

- First Offense – Student is warned and parent is notified.
- Second Offense – Student is suspended for three (3) days
- Third Offense – Student is suspended for ten (10) days
- Fourth Offense – Recommendation to the Board for expulsion

Consequences for acts of bullying may include any of the following:

- Student Mediation
- Parent Conference
- Out of School Suspension
- Referral to Law Enforcement
- Referral to Children, Youth and Families
- Recommendation for Expulsion

Parents should also be aware that after a full investigation by the administration some incidents may be categorized as child on child abuse as described in Child Protective Laws. Suspected child on child abuse includes a child who is assaulted, sexually harassed, bullied or any other violation that represents abuse anytime, anywhere before, during and after school. The Pittsburgh police and CHILDLINE will be contacted in those instances. This is in addition to any school discipline and/or charges filed with the local magistrate. The school is required to cooperate with all investigations.

Annual reports of bullying incidents will be maintained by School Security.

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• CLASSROOM OBSERVATION POLICY •

POLICIES FOR PARENT CLASSROOM OBSERVATIONS

Authority

City Charter High School welcomes and encourages active engagement and participation of parents/guardians in their child’s educational programs and other school-related activities. The administration recognizes that such interest may result in visits to the school by

parents/guardians. To ensure order and safety within the school and to protect students and employees, it is necessary to establish policy governing classroom observation school visits.

Guidelines

All parent classroom observation sessions must be planned in advance so as to not create conflict with the teacher and student schedule. Parents/guardians must inform the building principal in writing of the proposed visit by completing and submitting an Observation Request Form, a copy of which may be retrieved from the office of the building principal or on the school website, <http://cityhigh.org/students/handbook/>. The completed Observation Request Form must be returned to the building principal at least 48 hours prior to the requested date of the proposed visit. The principal or other designated administrator must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Observations will be limited to one time per month, per child, for no more than 60 minutes per visit in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere. However, under certain circumstances, a parent/guardian may request additional observation time. Under these circumstances, the principal or other designated administrator is directed to use his or her discretion to either approve or decline such requests. In addition, formal observation does not include times when parents/guardians are invited to a classroom for special events or presentations, back-to-school events, when acting as a chaperone for field trips, or serving as a volunteer with a teacher.

The principal reserves the right to decline any request for classroom observation if it is determined that such an observation would cause undue disruption to the educational process. In addition, the building principal, other designated administrator, program supervisor, classroom teacher, or security staff have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if the visitor violates a school policy. Failure to leave when asked or documented disruptions may result in the loss of classroom visitation privileges.

Upon arrival, all visitors are required to sign in at the school office indicating the name of the teacher and/or destination, present a valid government-issued picture identification, and receive a visitor's badge that must be worn and remain visible at all times when in the building. All visitors are also asked to sign out when leaving the building.

To protect the learning environment, the parent/guardian will be the only visitor in the classroom during the observation. Any observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit/observation.

Out of respect for the teaching environment, parents/guardians shall not bring younger siblings or children while observing in the classroom or to utilize any electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as

needed to answer questions or concerns. Recordings of the observation shall not be permitted absent specific approval by the school administration. In addition, no visitor shall be allowed to photograph or videotape any person or any part of the school building absent prior approval from the school administration.

All visitors should be aware that the school utilizes video surveillance systems.

During the observation, the principal or his designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.

Any decision of the principal shall be final regarding classroom observations.

Request Form is on page 129

• EMERGENCY MEDICATIONS POLICY •

Possession/Use of Emergency Medications Policy

Students shall be permitted to possess prescribed emergency medications on school property and at school-related events, and to self-administer the prescribed medication in compliance with state law and Board policy. Emergency medication, as used in this policy, shall include but is not limited to, asthma inhalers, epinephrine auto-injectors and diabetes medication.

Before a student may possess or use emergency medication in the school setting, the Board shall require the following:

- (1) A written request from the student's parent/guardian that complies with the order of a licensed healthcare provider.
- (2) A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
- (3) A written statement from the licensed healthcare provider that states the name of the drug, the prescribed dosage, the times the medication is to be taken, the length of time the medication is prescribed, the diagnosis or reason medication is needed unless the reason is confidential, the potential of any serious reaction or side effects of the medication, as well as any necessary emergency response, whether the student is qualified to self-administer the medication, and the signature of the administering licensed healthcare provider.

The student must notify the school nurse immediately following the use of an emergency medication on school property. Requests for student use of emergency medication shall be submitted annually, along with all required statements and an updated prescription. CCHS reserves the right to require a statement from a licensed healthcare provider for the continued use of a medication beyond the specified time period. A student whose parent/guardian completes the written requirements for the student to possess an emergency medication and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

The school nurse is authorized to keep asthma inhalers and epinephrine auto-injectors in a secure location in the school in the event a student or employee of City Charter who does not have their own asthma inhaler or epinephrine auto-injector is suffering from a reaction and requires emergency medical assistance.

Students shall be prohibited from sharing, giving, selling, and using emergency medication in any manner other than which it is prescribed for during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry

the emergency medication and disciplinary action in accordance with the Code of Student Conduct.

If City Charter High School denies a student's request to self-carry an emergency medication or the student has lost the privilege of self-carrying the medication, the student's prescribed medication shall be appropriately stored at an accessible location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

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EXTRA-CURRICULAR ACTIVITY PARTICIPATION POLICY

1. City Charter High School Students bringing guests to any school sponsored extra-curricular activity must complete the Guest Form, which includes providing a photo ID of the guest. The administration reserves the right to refuse permission for a guest to attend any extra-curricular event based upon that individual's previous behavior at their current or prior school, or while attending City Charter High School.
2. Students who are suspended or who have been expelled and have not met the requirements for readmission to City Charter High School will not be approved as guests to attend a City Charter High School sponsored event.
3. Students who withdrew from City Charter High School while suspended or when an expulsion hearing was pending will not be approved as guests to attend a City Charter High School sponsored event.
4. Students who have threatened a City Charter High School student or staff member or a guest attending a school sponsored event will not be approved as guests to attend a City Charter High School sponsored event.
5. Students who have been removed from City Charter High School or any City Charter High School event for loitering, vagrancy, under the influence of any substance, or for any act of aggression will not be approved as guests to attend a City Charter High School sponsored event.
6. Students who have been convicted of an act of aggression, felony, drug offense or sex crime will not be approved as guests to attend a City Charter High School sponsored event.
7. Students who are suspended or expelled from the school they are attending will not be approved as guests to attend a City Charter High School sponsored event.

8. All guests must be under the age of twenty-one (21) and be currently enrolled in the 9th-12th grades. It is the responsibility of the City Charter High School student to obtain an approved guest form.
9. Students arriving at school functions under the influence of a controlled substance will not be admitted.
 - a. Guests arriving under the influence of a controlled substance will be banned from all future activities sponsored by City Charter High School.
 - b. City Charter High School students will be isolated immediately until custody can be arranged with the individual's parents or local authorities. A 5-day suspension will result from students violating this policy.
10. Smoking and vaping are not permitted at any venue where an event sponsored by City Charter High School is hosted.

SCHOOL DANCE POLICY

Each guest **MUST** present an ID which indicates his or her name, and must have an approved Guest Form on file for entry. City Charter High School students and their guests must enter the dance at the same time. Once students/guests leave the dance, re-entry to the dance is not permitted. Students and guests may not enter the dance forty-five (45) minutes after the start time.

Dance tickets are nontransferable and nonrefundable. This means the person buying the ticket is the person who attends the dance. No refunds will be given if a student arrives late or is directed to leave before the end of the dance.

Inappropriate dress (as determined by City Charter High School Administration) may result in non-admittance to the dance. Extremely brief garments are not appropriate. No dress, skirt, pant or shirt should be so short as to show undergarments while seated or standing. Inappropriate items include, but are not limited to the following: bare midriff tops, see-through garments, low cut garments showing cleavage or any clothing that reveals undergarments. Acceptable attire for each dance is included with the permission form and may also be found in the Code of Student Conduct.

The City Charter High School Administration, Security and Staff reserve the right to search students and their possessions prior to entering the venue of any extra-curricular activity. Items that do not violate City Charter High School policies will be returned at the end of the dance.

Dancing must be respectful at all times. Dancing in a suggestive or explicit manner will not be tolerated. Dancing styles that involve intimate touching of your dance partner or that resemble sexual activity are **NOT** allowed. When dancing back to front, all dancers must remain upright--no squatting or bending is allowed. Students dancing inappropriately (see above) will be directed to leave the dance floor immediately. If inappropriate dancing (as determined by City Charter High

School Administration, Security and Staff) continues, students will be asked to leave the dance and their parent or guardian will be notified. Students and guests violating this policy will not be permitted to attend future dances.

• HIV/AIDS POLICY •

It is the policy of City Charter High School to provide a concerned and nondiscriminatory environment for individuals with the Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS) and other blood borne diseases.

Students shall not be discriminated against on the basis of their HIV, AIDS or other blood borne disease status or perception thereof.

No current or prospective student shall be required to receive an HIV antibody or other diagnostic test for HIV as a condition of matriculation.

Confidentiality

All HIV/AIDS related information will be managed in accordance with the provision of the Confidentiality of HIV – Related Information Act. All school employees are prohibited from discussing or divulging the existence or identity of an HIV-infected student without specific written consent.

The school nurse or other contact person shall obtain a signed Authorization for Release of Confidential HIV-Related Information form. The identity of the student is restricted to whoever is authorized on the consent form.

Records indicating an individual’s HIV/AIDS or other blood borne disease status shall be made available only with expressed written consent of the student, parent/guardian to approved officials who have a need to know to carry out the purposes for which the information has been retained. Confidentiality is to be maintained with both written and oral communication. If written information exists, it is not to be maintained in the student’s Pennsylvania Health Record. It is to be maintained in a separate, locked file drawer or compartment or in another secure place with restricted access under jurisdiction of the party who received the information.

Communication

Realizing that communication is important, City Charter High School encourages health care providers and others to counsel parents/guardians and students to contact the school nurse regarding an HIV-infected student. Any inquiries from the public or media regarding HIV cases shall be handled by the CEO/Principal.

• MODEL OF NOTIFICATION OF RIGHTS—FERPA •

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day City Charter ("School") receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the CEO a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write the CEO, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school

official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities,

such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School

Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that City Charter, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, City Charter may disclose appropriately designated "directory information" without written consent, unless you have advised City Charter to the contrary in accordance with City Charter's procedures. The primary purpose of directory information is to allow City Charter to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists; and
- Graduation programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want City Charter to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify City Charter in writing within thirty (30) days of the start of the first trimester. City Charter has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**

- **Grade level**
- **Participation in officially recognized activities**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

• NALOXONE POLICY •

Pursuant to Act 139 of 2014, City Charter High School may obtain, maintain and administer, if necessary, doses of Naloxone for emergency use to assist a student, staff member or other individual reasonably believed or suspected to be experiencing an opioid overdose.

The principal or designee, in consultation with the school nurse, shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy. The school nurse shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone. The principal or designee shall obtain a standing order from the school nurse for administration of Naloxone. The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

The school physician shall provide and annually renew a standing order for the administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. The standing order shall include, at a minimum, the type of Naloxone (intranasal, auto-injector), the date of issue, the dosage, and the signature of the school physician. The standing order shall be maintained in the Administration Office, and copies of the standing order shall be kept in each location where Naloxone is stored.

Permission to carry and administer Naloxone under this policy shall be limited to the school nurse, the school physician, and the Chief Security Officer. Before those with permission may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing an opioid related overdose, administering Naloxone, and promptly seeking medical attention for the drug overdose. Evidence that such training has been completed shall be kept in the employee's personnel file.

Naloxone shall be safely stored in the school nurse's office or other location(s) designated by the school nurse in accordance with the drug manufacturer's instructions. Naloxone shall be made readily accessible to those who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored. The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

When responding to a suspected drug overdose, district employees shall follow the steps outlined below:

- (1) Call for medical help immediately.
- (2) Check for signs of opioid overdose.
- (3) Perform initial rescue breathing or CPR if needed, as instructed in training.
- (4) Administer Naloxone, as instructed in training.
- (5) Continue rescue breathing or CPR if needed, as instructed in training.
- (6) Administer a second dose of Naloxone if needed, as instructed in training.
- (7) Place the individual in recovery position, as instructed in training.
- (8) Stay with the individual until emergency medical help arrives.

(9) Cooperate with EMS personnel responding to the incident.

(10) Notify the building administrator or designee of the incident.

The school district shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of the following conditions apply:

(1) The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.

(2) The employee successfully completed the training contemplated by this policy.

(3) The employee promptly sought additional medical assistance before or immediately after administering Naloxone.

(4) The employee is administering Naloxone pursuant to this policy.

This policy shall not be construed to create a duty on the part of the City Charter High School and/or its personnel to administer Naloxone.

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• RECRUITMENT POLICY • OCCUPATIONAL, MILITARY AND EDUCATIONAL

City Charter High School complies with both NCLB and FERPA. We understand that NCLB requires equal access to students for post high school options, including military recruiters, but it DOES NOT entitle unlimited access.

1. Please note that City Charter High School DOES NOT
 - participate in on-campus occupational, military, or educational recruitment and does not host college fairs (enlisted students are not permitted to recruit other students for their declared branch of the military during the school day or at school sponsored activities)
 - permit occupational, military, or educational recruitment presentations
 - permit occupational, military, or educational program recruiters to roam the halls, visit classrooms, approach students or have access to staff lounges
2. All recruitment inquiries must be to the attention of the Transition Department. Each City Charter High School student is assigned to a Transition Manager.
3. City Charter High School honors military Opt Out forms for the duration of enrollment.
4. City Charter High School will only release the name, address and phone number of students in grades 11 and 12 who HAVE NOT submitted an Opt Out form.
5. Students in the senior year, who are on track to graduate with their cohort, are permitted ONE excused absence for each post high school option BUT may not exceed 5 school days in the senior year. (i.e., one day for Pitt, one day for Ohio State, one day to complete the military enlistment process – for a total of 5 school days).

6. Post high school options should not impede the student’s ability to graduate and students should never be obligated, explicitly or implied, to complete rigorous activities which interfere with the academic program at City Charter High School.
7. The student must request required documentation for occupational, military, or educational programs. All properly requested transcripts/documents will be processed in 48 hours and will be sent directly to the agency the student has indicated on the request. Documents will be sent via US mail unless the student provides an e-mail address or fax number as an alternative method of delivery.

City Charter High School Transition Managers welcome the opportunity to meet with representatives from occupational, military, or educational programs/agencies.

Meetings with the Transition Department should be scheduled by phone or email at least 48 hours in advance. Unscheduled meetings are discouraged and availability of a Transition Manager is not guaranteed.

If you have any questions regarding our policy, please do not hesitate to contact the Transition Department directly at 412-690-2489.

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• SOCIAL MEDIA POLICY •

As an organization with a commitment to quality education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at City Charter High School are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in City Charter High School sponsored sites.

The City Charter High School Social Media Policy establishes rules and guidance for the use of social media by students, parents/guardians, employees and guests including, but are not limited to, visitors, workshop attendees, volunteers, board members, independent contractors and consultants.

COMMENTS AND PARTICIPATION

Comments to City Charter High School sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others’ opinions.

For the privacy of users and their families, please assume that all postings to City Charter High School -sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to City Charter High School sponsored sites as outlined above, users give City Charter High School the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. City Charter High School reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

City Charter High School has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on and over the school's server and network, as well as to monitor, record, check, track, log, access or otherwise inspect all communication on its server and network. This includes school issued technology, personal computers and electronic devices, and databases, files, software and social media that contain City Charter High School (program, event, student, staff) information and data.

City Charter High School further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

City Charter High School also reserves the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on City Charter High School-sponsored sites, you agree NOT to:

- Post material that City Charter High School determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of City Charter High School or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by City Charter High School, except in designated areas specifically marked for this purpose.

- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the City Charter High School sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

City Charter High School reserves the right to do any or all of the following:

- Prohibit those who repeatedly violate this policy from participating on City Charter High School sponsored sites.
- Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless City Charter High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on City Charter High School sponsored sites.

By posting a comment or material of any kind on a City Charter High School sponsored site, the user hereby agrees to the Social Media Policy.

STUDENT USE

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the City Charter High School community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire City Charter High School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- Students may not use school issued equipment to publish disparaging or harassing remarks about City Charter High School community members, events or activities on social media sites.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at City Charter High School, may result in disciplinary action as described in the Student Handbook, or as determined by the Administration of City Charter High School.

OFFICIAL SOCIAL NETWORKING SITES

Any City Charter High School social networking sites must be approved by the CEO/Principal and Education Manager and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within these guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the City Charter High School network.

The City Charter High School Social Media Policy applies no matter where the use occurs whether brought onto school property, to a school sponsored event, or connected to the school's network, or when using mobile commuting equipment and telecommunications facilities in protected or unprotected areas or environments, directly from home, or indirectly through another social media or internet service provider, as well as by other means. All actions must be conducted in accordance with the law, assist in the protection of City Charter High School resources, insure compliance with this Social Media Policy, its administrative regulations as well as local, state and federal laws. City Charter High School will cooperate to the extent legally required with social media sites, internet service providers, local, state and federal officials in investigations or with other legal requests, whether criminal or civil actions.

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• TITLE I - PARENT INVOLVEMENT POLICY •

PART I: GENERAL EXPECTATIONS

- City Charter High School (CCHS) agrees to implement the following statutory requirements: CCHS will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, CCHS will work to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. The compact is signed by the parent, student and school upon the student's entrance into City Charter High School.
- CCHS will incorporate this district wide parent involvement policy into its LEA plan developed under section 1112 of the ESEA.

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, CCHS will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, CCHS will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- CCHS will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
- CCHS will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:
 - *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring*
 - *That parents play an integral role in assisting their child's learning;*
That parents are encouraged to be actively involved in their child's education at school;
 - *That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their; and*
 - *The carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II: DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT PARENTAL INVOLVEMENT

1. City Charter High School will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
 - Parents will be notified of the September open meeting through the August mailing.
 - An open meeting will be held in mid-September.
 - If less than three parents participate in September meeting a focus group will be utilized to review the plan.
2. CCHS will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA.
 - Include a parent representative on the school's Board of Trustees.
 - Include multiple parent representatives on the school's strategic planning committee.
 - Include multiple parent representatives on the school's Middle States Accreditation Committee.
3. CCHS will provide following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Because the school and the district are one and the same, the school administrators will provide the technical assistance supported when necessary by the Regional Title I staff.

4. CCHS will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

City High undergoes an annual evaluation conducted by Dr. Catherine Awsumb Nelson. Surveys of parents, students and staff are conducted and will include questions related to parent involvement. In addition, data from parent conferences including conference evaluations, one on one meetings, parent workshops and other parent activities will be disaggregated by demographic group in order to determine the effectiveness of the parent involvement policy and activities.

PART III: DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT

1. CCHS will build the school's and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement through the following activities specifically described below:
 - Training on the effective use of the PORTAL for parents
2. Suggestions by the parent representative on the Board of Trustees.
The school will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
 - the State's academic content standards;
 - the State's student academic achievement standards;
 - the State and local academic assessments including alternate assessments;
 - how to monitor their child's progress; and
 - how to work with educators.

Workshops are held annually on the following topics:

- Use of the PARENT PORTAL system to check grades, attendance and discipline
- Technology use especially as it applies to student achievement
- Local, state, and national assessments, the interpretation of data and the use of the results

- How to prepare students for assessments including ACT and SAT
 - Preparation for the college application process and the completion of the FAFSA
 - The inclusion program for special education students and adaptations to the curriculum and/or evaluations; and
 - Various mental health and/or nutrition related topics.
3. The school will provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - Annual Technology workshops.
 - Informational workshops pertaining to assessment are held during PTO meetings.
 4. The school will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - Training staff in the use of PARENT, STUDENT AND TEACHER PORTALS, email, phone calls and conferences with parents.
 5. The school will take the following actions to ensure that information related to the schools and parent - programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand
 - Parents will be asked for feedback on the language used in the documents provided to parents.

PART IV: ADOPTION

The District-Wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by the meeting held September 19, 2008.

This policy was adopted by the City Charter High School on October 8, 2008. This policy is reviewed annually.

City High will distribute this policy to all parents of participating Title I children on or before the middle of October.

TITLE I PARENT/STUDENT/SCHOOL COMPACT

City Charter High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA)(participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. This school-parent compact is in effect during 2019-2020 school year.

SCHOOL RESPONSIBILITIES

City Charter High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic standards as follows:
 - Combine relevant curriculums and align them to the State standards.
 - Provide an after school tutoring programs to allow students to receive assistance with regular school work.
 - Tracking will not be utilized in classes thus exposing all students to high quality curriculum.
 - Differentiate the instruction in classes ensuring the individual needs of students are met.
 - Ensure that appropriate instructional techniques are utilized through regular peer and administrator observation of teachers.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held in October and February as well as on an as needed basis for individual students.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - Trimester Report Cards
 - PARENT PORTAL information that is regularly updated
 - Achievement test results as soon as they are available.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Appointments will be made with individual teachers, advisors and grade level teams during the daily planning time allotted to teachers and/or before and after school
 - Provides access to teachers via both email and voicemail.

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

- Making sure that all homework is completed
- Monitoring amount of television children watch
- Participating, as appropriate, in decisions relating to my children's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on advisory committees
- Adhering to the attendance policy
- Reviewing the PARENT PORTAL at least weekly
- Keep early dismissals to a minimum and only for emergencies
- Participate in scheduled parent conferences
- Establish a set time when my child is expected home from school
- Insist on appropriate classroom behavior

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards in the following ways:

- Follow all of the rules and policies of the school, all of the time
- Work diligently to improve all of my skills, increase my knowledge and become proficient on all of the state standards
- Turn in all homework
- Adhere to all provisions of the dress code, everyday
- Work cooperatively with students and staff
- Respect all students and staff
- Follow the direction of the staff
- Bring my ID card everyday
- Dress appropriately for physical education
- Spend extra time studying for classes that are the hardest for me
- Be open minded, willing to listen to the opinions of others especially when they differ from mine
- Support my fellow classmates in their quest for academic excellence
- Value achievement for myself and others
- Take care of my computer and other materials provided by City High
- Take care of my school environment
- Be on time to school every morning and to every class every day
- Attend school every day unless ill.

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• TITLE IX POLICY •

Policy on Nondiscrimination

City Charter High School ("City Charter") does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information or any other legally-protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990. City Charter's full Non-Discrimination Policy can be found in the City Charter Student and Family Handbook on www.cityhigh.org.

Applicable Scope

The core purpose of this policy is to prohibit sexual harassment and retaliation. When an alleged violation of this policy is reported, the allegations are subject to resolution using the process as detailed below.

This policy specifically applies, but is not limited, to allegations by or on behalf of students or employees that have been sexually harassed or sexually assaulted in or related to the school environment, whether by other adults or students. This procedure does not apply to complaints alleging violations of Title IX for equal access to athletic opportunities, nor other forms of sex discrimination, such as different treatment based on sex. Such complaints are covered under City High's nondiscrimination policies and procedures.

The procedures below may be applied to incidents, to patterns, and/or to the school climate, all of which may be addressed and investigated in accordance with this policy.

Title IX Coordinator

The Coordinator of School Counseling serves as the Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating City High's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment and retaliation prohibited under this policy.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Dr. Dara Ware Allen
Title IX Coordinator
CEO and Principal
201 Stanwix Street
Pittsburgh PA 15222
412-690-2489 extension 101
dwallen@cityhigh.org
www.cityhigh.org

City High has also classified all employees as Mandated Title IX Reporters of any knowledge they have that a member of the community is experiencing sexual harassment and/or retaliation.

The section below on Title IX Mandated Reporting details the responsibilities and duties that all City High School employees have as Mandated Reporters under Title IX.

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW

Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

For complaints involving employees: [Equal Employment Opportunity Commission](#) (EEOC)

Definition of Sexual Harassment

The Department of Education’s Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the Commonwealth of Pennsylvania regard Sexual Harassment as an unlawful discriminatory practice.

City High has adopted the following definition of Sexual Harassment in order to address the unique environment of an educational setting.

1. “Quid Pro Quo” Sexual Harassment:

Quid pro quo harassment occurs when a school employee, such as a teacher, causes a student to believe that he or she must submit to sexual conduct, sexual advances, or grant sexual favors or that accepting or rejecting of such conduct or communications will be used as a factor in decisions affecting the student’s education. For example, when a teacher threatens to fail a student unless the student agrees to date the teacher, it is quid pro quo harassment. Similarly, quid pro quo harassment can occur when an employee’s supervisor makes unwelcome sexual advances or requests sexual favors and the employee reasonably believes that submitting to that conduct or communication is a condition of obtaining employment or that accepting or rejecting that conduct or communication will be used as a factor in employment decisions.

2. “Hostile Environment” Sexual Harassment:

Hostile environment sexual harassment is conduct of a sexual nature that is sufficiently serious that it interferes with, limits, or denies a person the ability to participate in or benefit from a program, education, or environment. For students, hostile environment sexual harassment means unwelcome conduct of a sexual nature that is sufficiently serious that it interferes with, limits, or denies a student the opportunity to participate in or benefit from an education program or activity. For employees, a hostile work environment is created when unwelcome conduct of a sexual nature is sufficiently serious that it interferes with, denies, or limits the employee’s work performance or work environment.

(a) The term “conduct” includes, but is not limited to:

- verbal comments, including unwelcome sexual advances, requests for sexual favors, and derogatory remarks;
- nonverbal conduct, such as graffiti, text messages, or notes; and/or

- physical conduct such as sexual touching, fondling, sexual assault, rape, and other forms of sexual violence.

(b) The term “of a sexual nature” is a broad term that includes conduct or comments about sex (the physical act), based on sex (persons being male or female), or based on sex or gender based stereotyping.

(c) In determining whether conduct is “sufficiently serious” as to interfere with, deny, or limit education or employment so as to rise to the level of sexual harassment, City High will examine all the circumstances, including: the type of harassment (e.g., whether it was verbal or physical); the frequency and severity of the conduct; the age, sex and relationship of the parties; the setting and context in which the harassment occurred; whether other incidents have occurred at the school; and other relevant factors. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. For instance, a single instance of rape is sufficiently severe to create a hostile environment.

3. Other conduct defined by federal law:

- (a) Sexual assault
- (b) Dating violence
- (c) Domestic violence
- (d) Stalking

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Independence and Conflict-of-Interest

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and any related Title IX procedures or guidelines.

The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case or biased for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the City High Board President David J. Lehman, Esq. at 412-355-6738. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct committed by the Title IX Coordinator should be reported to the City High Board President David J. Lehman, Esq. at 412-355-6738. Reports of misconduct committed by any other Title IX Team member should be reported to the Title IX Coordinator.

Notice/Complaints of Sexual Harassment and/or Retaliation

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator Dr. Dara Ware Allen, dwallen@cityhigh.org, 412-690-2489, ext 101. A report may be made at any time (including during non-school hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

[2] Report online, using the reporting form posted at www.cityhigh.org. Reports may be made anonymously but may result in a need to investigate. City High tries to provide supportive measures to all Complainants, which is often not possible with an anonymous report. Know that reporting carries no obligation to file a Formal Complaint, which would trigger a formal response. City High respects requests from Complainants to dismiss complaints unless there is a compelling threat to health and/or safety, criminal activity, child abuse, and/or the Respondent is an employee.

A Formal Complaint means a document submitted or signed by the Complainant or their parent/guardian or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that City High Schools investigate the allegation(s). The school's formal complaint form can be accessed at www.cityhigh.org.

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail or by using the contact information above.

Supportive Measures

City High will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

Online Sexual Harassment and/or Retaliation

The policies of City High are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on City High's education program and activities or use of City High's networks, technology, or equipment.

Although City High may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to City High, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the City High community.

Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of City High's control (e.g., not on

City High networks, websites, or between City High email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. City High will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

City High and any member of City High's community are prohibited from intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and related procedures and guidelines.

Filing a complaint under another school policy could be considered retaliatory if those charges could be applicable under this policy, when the charges are made for the purpose of interfering with or circumventing any right or privilege provided under this policy that is not provided under the other school/district policy that was used. Therefore, City High vets all complaints carefully to ensure this does not happen, and to assure that complaints are tracked to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

Mandated Title IX Reporting

All City High employees (teachers, staff, administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately. This includes employees who might otherwise be considered confidential resources.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting school resources. In school, some resources may

maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation. They may offer options and resources without any obligation to inform an outside agency or school official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at City High for a Complainant or third-party (including parents/guardians when appropriate):

a. Confidential Resources

Because all City High employees are required to report actual or suspected sexual harassment or retaliation, any such information a Complainant shares with any City High employee cannot remain confidential.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with a non-City High employee. Following are some confidential community-based resources:

- Employee Assistance Program
- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

All of the above-listed individuals are not City High Schools employees and may maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor, or when required to disclose by law or court order.

b. Mandated Title IX Reporters and Formal Notice/Complaints

All employees of City High are Mandated Title IX Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Failure of a Mandated Title IX Reporter to report an incident of sexual harassment or retaliation of which they become aware is a violation of City High policy and can be subject to disciplinary action.

Though this may seem obvious, when a Mandated Title IX Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though City High is technically not on notice when a harasser is also a Mandated Title IX Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Title IX Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the school and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether City High proceeds when the Complainant does not wish to do so.

Emergency Notifications

City High may issue emergency notifications for incidents that are reported and pose a serious or continuing threat of bodily harm or danger to members of the school community.

City High will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

These notifications may be issued school-wide or may be limited to those members of the community who are potentially impacted. The Title IX Coordinator will work in conjunction with the appropriate school officials in determining the scope and content of the notification that may be issued.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under City High policy.

Amnesty for Complainants and Witnesses

The City High community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to City High officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of City High community that Complainants choose to report misconduct to City High officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, City High maintains a policy of offering parties and witnesses amnesty from minor policy violations related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

In determining whether to offer amnesty, the Title IX Coordinator will consider factors such as: the nature and severity of the policy violation; the age of the individual; the impact on the health and safety of the individual and the school community; and the best interests of the school community.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to seek assistance.

City High maintains a policy of amnesty for students who offer help to others in need.

Recordkeeping

City High will maintain for a period of seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to City High's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. City High will make these training materials publicly available on City High's website.; and

7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent;
 - b. Any measures designed to restore or preserve equal access to City High's education program or activity; and
 - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

City High will also maintain any and all records in accordance with state and federal laws.

CITY CHARTER HIGH SCHOOL SABBATICAL APPLICATION

Applications must be received at least 6 weeks prior to the sabbatical's start.
Application must be PRINTED and completed in blue or black ink.

Name _____ Grade Level _____

Name of Program _____

Requested Sabbatical Dates _____

Provide the contact information for the program you plan to attend.

Name _____ Title _____

Phone _____ Email _____

Address _____

The STUDENT will include the following documents with this completed application. These documents must be TYPED with the student name, grade and dates of attendance as a header.

1. Program Description and Details (Include a program overview, itinerary, course descriptions)
2. How is the program relevant to your interests? How will this experience compliment your future academic and career plans?

Completed by ADVISOR:

- B grade or higher in previous AND current trimesters in all courses including Workforce
- 95% attendance (Present AND On Time)
- Cumulative GPA of 3.0 or above
- No significant disciplinary referrals in previous AND current trimesters
- Student has attached program description and details
- Student has attached TYPED well thought out answers to the questions above (#2)

Advisor Signature _____ Date _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Transition Office:

Date Received: _____

By: _____

Administration:

Date Approved: _____

By: _____

**CITY CHARTER HIGH SCHOOL
PARENT/GUARDIAN CLASSROOM OBSERVATION REQUEST FORM**

City Charter High School welcomes and encourages visits to our school and classrooms by parents/guardians. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students' experience in our schools, we have established procedure governing classroom observations.

Parents/guardians must make a written request to the Principal at least 48 hours in advance of a requested observation. Unless there are special circumstances, observations will be limited to one person, one observation per child per month for a period of up to 60 minutes.

Date of request: _____ **Sent by:** [] US Mail [] With Student [] Hand Delivered

Student: _____ **Grade:** _____

Person making request (Please PRINT): _____

Relationship to student: _____

Requested Class/Teacher and Date of Observation: _____

Reason for Observation (What specifically would you like to observe?) _____

Signature : _____

TO BE COMPLETED BY CITY CHARTER HIGH SCHOOL: _____

Date Received: _____ **Parent Contacted By:** _____

Date and Time Confirmed: _____

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Published August, 2020
Revised September, 2020

CITY CHARTER HIGH SCHOOL EMPLOYEE HANDBOOK

August 2020

This Handbook is NOT an employment contract.

DEFINITION OF TERMS

Throughout this Handbook, the following terms – Exempt and Nonexempt - will be used to classify City Charter High School employee roles according to the Fair Labor Standards Act:

Exempt employees:

- Activities Manager
- Administration
- Instructional Staff (Teachers, Teaching Associates, Quiet Room Managers)
- Manager of Business Affairs
- Security Manager
- Student Services Staff (Counselors, Social Workers, Nurse, Internship Managers, and Transition Managers)
- Student Information Manager
- Technology Manager

Nonexempt employees:

- Food Services Staff
- Hourly Employees
- Maintenance Staff
- School Receptionist
- School Security
- Adjunct Instructors

VERIFICATION FORMS

All Verification Forms are available through the Manager of Business Affairs.

I. GENERAL POLICIES

A. Accidents and Illnesses

If an employee is injured or becomes ill on the premises or at a school sponsored event, the first respondent should attend to the person first and then notify the CEO/Principal, security and the nurse. An accident report must be completed for all injuries. Accident reports must be submitted to the Manager of Business Affairs. In addition, employees who are injured must be evaluated at a Worker's Compensation provider.

B. Conflicts of Interest

As an employee of City Charter High School, individual staff must disclose current and potential conflicts of interest to the CEO/Principal. Conflicts of interest relate to staff member affiliations that can pose a potential threat to the viability or sustainability of the school. They also involve situations or scenarios, whereby a staff member can derive personal benefit from actions or decisions made in their official capacity.

C. Confidentiality/Non-Disclosure

It is very important to the School that employees protect confidential school-related information. Any product designed and created for City Charter by an employee remains the sole property of City Charter and may only be used elsewhere with appropriate citation or origin. Confidential information includes the School's non-public business information that provides the School with a competitive advantage or constitutes personal information under data security laws, which are not limited to the following specific examples:

- Computer Processes
- Computer Programs and Codes
- Legal Information, such as attorney-client privilege discussion
- New Materials Research
- Pending Projects and Proposals
- Research and Development Strategies
- Scientific Data
- Social Security Numbers
- Student Information
- Technology Data

An employee improperly using or disclosing confidential school information will be subject to disciplinary action, up to and including termination of employment and legal action. This provision applies even if disclosure or use of the confidential information does not benefit the employee in any manner.

D. Drugs and Alcohol

The possession or use of alcohol on the premises is prohibited. The use or possession of illegal drugs is prohibited. Violation of this policy is grounds for immediate termination.

E. Enrolling Your Son/Daughter at City Charter High School

Staff members may register their son/daughter beginning on December 1.

F. Ethics and Conduct Policy

Employees of City Charter are expected to be ethical in their conduct. Employee conduct impacts the School's reputation and success. City Charter requires employees to obey and comply with all laws and regulations and practice the highest standards of conduct and personal integrity. Ethics in the educational work space is addressed in the *Pennsylvania Code of Professional Practice and Conduct* and the *Professional Educator Discipline Act* administered by the Professional Standards and Practices Commission. The following are some examples of the kind of conduct that would warrant discipline, up to and including termination:

- Insubordination – refusal to comply with instructions of a supervisor;
- Falsifying an application for employment, time sheets or other work records;
- Malicious damage to Company property;
- Theft or inappropriate removal or possession of property;
- Use of obscene, abusive or threatening language;
- Unsatisfactory performance;
- Unsafe acts;
- Excessive absenteeism or tardiness;
- Fighting;
- Refusal to work overtime when required; and
- Violation of any policy set forth in this Employee Handbook.

Equal Employment Opportunity

City Charter High School is committed to equal employment opportunities for both applicants and employees. City Charter High School ensures that employment decisions are made for job-related reasons only, and that both applicants and employees will be treated without regard to their ethnicity, race, color, gender, national origin, age, religion, disability, sexual preference, marital status or any other basis protected by federal, state or local law. This applies to all aspects of employment, including, but not limited to, hiring, transfer, benefits, compensation, training and separation.

G. Equity and Compliance

City Charter High School is an equal opportunity education institution and will not discriminate on the basis of ethnicity, race, color, national origin, gender, sexual orientation, age or disability in its admission, activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of City Charter High School to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Requests for accommodations should be made at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights or grievance procedures, contact: Dr. Dara Ware Allen at 412-719-9410

Equity and Inclusion Policy Statement – See Appendix B.

H. Fraud Policy

See Appendix A.

I. Harassment/Non-Discrimination and Retaliation

Federal and State laws prohibit discrimination based on race, color, religion, sex, national origin, sex, age, disability, pregnancy, genetic information, as well as other legally protected characteristics. Unlawful discrimination on the job, including harassment, is prohibited by City Charter. For purposes of this policy, “harassment” can include, but is not limited to:

- derogatory remarks, epithets, offensive jokes, or the display or circulation of offensive printed or visual matter;
- offensive physical contact, impeding or blocking movement, and gestures or any physical interference with normal work or movement; and/or
- Visual forms, such as derogatory posters, letters, poems, graffiti, cartoons, or drawings.

Harassment also can include unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- submission to, or rejection of, such conduct by an individual is used or is threatened to be used, as the basis for employment decisions affecting such an individual; or
- Such conduct has the purpose or effect of interfering with any individual’s work performance or creating an intimidating, hostile or offensive working environment.

The prohibition against discrimination and harassment is applicable to all employees of City Charter, which includes all staff members, teachers, and administrators. Federal and State laws also prohibit retaliation based on an employee’s protected activity, including making complaints about unlawful harassment or participating in an investigation into allegations of prohibited harassment. City Charter also prohibits such unlawful retaliation against its employees. No employee will be retaliated against for good-faith reporting of any suspected policy violation.

Employees Must Report Discrimination, Harassment and Retaliation

It is important that every employee who believes he or she has been subjected to unlawful discrimination, including harassment, or retaliation report it to allow School Administration the opportunity to investigate the situation and take appropriate action. If any violation of above policy occurs, it will be a priority for School Administration to evaluate the issue and take the appropriate action necessary for resolution. It takes the complete cooperation of the entire staff for City Charter to enforce its above Discrimination, Harassment and Retaliation Policy. If an employee feels that he or she has been disrespected, discriminated against or harassed in any way, it is generally best to tell the person exhibiting such behavior that you find the behavior offensive, that such behavior is against City Charter’s policy, and that the employee wants him or

her to immediately stop. However, if the employee is uncomfortable taking this action, if the conduct does not stop after the employee has warned the offending person, or if an employee has observed discrimination, harassment or retaliation, the employee, must report it to his or her department supervisor. If the employee is unable, or does not wish to report the matter to the department supervisor for any reason, he or she should report it to the Chief Executive Officer or other School Administrator. The report will be kept confidential to the extent practicable and as necessary to complete the investigation. In order to assure that the facts are accurately understood by the person receiving the report, the Principal, Chief Executive Officer or other School Administrator will put it in written form. The Complainant will generally be asked to acknowledge the accuracy of the facts or to correct the statement to accurately describe the complaint. The steps to be taken during the investigation cannot be fixed in advance, but will vary depending on the nature of the allegations. Depending on the investigation, failure to report such behavior or situations may result in consequences ranging from a permanent letter in your employee record to legal action. Any employee who fails to cooperate fully in an investigation may be subject to discipline, up to and including termination.

Resolution of Complaints

The results of the investigation will be discussed with the complaining employee. If it is determined that there has been discrimination, harassment or retaliation, the Chief Executive Officer, Principal or other School Administrator will discuss the procedure for resolving the complaint with the employee. If there is a situation in which an employee believes that he or she is being physically threatened, it should be reported to the nearest School Administrator and temporary protection against the harassment or hostility will be provided.

For the full Sexual Harassment Policy and Unlawful Harassment, Physical Abuse, Sexual Abuse, Sexual Misconduct, and Sexual Molestation Prevention Policy, see Appendix C, page 27.

J. HIV and AIDS Policy

It is the policy of City Charter High School to provide a concerned and nondiscriminatory environment for individuals with the Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS) and other blood borne diseases. Employees shall not be discriminated against on the basis of their HIV, AIDS or other blood borne disease status, or perception thereof, as set forth in the Pennsylvania Human Relations Act, the Americans with Disabilities Act (ADA), the Federal Rehabilitation Act of 1973 and the Confidentiality of HIV-Related Information Act (Act 148 or 1990).

No current or prospective employee shall be required to receive an HIV antibody test or any other diagnostic test for HIV as a condition of employment.

CONFIDENTIALITY

Employees with knowledge of an infected employee's HIV/AIDS status shall not discuss or divulge that information without prior written and oral consent from the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.

UNIVERSAL PRECAUTIONS

All employees shall be educated on universal precautions and are required to complete an HIV education program.

Employees shall consistently follow universal precautions at all times. Since an HIV antibody test or other diagnostic tests for HIV are not required for employment or matriculation, employees shall treat all body fluids as hazardous and follow universal precautions.

K. Intellectual Property

Unless otherwise agreed upon, City Charter High School maintains all rights and copyrights associated with inventions, methods and materials its employees/contractor may develop because of access to information or resources available due to their employment or contractual relations with the school. Such inventions, methods and materials are the sole property of the school and are to be used only for the school, unless otherwise reviewed and approved by the CEO/Principal.

L. Key Control Policy

Key control - all locksmith services, including repair, key or lock change, replacements, and duplications - shall be the responsibility of the Security Manager.

- Upon resignation or termination, employees shall turn in all keys to school administrators.
- In the event of a lost or stolen key, it will be necessary to change the core to maintain security of the premises.
- Key and lock records shall be safeguarded at all times.
- Master keys will be issued to key personnel as deemed by Administration.
- Personal property is exempt from this policy and is the responsibility of the individual. No personal lock may be used within the school.
- Keys issued in accordance to this policy shall not be duplicated by the holder. Such action may be grounds for disciplinary action, including termination.
- Keys issued in accordance to this policy shall not be loaned by the holder. Such action may be grounds for disciplinary action.
- Key transfers will require both an issue and return transaction notation in the Key/Lock Record.
- At the end of the school year, all staff moving to a new location must turn in keys to the former location to the Security Manager before the final paycheck can be issued.

M. Mandated Child Reporting

If any employee believes or suspects there to be an issue concerning the health, safety or welfare of a student in accordance with 23 Pa.Code § 6311, Subchapter B Provisions and

Responsibilities for Reporting Suspected Child Abuse the employee must immediately report the concern to Child Line 800-932-0313. Only after the employee makes the report to Child Line may the employee report an Official Complaint to an Administrator.

Outside Employment

Employees may not accept outside employment or volunteer activities that in any way interfere with their job responsibilities, reflects adversely on the school or gives the appearance of impropriety.

N. Personnel Records

Only the Manager of Business Affairs and the Administrators have access to personnel records. An employee may review his/her own personnel record by requesting the record from the Chief Executive Officer/Principal (CEO/Principal) and examining it in the office. If you have any questions please discuss them with the CEO/Principal or the Education Manager.

O. Professional Appearance

Business attire is expected for all employees. It includes collared shirt and tie for men; dresses, skirt outfits or pant suits for women. It is essential that staff members dress a step above the students' dress code. Note: Tattoos must be covered at all times.

Dress Code, see Appendix D.

P. Professional Responsibilities

The following list of professional responsibilities is expected of all City High staff:

- Being on time for work, classes (whether on-line or in person), meetings and all appointments (whether in person or remote)
- Having no food or drink in any student area
- Locking all classrooms when they are not in use
- Supervising students at all times
- Completing paperwork, attendance, grading and reports in a timely fashion
- Notify the Manager of Business Affairs if there is any change in your personal information

Q. School Property

School property may not be removed from the school without prior approval from the CEO/Principal.

R. Smoking

Smoking: It is against Pennsylvania law to smoke on any school property. This law applies equally to all employees, vendors, and visitors. School policy concerning smoking, smokeless, e-cigarettes, vaping products and/or chewing tobacco use states that such use must occur fifty (50) or more feet from any building owned, leased or being used for school purposes, such as testing, graduation, and at any school activities.

S. Social Media

The Social Media policy includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or dairy, personal web site, social networking or affinity website or web bulletin board or a chat room, whether or not associated or affiliated with City Charter. The Social Media policy also applies to, but is not limited to: multi-media, social networking websites, blogs, texting, twitter, YouTube and wikis for both professional and personal use. Staff should not use social media websites for personal use during the work day.

Social media is an open forum accessible everywhere and anywhere. Staff should recognize that use of Social Media allows them to be continuously observed by students, other employees, parents, and community members, and that their actions and demeanor may impair their effectiveness as educators and employees.

Social Media Policy, see Appendix E.

T. Suicide Prevention Policy

All staff receive training on risk factors associated with suicide ideation and suicide. For the full policy, see Appendix Q.

U. Technology – Acceptable Use Policy

Acceptable Use of Technology Policy, see Appendix F.

V. Telephones and Cell Phones

Telephones are for business use. However, if it is necessary to make a personal call, please make it as short as possible. Employees will be billed for personal long distance calls made from school phones. Cell phones are to be kept on silent during class times and are not to be visible to the students. Teachers should refrain from making personal calls during scheduled classes.

City Charter High School maintains a school cell phone. This cell phone is housed with the Security Staff. The phone number for this cell phone is 412-216-0495. Staff using this cell phone must agree to the cell phone policy and guidelines outlined in Appendix G before they can sign out the cell phone.

School Cell Phone Policy, see Appendix G.

W. Unlawful Harassment, Physical Abuse, Sexual Abuse, Sexual Misconduct, and Sexual Molestation Prevention Policy

Also noted under our Sexual Harassment policy, our Unlawful Harassment, Physical Abuse, Sexual Misconduct, and Sexual Molestation Prevention Policy outlines procedures to prevent such abuse and that must be taken when suspected abuse occurs. See page 30 for the full policy.

X. Weather Related Emergencies

City Charter High School closing or delay announcements will appear on television channels KDKA, WTAE, WPXI as well as on the City High website. Staff will not report to work on snow days. If there is a two-hour delay, all City Charter High School staff will report at 9:00 a.m.

Y. Whistle Blower Policy

This policy adopted on July 8, 2009, is intended to protect an employee who makes a good faith report of wrongdoing or waste to a superior, from discharge, discrimination or retaliation.

STATEMENT OF THE POLICY

A “good faith report” is a written or oral report of wrongdoing or waste, made without malice or consideration of personal benefit, when the person making the report has reasonable cause to believe is true.

WHERE TO GO FOR HELP

Staff and non-students of the City Charter High School may contact the CEO/Principal or the Education Manager.

CONDUCT WHICH MAY CONSTITUTE WRONGDOING OR WASTE:

- An employee’s actions or failure to act which results in abuse, misuse, destruction or loss of funds or resources of City Charter High School.
- Violations of any City Charter High School Policies including but not limited to the Employee Handbook.
- Violations of Federal, State or Local Laws.
- Wrongdoing does not include violations that are merely technical or minimal in nature.
- Conduct, which may constitute retaliation, discrimination or threats
- Discharge or threaten to discharge an employee who has made a good faith report.
- Change or threatened change of compensation, terms, conditions, location or privileges of employment because of a good faith report.

PENNSYLVANIA STATE LAW

43 P.S. §§ 1421-1428 provides the statutory basis for this Whistleblower Policy. If this policy is violated state law provides that a person who claims a violation of this Policy may bring a civil action and may receive injunctive relief, damages, or both.

NOTICE

Notice pursuant to 43 P.S. § 1428 has been provided to each employee of the City Charter High School in the form of an acknowledgment of the receipt of the Whistleblower Policy. The acknowledgment form must be signed by the employee and returned to the Administration. Any change in the policy will be communicated to every employee. (The Staff Handbook Sign-off sheet will serve as the acknowledgement form.)

REPORTING TO OUTSIDE AGENCIES

- PA Human Relations Commission

- Pittsburgh Commission on Human Relations

II. EMPLOYMENT

A. At Will Employment

Even though you have signed a letter commencing your employment, working at City Charter High School is “at will.” “At will” means that employees are free to resign at any time, with or without cause or advance notice. Likewise, “at will” means that City Charter may terminate your employment with or without cause or advance notice at any time. The “at will” nature of an employee’s employment cannot be altered or modified by a City Charter administrator or other City Charter representative. Rather, when City Charter seeks to alter “at will” employment, it does so through a written agreement specifically guaranteeing employment consistent with terms approved in writing by the CEO or authorized designee.

The policies in this Employee Handbook are not intended to create a contract. The policies should not be construed to create contractual obligations of any kind or a contract of employment between City Charter or any employee. The provisions of this Employee Handbook have been developed at the discretion of Administration and may be amended or cancelled at any time, at the sole discretion of City Charter.

These provisions replace all other existing handbooks and may not be changed or added to without the express written approval of the CEO of City Charter and its Board of Trustees.

B. Clearances/Certifications

All City Charter employees are required to have all clearances required by the Commonwealth of Pennsylvania including Act 34, Act 151, Act 168, and FBI Fingerprint. Every employee is required to obtain a Child Abuse History Clearance and Criminal Background Check as stipulated under PA Act 151, PA Act 34, Act 168 and FBI fingerprint verification. These documents must be kept on file in the employee’s personnel file and must be kept current. No employee will be permitted to work without these clearances. Employees are responsible for providing City Charter administration with updated clearances every five (5) years.

Employee Relations

Any employee complaint/concern should be addressed to the CEO/Principal who will resolve the issue.

C. Employment Application/Employment Verification

City Charter relies upon the accuracy of information contained in the employment application, as well as other data represented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in City Charters’ exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. All individuals employed at City

Charter are also expected to comply with the employment eligibility verification requirements of the U.S. Department of Justice. All workers must produce the appropriate identification documents and complete a Form I-9 at the time of hire. Employment verification and assessment may only be provided by the CEO/Principal. Please refer all calls and mail to the CEO/Principal.

D. Exempt/Nonexempt

According to the Fair Labor Standards Act employees considered exempt are not entitled to overtime pay or time off for hours worked in excess of 40 hours in any given work week. (Excess hours include field trips, meeting with parents, or any other City Charter High School sponsored event.)

Nonexempt employees are entitled to time and one-half for hours worked in excess of 40 in any given work week. They may also be granted compensatory time off within the pay period during which the overtime was worked. All overtime must be approved by the CEO/Principal.

Staff members who participate in Professional Development sessions beyond their regularly scheduled work year, in the evening or on weekends will be provided with Act 48 credit and/or paid at the rate of \$20 per hour. Staff members will not be paid hourly rates for participating in conferences, etc. that are hosted by groups other than the school.

E. Hiring and Staff Work-days

The CEO/Principal is responsible for all hiring. Full-time employees are salaried employees and entitled to all benefits. Part-time employees are paid for hours worked and are not entitled to benefits.

Staff will work according to the following schedule:

<u>Category</u>	<u>Days</u>
Activities Manager *	210
Assistant Principal *	220
Cafeteria Manager/Chef *	194
Cafeteria Staff	194
Chief Executive Officer/Principal	220
Counselors/Social Workers	205
Counselor*	210
Educational Leaders*	205
Education Manager *	220
Internship Manager *	210
Maintenance Manager *	230
Nurse *	200
Office Staff *	225
Security *	200
Teachers (Apprentice, Journeyman, Expert)	200
Teaching Associates	200
Technology Manager *	220
Transition Manager *	210

*Days are scheduled in coordination with the CEO/Principal.

Please note that designated holidays within the approved school calendar are included among work days. Work days do not include trimester breaks.

All staff members will scan in each morning and out each evening. Non-exempt employees must also scan in and out for lunch. The scan record is the official documentation of staff attendance.

When openings and opportunities for employment occur, postings will be placed externally (such as the City High website, PA Educator, and Monster.com).

As the COVID-19 pandemic of 2020 has had a profound impact on educational operations throughout the country, City High has developed a working remotely policy. The Board of Trustees recognizes that working remotely at home or at another alternative location may be necessary. A full-time, part-time, or short-term remote work arrangement may also be granted by the CEO or designee to an individual employee, upon request, provided that the position is suitable for remote work; the employee has consistently demonstrated the ability to work independently and meet performance expectations; and the work arrangement does not hinder school operations. For more details, employees should refer to the full Working Remotely Policy.

F. Nepotism

The nepotism policy prohibits any employees who are family members from working in the same chain of command. Family members are defined as an employee's parent, child, spouse, domestic partner, brother, sister, grandparent, and any step relationships within the preceding categories. The policy also prohibits the hiring of any related family members of the Board of Trustees. Employees are required to disclose changes in their personal situations, which may be covered under the nepotism policy.

G. Performance Evaluations

Instructional Staff: City Charter High School complies with the Pennsylvania Department of Education's (PDE) requirements regarding the evaluation and support of teachers as they move from Induction through Instructional I to Instructional II certification. It is the educator's responsibility to maintain certifications, apply for Instructional II status with the state and complete ACT 48 hours according to state guidelines. Non-certification or not complying with ACT 48 regulations are grounds for dismissal.

Performance reviews occur within the context of classroom observations and promotion evaluations.

The CEO and/or an Administrator will hold an annual goal setting conference with each staff member during the first trimester of the school year.

Personnel records are kept in the Administrative Office pertaining to certifications, ACT 48 compliance, observations, annual evaluations (PDE 426 or 428) and performance reviews.

Non-instructional Staff: Performance reviews occur annually in June, July and August. Reviews are based on job descriptions and actual performance. Salary adjustments are made at that time.

H. Professional Development

Every teacher is provided with 2 hours and 5 minutes of Professional Development time daily. This time may be used for the following purposes:

- To attend seminars/courses relating to their current positions
- To plan with other staff
- To meet with parents and/or students
- To research and perfect lessons
- To design curriculum for course management.

Professional Development sessions are scheduled during the half-days and as part of the regular work calendar, and prior to the beginning and/or at the conclusion of each trimester.

Third trimester of senior year is a shortened trimester. Senior class teachers will have added opportunities for further staff development once the senior class has graduated. Some of these opportunities may be scheduled by City High Administration and some of these opportunities may be developed and/or initiated by teachers.

I. Promotion Rubrics

Promotion Rubrics can be found in the Business Office and on the City Charter High website (CityHigh.org).

J. Reimbursement – Expenses

Staff members will be reimbursed for supplies for classrooms, clubs or school-sponsored activities. Reimbursement requests must be submitted to the Manager of Business Affairs with proofs of purchase. Any purchases over \$50.00 must be approved by CEO/Principal or Education Manager prior to purchase.

The school will pay for school related expenses if they have been approved in advance. Expense Report forms are available from the Manager of Business Affairs. The current IRS Standard Mileage Rate is used to calculate the deductible costs of operating an automobile for business purposes. Expense reports should be completed and signed by the CEO/Principal within ten days of the incurred expense.

Reimbursements are included in employee paychecks.

K. Reimbursement – Tuition, Educational Reimbursement

City Charter High School provides an educational reimbursement for staff who obtains added college/education credits/degrees in the area that he/she is working. An annual \$3000

reimbursement is available. This reimbursement is per school year. A school year is August 15 to August 14 of following year.

Prior approval, by CEO/Principal, of college/education credits is required.

Staff must submit transcripts, and grades must be C or higher. The reimbursement is paid once all course work is completed and a transcript has been submitted.

Teachers may use the educational reimbursement for Praxis test fees. The educational reimbursement may be used to pay for the same Praxis test twice. Teachers taking the same Praxis test a third time may not apply the education reimbursement for this fee.

III. PAYROLL

A. Attendance Bonus

A \$2000 bonus is typically paid if an employee works every scheduled workday, whereby every day absent reduces the bonus by \$200. The bonus is prorated, based upon the actual hire date and the number of days worked in the contract year. If an employee does not complete their contract, they forfeit the attendance bonus.

The attendance bonus is paid with the August 15 payroll which is the final payroll of the contract year.

For the 20-21 year in light of the COVID 19 pandemic, half of the stipend will be paid out at the beginning of the school year to those staff members who work in person. This is geared to provide staff with the flexibility of purchasing a parking lease for the first trimester in the event that they have concerns about riding public transportation. It is also geared to incentivize staff to take off when they have symptoms of being sick vs. coming to work even when sick to earn the attendance incentive.

B. Change of Status

In order to maintain accurate records and provide employee benefits – medical, dental, vision, retirements - the Manager of Business Affairs must be notified within 30 days of the birth of a child, change in marital status, address, telephone number, insurance, payroll deductions, etc.

C. Class Coverages and Additional Classes

Occasionally, teachers may be asked to take over an additional class and become the teacher-of-record for that class for an extended period. Taking on an additional class, over and above the standard course load of 4 classes or 2 blocks, is strictly voluntary. The teacher managing an additional class for more than ten (10) consecutive days will be compensated at a rate of \$40/day beginning with day one of the coverage.

D. Extracurricular Activities

Staff that manages non-stipend, after-school activities will be compensated for their time at a rate of \$20/hour. Staff must meet with the CEO/Principal or designee prior to the start of the activity to sign a Memorandum of Understanding. The MOU must be signed yearly. Non-stipend activities will be paid monthly on the 30th of each month.

AV Club, Costa Rica, Drama, Robotics, SAGE, and Select Choir, are not paid on an hourly basis but on a stipend. The amounts below represent total stipends for these activities. Prior to the start of the activity, the staff member must provide the CEO/Principle with a budget and a timeline for the activity.

AV Club:	\$3,000	Costa Rica:	\$2,500*
Performing Arts:	\$8,000	Robotics:	\$7,000
SAGE:	\$4,000	Select Choir:	\$1,500
Yearbook:	\$2,500		

*-Split between two staff members: A designated Internship Manager received \$2,000 for year-round coordination while the Activities Manager receives \$500 for assisting with logistical student/family issues leading up to the trip.

AFTER-SCHOOL TUTORING AND SAT PREP CLASS

The coordinator of the SAT program and the after-school tutoring program will meet with the CEO/Principal or designee before the start of the activity to sign a Memorandum of Understanding. It is expected that the coordinator of the program will attend all sessions.

The pay rate for the coordinator of after-school tutoring is at \$38/hour. The pay rate for participating staff of after-school tutoring is at \$28/hour. The pay rate for SAT Prep class is at \$30/hour.

Study Club and SAT time sheets are due at the end of the trimester. Study Club and SAT program staff will be paid with the last paycheck of each trimester.

The coordinator of the SAT program and the Tutoring program will submit an Annual Report to the Education Manager at the end of each trimester. The Annual Report must include the following sections – Summary of Activity, Number of Students, and Budget.

E. Overtime for Nonexempt Staff

All overtime must be pre-approved by the CEO/Principal. Overtime is paid at two different rates – Time-and-a-half, and Straight-pay.

- Time-and-a-half: Nonexempt employees, who work more than 40 hours in a workweek, will be entitled to be paid at time-and-a-half for any additional hours at the employee’s hourly rate.
- Straight-pay: Nonexempt employees who work more than 40 hours in a workweek that includes a paid holiday, a non-work day or paid time off, will be paid at the straight-pay rate for any additional hours at the employee’s hourly rate.

F. Pay Dates

The school year begins August 15 and ends on August 14 of the following year. For those working from the beginning of the school year, each pay represents 1/24 of the annual salary. Staff receives two paychecks a month. Those hired during the school year will have a prorated salary to be paid during the remaining months of the school year.

Paydays are the 15th and 30th of the month. All employees are encouraged to have pay directly deposited into their bank accounts. Those who do not have direct deposit will have checks mailed to their homes on days that school is not in session. If a payday occurs on Saturday, funds are deposited into accounts the previous Friday. If a payday occurs on Sunday, funds are deposited the following Monday.

G. Salary Schedules and Ranges

Maintained in the Business Office. Employees are permitted to see the Salary Schedule for their position

H. Staff - Promotions

Employees at City Charter High School are paid based on employment designation

- Apprentice, Journeyman, Expert, Educational Leader
 - Teachers, Counselors and the Nurse
- Level 1, 2, 3 and 4
 - Managers, Office Staff, Security

Instructional staff are promoted when they present their promotion portfolio and are approved by the Leadership team.

Positions designated as Level 1, 2, 3 or 4 are promoted by successfully completing the requirements indicated and presenting to the Administrative Team.

The promotion is effective the day of approval and is reflected beginning the next full pay period. The new salary is prorated based on a 200 day calendar, with X days at the current level and 200-X days at the new level.

If a leave occurs during the promotion process, the promotion timeline is interrupted. The timeline picks up and continues when the teacher returns from the leave.

I. Workweek Hours

All staff members will be scheduled to work according to the staff school year calendar. For employees who work beyond the 200 day education staff year, a calendar will be agreed upon prior to the start of each school year. All employees will work on student days. Designated holidays within the approved school calendar are included among work days. Also, please see section II.E. regarding City High's working remotely policy.

All full-time instructional staff are required to chaperone one school dance each school year AND to chaperone class field trips. Exceptions must be approved in advance by the CEO or Education Manager.

All staff members shall work 8 hours per day. In addition, 30 minutes are provided for lunch. The day begins at 7:45AM and ends at 4:15PM for all teachers. The work day for all other employees will be agreed upon by the employee and the CEO/Principal.

Part-time and Adjunct instructors work according to contracted hours.

IV. TIME OFF

A. Bereavement Leave

When a death occurs in the immediate family (spouse, domestic partner, child, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law or a person living in the same household), five (5) days of absence with pay will be granted. Three days are granted for the death of a grandparent and one day is granted for the death of other relatives or close friends. (Bereavement Leave is not deducted from Attendance Bonus.) Employees must submit the Employee Time-off Verification Form to the Manager of Business Affairs the day following any absence.

B. Family and Medical Leave (FMLA)

City Charter High School adheres to The Family and Medical Leave Act. The purpose and goal of the FMLA is to assist employees in balancing work demands and family needs by providing eligible employees with 12 weeks of unpaid leave under certain circumstances and to promote equal employment opportunities by granting leaves on a gender-neutral basis.

This is not a summary of the Act itself. The entire Act as well as definition of terms can be found at: <http://www.dol.gov/whd/fmla/index.htm>.

CIRCUMSTANCES FOR TAKING LEAVE:

Under FMLA, eligible employees can take up to a total of 12 work weeks of unpaid leave per 12 month measuring period for one or more of the following reasons:

- Because the birth of a child of the employee and in order to care for such child.
- Because of the placement of a son or daughter with the employee for adoption or foster care.
- In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of his/her position.
- Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

ELIGIBLE EMPLOYEE

An eligible employee is an employee of a covered employer who:

- Has been employed by the employer for at least 12 months, and
- Has worked for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

C. Holidays

City Charter High School will be closed and employees will not be scheduled to work on the following holidays that don't occur during the trimester breaks:

New Year's Day, January 1

Rev. Dr. Martin Luther King Day, second Monday in January

Good Friday

Memorial Day, last Monday in May

Independence Day, July 4

Labor Day, first Monday in September

Thanksgiving Day, fourth Thursday in November

Thanksgiving Friday

Christmas Day, December 25th

D. Illness and Emergencies

Up to a cumulative total of five sick days may be used for illnesses and emergencies involving the immediate family. (Any days taken for Family Leave are subtracted from the Attendance Bonus.) All employees must submit the Employee Time-off Verification Form to the Manager of Business Affairs the day following the absence.

E. Jury Duty

If an employee is called to jury duty, please furnish a copy of the notice to the Manager of Business Affairs. Up to two weeks of full pay will be given for jury duty. Jury duty pay provided by the courts must be turned over to the school upon return from jury duty for those weeks when the employee is receiving full pay from CCHS. All employees must submit the Employee Time off Verification Form to the Manager of Business Affairs the day following the absence. All verification forms are available through the Business Office.

F. Leave of Absence

For staff participating in the City Charter High School benefits plan, full benefits will continue during the leave of absence. Employees may take up to 12 weeks Leave of Absence without pay for the following reasons:

- Illness
- Maternity
- Paternity

- Educational Study
- COVID 19 Pandemic

Staff will continue to pay the employee portion of the monthly Medical, Prescriptions, and Vision premium, the FSA contribution and supplemental insurance premium during their unpaid Leave of Absence. However, at the conclusion of the leave, the employee must return to work at City Charter High School for a time equivalent to the leave or will be required to reimburse the employer's share of benefits provided while on leave. Leaves of absence must be approved by the CEO/Principal.

When a teacher takes a one year leave of absence for study, he/she can apply to buy back the time from PSERS. Provided that the teacher who took the leave of absence, returns to City Charter High School, they can begin the process to buy back the year. The teacher will have to pay the one year contribution. City Charter High School will pay its share to the state.

G. Maternity/Paternity Leave (for the birth or adoption of a child)

Employees will receive 5 PTO days in the instance of the birth or adoption of a child. Mothers may additionally use their short term disability insurance while they are on maternity leave. Short term disability insurance will start on the 6th day following the birth or adoption of their child. Typically, short term disability includes a one-week elimination period without pay; and continues for six (6) weeks (eight (8) weeks for a Caesarian section). If a physician determines that more than six/eight weeks of leave is medically necessary, short term disability insurance can continue for the additional weeks including the five (5) day elimination week. Employees may utilize sick days before the child is born, or after their disability leave has ended. Staff will continue to pay the employee portion of the monthly Medical, Prescriptions, and Vision premium, the FSA contribution and supplemental insurance premium during their unpaid Leave of Absence.

At the conclusion of the leave, the employee must return to work at City Charter High School for a time equivalent to the leave or will be required to reimburse the employer's share of benefits provided while on leave.

H. Military Leave

PAID Military Leave: All full time faculty and staff who are members of the Pennsylvania National Guard or any reserve component of the United States Army, Navy, Marine Corps, Air Force or Coast Guard shall be paid for up to fifteen workdays per calendar year while they are engaged in temporary military leave, including field training. All benefits will continue during this temporary leave. An Employee Time off Verification Form must be submitted to the Manager of Business Affairs the day following the absence.

UNPAID Military Leave: A leave of absence without salary for active military service shall be granted. Such leave may not exceed an aggregate maximum of sixty calendar months, unless a longer absence is provided by exception by law. An employee on extended military leave retains all of the rights of reemployment as required by federal and state laws. An Employee Time off

Verification Form must be submitted to the Manager of Business Affairs the day following the absence.

Medical/Health Benefits: For a military leave of absence for a period of less than 31 days, an employee will not be required to pay more than the employee share, if any, for such coverage. For an extended military leave, a person may elect to continue coverage, however, the maximum period of coverage of a person and the person's dependents under such an election shall be the lesser of – (i) the 18-month period beginning on the date on which the person's absence begins; or (ii) the day after the date on which the person fails to apply for or return to a position of employment. If the election is made to continue coverage for the extended period, the person will be required to pay not more than 102% of the full premium under the plan.

All employees must submit the Employee Time off Verification Form to the Manager of Business Affairs the day following the absence.

Verification forms are available through the Business Office.

I. Personal Leave

Ten (10) PTO (Paid Time Off) days of leave per year may be used for the purpose of personal or family illness, personal time or activities of the employee's choice. All employees must notify the Manager of Business Affairs the day following the absence.

Leaves will not be granted the day before or the day after a holiday or the trimester break. Personal Leave days may not be used consecutively – appended to a three (3) day week-end - unless pre-approved by the CEO/Principal.

PTO does not accrue from year to year.

Paid Time Off is prorated for employees who begin the work year after the August start date for staff. If an employee becomes ill during the course of the school day and must leave school, a sick day will be used. If an employee leaves after 12:00 PM a .5 sick day will be used.

Absences of more than two consecutive days or patterns of absences on Mondays and/or Fridays, the day before and/or the day after a holiday and the day before and/or after school vacations will require medical documentation.

PTO leave abuse may lead to termination or suspension.

If an employee is terminated with or without cause, the employee will not be paid for unused PTO nor will the employee receive the Attendance Bonus. PTO is prorated for employees who begin the work year after the August start date for staff.

If an employee is terminated with or without cause, the employee will not be paid for unused sick days nor will the employee receive the Attendance Bonus.

Beyond normal procedures and expectations regarding the use of PTO days, employees will be eligible for an additional two weeks of PTO due to the COVID 19 pandemic. This is afforded under the Families First Coronavirus Response Act for employees to care for themselves and/or family members impacted by the coronavirus.

Any employee who expects to be absent must call the CEO/Principal at home the evening before the expected absence. Call by 10:00PM or the morning of the absence between 5:00AM and 6:00AM or as soon as possible. Please call Dr. Allen at 412-719-9410.

Employees who are hospitalized overnight for any reason or for any amount of time, or who are returning from short or long term disability must provide written notification in the form of a “Release to Return to Work” from the physician.

K. Two-Hour Leave

Staff may use up to two hours each month during non-instructional time for personal concerns such as doctor’s appointments, family matters, etc. This time must be used in one hour increments and must be approved by the CEO/Principal in advance. Two hours may be used during instructional time considering extenuating circumstances at the discretion of the CEO/Principal.

Two-hour leaves will not be granted in April, August and December (months where the trimester break begins) for employees working 205 or less work days.

V. BENEFITS

Note: The actual policies that govern the insurance plans can be reviewed in the school office. This section provides a brief summary.

A. Flexible Spending Accounts (FSA)

Flexible Spending Accounts allow employees to set aside pre-tax dollars through payroll deductions for qualified out-of-pocket medical and dependent day care expenses. The window for opting into the City High FSA occurs in June.

To qualify for the FSA with UPMC, employees must elect to contribute at least 15% of the plan deductible to be placed on their card annually. The annual election may not exceed \$2,500. Additionally, employees can roll-over up to \$500 into the next year.

B. Life Insurance/Accidental Death and Dismemberment

A \$10,000 life insurance policy will be provided for each full-time employee. Additional life insurance can be purchased for staff member’s individual family members at the staff member’s expense.

C. Medical Insurance

Full-time employees have an opportunity to enroll in UPMC’s comprehensive medical plan. The school pays 100% of the medical care premium and 90% for Dental and Vision. As a result of

potential health care increased costs, City High reserves the right to request partial payment of the medical insurance premium by the covered employee.

A Group Health Plan (GHP) of any employer or employee organization of at least 20 employees must provide, to employees age 65 or older and to spouses age 65 or older of employees of any age, the same benefits under the same conditions as it provides to employees and spouses under age 65. (Federal Statute)

Employees may opt out of medical coverage if they are covered by medical insurance provided to a spouse. Those who opt out will be paid a \$2,000 stipend on August 15 - the end of the school year. If you elect to take either dental or eye insurance or both but do not take the medical insurance the cost of the dental and eye insurance will be deducted from the \$2,000. Spouses of City Charter High School staff who work at City Charter High School are not eligible for the \$2,000 stipend.

For employees not returning to City High and whose final check is the 15th of the month pay, the full, monthly Medical, Prescription, and Vision premium will be deducted from the 15th of the month check.

D. Retirement

Existing full-time employees prior to July 1, 2017 are required to participate in the Pennsylvania Public School Employees Retirement System. Full-time employees hired after this date will participate in a 401k defined contribution program. See Alternative Retirement Program, Appendix H, Page 46

Both the school and the employee contribute to the benefit plan. Employee contributions are through payroll deductions.

(Payroll deduction, every pay, is variable depending on when an employee was enrolled in the system.) No school contribution is made to Pennsylvania Public School Employees Retirement System when an employee is on a Leave of Absence.

E. Early Retirement Incentive

City Charter High School's Early Retirement Incentive is offered to recognize long served employees of 14 years or more that are looking to move on with their careers either into retirement or to explore other opportunities beyond City High.

The incentive is as follows:

- A cash, one-time payment of \$20,000 upon early retirement.

To be eligible an employee must be:

- Between the ages of 55 years old and 62; and
- Have at least 14 years of consecutive service at City High.

This policy may be amended and/or rescinded at any time by the Board of Trustees in the Board's sole and absolute discretion.

F. Short Term/Long Term Disability

The school will provide Short Term and Long Term Disability coverage. Employees may choose to increase the amount of their benefit by enrolling in an additional plan provided by Colonial Insurance Company.

SHORT-TERM DISABILITY

Short-Term Disability (STD) is provided to all full-time employees who have completed the elimination period.

To be eligible for the STD benefit you must be totally disabled due to sickness (illness, pregnancy or disease) or injury, and you are unable to perform all of the material duties of your occupation. The disability must be caused by an injury or sickness and must start while insured under the policy. The loss of a professional license, an occupational license, or a driver's license for any reason does NOT, by itself, constitute Total Disability. The STD benefit does not replace or provide benefits required by Worker's Compensation laws or any temporary disability insurance plan laws.

SCHEDULE OF INSURANCE

Benefit Percentage:	66 2/3% of your base wage
Maximum Weekly Benefit:	\$750
Day Benefits Begin:	1st day for accidental injury, 6th consecutive day for sickness
Maximum Duration:	13 Weeks
Offset:	If you are receiving sick pay benefits or you are receiving 100% of your weekly pay for any reason that is considered a total offset to the STD benefit. You will NOT be able to collect 100% of your salary and receive STD benefits.

LONG-TERM DISABILITY

Long-Term Disability (LTD) is provided to all full-time employees who have completed the elimination period. To be eligible for the LTD benefit you must be totally disabled due to sickness (illness, pregnancy or disease) or injury, and you are unable to perform all of the material duties of your occupation. The disability must be caused by an injury or sickness and must start while insured under the policy. The loss of a professional license, an occupational license or certificate, or a driver's license for any reason does NOT, by itself, constitute Total Disability.

SCHEDULE OF INSURANCE

Pre-existing Condition Exclusion: Benefits may be payable for a total disability due to a pre-existing condition for an employee who: was injured by the prior carrier’s policy at the time of transfer to this policy with Lincoln Financial; and was Actively-At-Work and insured under this Policy on the Policy’s effective date. For employees who became effective after the policy took effect will be subject to the pre-existing condition clause. Pre-existing Condition means sickness or injury for which the insured employee received medical advice or treatment within 3 months prior to the insured employee’s effective date. The policy will not cover any Total or Partial Disability, which is caused or contributed by, or results from a Pre-existing Condition; and which begins in the first 12 months after the Insured Employee’s Effective Date.

Benefit Percentage: 66 2/3% of your base monthly wage

Maximum Monthly Benefit: \$5,000

Day Benefits Begin: 90 calendar days of disability caused by the same or a related sickness or injury, which must be accumulated within a 180 calendar day period. Disability beginning on or after age 60 will limit the benefit duration.

<i>Age of Disabled Period</i>	<i>Maximum Benefit Period</i>	<i>Age of Disabled</i>	<i>Maximum Benefit</i>
Less than age 60	To age 65	65 years old	24 months
60 years old	60 months	66 years old	21 months
61 years old	48 months	67 years old	18 months
62 years old	42 months	68 years old	15 months
63 years old	36 months	69 and over	12 months
64 years old	30 months		

Maximum Duration: Own Occupation – is the period beginning at the end of the elimination period and ending 24 months later for the insured employee. After 24 months the definition of Own Occupation changes to any occupation.

Offset: If you are receiving sick benefits or you are receiving 100% of your monthly pay that is considered a total offset to the LTD benefit. You will not be able to collect 100% of your salary and receive LTD benefits.

The following will offset your LTD benefits – Worker’s Compensation, the Jones Act; the Longshoreman’s and Harbor Worker’s Act; the Maritime Doctrine of Maintenance, Wages or cure; or any plan provided in place of one of the above plans.

It includes any benefits for partial or total disability, whether temporary or permanent. It also includes any amount the insured employee is eligible to receive under any state no fault auto insurance laws; Social Security Disability; employer’s retirement plan; unreduced retirement and reduced retirement benefits.

F. Social Security and Other Taxes

The school matches dollar for dollar your contribution to your Social Security (FICA) account. The rates are established annually by the federal government. The school also pays Pennsylvania Workers’ Compensation which covers job-related injuries or illnesses.

APPENDIX A – FRAUD POLICY

1.1 Purpose of this Policy

The City Charter High School (“CCHS”) fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against CCHS. It is the intent of CCHS to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

1.2 Scope of Policy

This policy applies to any fraud, or suspected fraud, involving Employees as well as any consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with CCHS.

Any investigative activity required will be conducted without regard to the suspected wrongdoer’s length of service, position / title, or relationship to CCHS.

Anyone who believes fraud has occurred should report such incident. Employees are protected under Pennsylvania’s Whistleblower Law, 43 P.S. §§ 1421 - 1428, from retaliatory actions by the employer.

1.3 Policy

The Administration is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the Administration must be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

1.4 Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- 1.4.1 Any dishonest or fraudulent act.
- 1.4.2 Forgery or alteration of any document or account belonging to CCHS.
- 1.4.3 Forgery or alteration of a check, bank draft, or any other financial document.
- 1.4.4 Misappropriation of funds, securities, supplies, or other assets.
- 1.4.5 Impropriety in the handling or reporting of money or financial transactions.
- 1.4.6 Profiteering as a result of insider knowledge of CCHS activities.
- 1.4.7 Disclosing confidential and proprietary information to outside parties.
- 1.4.8 Disclosing securities activities engaged in or contemplated by CCHS to other persons.
- 1.4.9 Accepting or seeking anything of material value from contractors, vendors or persons providing services / materials to CCHS.
- 1.4.10 Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment.
- 1.4.11 Any similar or related inappropriate conduct.

1.5 Other Inappropriate Conduct

Suspected improprieties concerning an Employee's moral, ethical, or behavioral conduct, should be resolved by the Chief Administrative Officer ("CAO").

This Fraud Policy deals solely with fraud or suspected fraud, and does not alter the School Employee Handbook part J, entitled "Review Procedure Regarding Criminal Conduct and/or Misconduct."

If there is any question as to whether an action constitutes fraud, the Employee should contact the CAO for guidance. If the action may involve the CAO, the Employee should contact the Board of Trustees Chairperson.

1.6 Investigation Responsibilities

After reporting the suspected fraud to the CAO, the CAO will determine which Employee will have the primary responsibility for the initial investigation of the suspected fraudulent acts. If the initial investigation substantiates that fraudulent activities have occurred, the CAO, with Board approval, will formulate CCHS's response and conduct additional investigation if necessary.

Decisions to prosecute or refer the investigation results to appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the CAO after review with the Solicitor and the Board.

1.7 Confidentiality

CCHS treats all information received confidentially. Any Employee who suspects dishonest or fraudulent activity must notify CCHS immediately, and should not attempt to personally conduct investigations or interviews / interrogations related to any suspected fraudulent act (see 1.8 Reporting Procedure below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect CCHS from potential civil liability.

1.8 Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.

An Employee who discovers or suspects fraudulent activity must contact his or her immediate supervisor within forty-eight (48) hours from the discovery or suspicion of fraud, Saturdays, Sundays, and Holidays excepted. The Employee's immediate supervisor must report the suspected fraud to the CAO. If the suspected fraud may involve the Employee's immediate supervisor, the suspected fraud shall be reported directly to the CAO. If the suspected fraud may involve the CAO, the Employee or the immediate supervisor shall report to the Board of Trustees Chairperson.

The Employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquiry should be directed to the CAO. No information concerning the status of an investigation will be given out. The proper response to any inquiry is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the CAO or Board.

1.9 Termination

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed by the Board of Trustees and the Solicitor before any such action is taken. The Board of Trustees does not have the authority to terminate an Employee. The decision to terminate an Employee is made by the CAO. Should the investigation involve the CAO, the decision to terminate shall be made by the Board of Trustees.

1.10 Administration

The Board of Trustees is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

APPENDIX B – EQUITY AND INCLUSION POLICY

City Charter High School defines **EQUITY** as the principle that all students, regardless of their identity or background, deserve high quality, rigorous, and academically challenging educational opportunities that facilitate post-secondary and career success and foster a strong sense of self-efficacy. In practice, this means that all educational opportunities, will reflect the diversity of the student population, affirm each student’s individual identity, and provide students with an education that is responsive to their lived experiences. City Charter High School acknowledges the inequalities that exist in our society, and commits to the elimination of any institutional barriers that perpetuate inequality or serve to marginalize or exclude students from ethnic, racial, gender, or socio-economic groups that have been traditionally under-represented and under-served. To this end, City Charter High School will employ the full spectrum of resources, services, and supports that maximize all students’ opportunity for success.

The goals are to...

WELCOME students to an environment that provides a sense of community, a feeling of belonging, and validation of their identities, with a particular focus on students from marginalized groups

NURTURE students’ physical, emotional, cultural, and educational well-being through all programs and services within our institution

UPHOLD the principles and practices of Equity in every aspect of our institution.

Therefore, City Charter High School strives to...

SUPPORT faculty through a Learning Community Model: faculty and staff will be provided with myriad resources, including but not limited to, strategic planning from administration, outside expertise on issues related to Equity, and various forms of professional development and collaboration on Equity-related issues. City Charter High School commits to pursuing additional resources that ensure a holistic understanding, awareness, and sensitivity to the multiple facets of student identity including: race, ethnicity, socioeconomic status, religion, gender, sexual orientation, immigration status, and other personal identities that impact school life.

APPENDIX C1 – SEXUAL HARASSMENT POLICY

Statement of Purpose

The Board of Trustees of City Charter High School prohibits sexual harassment of, or by, all persons within the school including, by way of illustration but not by way of limitation, all students, employees, applicants for employment, Board of Trustee members and non-employees who transact business within the school with or without compensation. This policy applies to conduct during and related to the operation of the schools, school sponsored activities, and all school business. The Board considers sexual harassment in the work and educational environment to be inappropriate and offensive. It will not be tolerated under any circumstances.

This policy adopted on July 10, 2002, is intended to help students and non-students recognize, understand, prevent and take corrective action to address sexual harassment and other inappropriate behavior of a sexual nature in the workplace and in instructional settings.

A copy of the complaint form can be obtained from the Manager of Business Affairs, in the school office.

Definition of Sexual Harassment

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment or of adversely affecting the employee's or student's performance, advancement, assigned duties or any other condition of educational programs, employment or career development.

Where to Go for Help

Anyone associated with City Charter High School who has a concern regarding sexual harassment may contact the CEO/Principal or the Education Manager.

Who May Be Involved in Sexual Harassment

- Male to Male
- Female to Female
- Male to Female
- Female to Male

Conduct Which May Constitute Sexual Harassment

The following examples are intended to include all persons affiliated with the school, whether adults or children, students or non-students. These examples are provided to illustrate the type of conduct proscribed by this policy; the list is not exhaustive.

- Unwelcome leering, staring, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions

- Unwelcome graphic verbal comments about an individual’s body or overly personal conversation
- Unwelcome sexual jokes, stories, drawings, pictures, or gestures
- Unwelcome spreading of sexual rumors
- Unwelcome touching of an individual’s body or clothes in a sexual way
- Cornering or blocking of a sexual nature of normal movements
- Displaying objects in a sexually suggestive manner in the educational or work environment
- Unwelcome teasing or sexual remarks about a student enrolled in a predominately single-sex class
- Purposely limiting of a sexual nature of a student’s access to educational tools
- Conditioning academic and/or student activity privileges on submission to unwanted sexual conduct from students or non-students as hereinafter defined

Legal Protection

In addition to the Board of Trustees policy, there are several other federal and state measures that protect individuals from harassment discrimination and provide specific prohibitions against acts of discrimination or other unlawful conduct.

Federal Law

- Title VII of the Civil Rights Act of 1964, as amended in 1972 and 1991, prohibits discrimination on the basis of sex in all terms, conditions or privileges of employment.
- Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance.

Pennsylvania State Law

- The Pennsylvania Human Relations Act of 1955 prohibits discrimination on the basis of gender.

Reporting to Outside Agencies

Any person who has been sexually harassed may have the right to file a complaint with federal, state or local regulatory agencies. Time limits for filing complaints with these agencies vary. The complainant should check directly with the agency for specific instructions for filing a complaint:

Federal Equal Employment
Opportunity Commission
100 Liberty Avenue
Federal Building – Room 2038
Pittsburgh, PA 15222
412-644-3444

Pittsburgh Commission on
Human Relations
908 City-County Building
414 Grant Street
Pittsburgh, PA 15219-2464

Pennsylvania Human

Office of Civil Rights

Relations Commission
State Office Building
300 Liberty Avenue
Pittsburgh, PA 15222-1210
412-565-5395 215-656-8541

U.S Department of Education
The Wanamaker Building, Suite 515
100 Penn Square East
Philadelphia, PA 19107

APPENDIX C2 – UNLAWFUL HARASSMENT, PHYSICAL ABUSE, SEXUAL ABUSE, SEXUAL MISCONDUCT, AND SEXUAL MOLESTATION PREVENTION POLICY

Adopted: November 28, 2018

Purpose and Authority

The Board of City Charter High School strives to provide a safe, positive learning climate for students. As such, City Charter High School does not permit unlawful harassment, actual or threatened acts of physical abuse, sexual abuse, sexual misconduct or sexual molestation (“Prohibited Conduct”) to occur in the workplace, or at any activity sponsored by, or related to an employee’s employment. In order to make this policy clear to all employees, volunteers, and staff members, we have adopted mandatory procedures that all employees, board members, individuals, and victims must follow when they reasonably suspect, learn of, or witness Prohibited Conduct. Complaints shall be filed within 60 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of sexual harassment.

Definitions

Unlawful harassment, abuse, misconduct, or molestation means each, every, and all actual, threatened or alleged acts of physical abuse, sexual abuse, sexual misconduct, or sexual molestation performed by one person, or by two or more persons acting together.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, religion or genetic information when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, sexual harassment, abuse, misconduct, and molestation shall consist of any unwelcome/unwanted sexual advance or any form of improper physical contact, sexual remarks; requests for sexual favors or any other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.

4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the *student's* school performance or creating an intimidating, hostile or offensive educational environment. This also includes conduct that is sufficiently severe, persistent or pervasive that also has the purpose or effect of substantially interfering with an *employee's* ability to perform their work or that creates an intimidating, hostile, or offensive educational environment.
5. Sexual harassment shall be considered among the most serious violations of the *Student Handbook* and treated as an offense that could lead to expulsion. As an employee, such misconduct could lead to termination.
6. Sexual harassment is strictly forbidden and will not be tolerated. Harassment of a student(s) by other students or any member of the staff is contrary to the Board's commitment to provide a physically and psychologically safe environment in which to learn. Additionally, such actions may be a violation of Federal or State law.
7. Examples of sexual conduct may include, but are not limited to:
 - a. Making sexual propositions or pressuring others for sexual favors.
 - b. Touching of a sexual nature.
 - c. Writing graffiti of a sexual nature.
 - d. Displaying or distributing sexually explicit drawings, pictures, or written materials.
 - e. Performing sexual gestures or touching oneself sexually in front of others.
 - f. Telling sexual or dirty jokes.
 - g. Spreading sexual rumors or rating others as to sexual activity or performance.
 - h. Circulating or showing emails or websites of a sexual nature.

Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits unlawful harassment, physical abuse, sexual abuse, sexual misconduct, and sexual molestation, the Board designates the CEO/Principal or designee as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The CEO/Principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment, physical abuse, sexual abuse, sexual misconduct, and sexual molestation:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the CEO/Principal is the subject of the complaint.

Reporting Procedure

All employees, volunteers, or staff members who learn of, have a reasonable suspicion of, Prohibited Conduct must immediately report it to the CEO/ Principal, or CEO'S designee of City Charter High School. In the event that the CEO/Principal is the subject of the investigation, a confidential report should be made to the Board Chair. The current Board Chair is David Lehman who can be reached at 412-302-1432 or david.lehman@klgates.com. If the victim is an adult, the abuse, misconduct, or neglect will be reported by the designee immediately to the local or state police. If a child is the victim of abuse, misconduct, or neglect, the designee will immediately report the matter to the local or state police and/or to Pennsylvania's Child Abuse Agency (Child Line at www.compass.state.pa.us/cwis/public/home or 1-800-932-0313). Appropriate family members of the victim will be notified immediately of suspected child abuse, misconduct, or neglect. It is vital to report all incidents of sexual harassment immediately, regardless of how insignificant it may seem at the time. This will allow the CEO or the CEO's designee to immediately investigate and take appropriate action.

The designee making an oral report of suspected child abuse shall also make a written report, which may be submitted electronically, within 48 hours to the department or county agency if assigned to the case.

The written report of suspected child abuse shall include the following information if known:

- (1) The names and addresses of the child, the child's parents and any other person responsible for the child's welfare.
- (2) Where the suspected abuse occurred.
- (3) The age and gender of each subject of the report.
- (4) The nature and extent of the suspected child abuse, including any evidence of prior abuse to the child or any sibling of the child.
- (5) The name and relationship of each individual responsible for causing the suspected abuse and any evidence of prior abuse by each individual.
- (6) Family composition.
- (7) The source of the report.
- (8) The name, telephone number and email address of the person making the report.
- (9) Any actions taken by the person making the report which may include photographs or requesting protective custody for the child.
- (10) Any other information required by Federal law or regulation.
- (11) Any other information that the department may require.

Investigation & Follow-Up

Once reported, the CEO or designee will promptly, thoroughly, and impartially investigate the allegations within five (5) business days to determine whether there is a reasonable basis to believe that the Prohibited Conduct has occurred and whether the target of the investigation committed the Prohibited Conduct. City Charter High School may hire an independent third party to investigate the allegations depending on the circumstances. The school will fully cooperate with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. City Charter High School reserves the right to place a subject(s) of the investigation on an involuntary leave of absence or reassign that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected and/or Prohibited Conduct to appropriate authorities, we will endeavor to keep the identity (ies) of the subject(s) and the alleged victim(s) confidential.

If the investigation substantiates the allegations, our policy provides for disciplinary action, including but not limited to termination of the subject's relationship with City Charter High School. If the Complainant is under 18 years of age, City Charter High School shall notify his or her parent(s)/guardian(s) and advise that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or Witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The Investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide written statements; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether the conduct constitutes sexual harassment. Upon completion of the investigation, the Investigator shall issue a written report with respect to the findings.

Retaliation Prohibited

City Charter High School prohibits retaliation against anyone, including an employee, volunteer, board member, student, or individual, who in good faith reports Prohibited Conduct. Retaliation against a participant in the investigation is prohibited. Anyone who retaliates against someone who has filed a good faith complaint of Prohibited Conduct, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

Decision

If after an investigation, a student is found to be in violation of this policy, the student shall be subject to disciplinary actions outlined in the City Charter High School Student Handbook (pages 63-75). Unlawful harassment, abuse, misconduct, or molestation are considered serious violations of the Student Handbook, which can include expulsion as a disciplinary consequence. If after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds. Individuals who knowingly file false sexual harassment complaints and any person who gives false statements in an investigation may be subject to discipline, as shall any person who is found to have retaliated against another in violation of this policy. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, they may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The CEO/Principal and/or their designee shall review the appeal and the original investigative report and may also conduct a subsequent investigation.
3. The CEO/Principal and/or their designee shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant and the accused.

Legal

1. 43 P.S. 951 et seq
2. 20 U.S.C. 1681 et seq
3. 29 CFR 1606.8
4. 29 CFR 1604.11
5. Pol. 103
6. Pol. 815

ACKNOWLEDGEMENT OF RECEIPT OF UNLAWFUL HARASSMENT, PHYSICAL ABUSE, SEXUAL ABUSE, SEXUAL MISCONDUCT, AND SEXUAL MOLESTATION PREVENTION POLICY

I, _____, acknowledge that I have received and read the unlawful harassment, physical, sexual abuse, sexual misconduct, and sexual molestation policy. I understand and agree to comply with this policy. Further, I understand the possible consequences should I fail to follow the policy.

Name: _____

Signature: _____

Dated: _____

APPENDIX D – DRESS CODE POLICY

City High employees model the same dress code as students with the exception of our Facilities and Food Services staff. Below is an overview of parameters for professional attire at City High as shared with students.

The Dress Code at City Charter High School is professional. It also applies to haircuts, hair coloring, hair pieces, make-up, jewelry, accessories, visible tattoos and facial piercings. The Dress Code excludes attire that has any type of logo, text, political statement or branding. This restriction applies to buttons, pins or any other type of jewelry, clothing or paraphernalia.

The Dress Code applies at all school related activities and remains in effect when students participate in field experiences, Internships, college visits, classes at partner institutions and programs/activities incorporated into the school schedule. The Dress Code only changes on days when students participate in special field trips that require ‘dress down’ attire. Examples of these trips are Laurel Caverns, Camp Kon-O-Kwee and Ohio pyle.

City Charter High School sponsors a fall dance, semi-formal dance (Snowball) in the winter and a formal dance (Prom) in the spring. All of these events have a special dress code requirement which must be followed in order to attend the event.

At various times throughout the year, students are invited to special events (Robotics Competitions, Award Banquets, etc.) which require specific attire. Students are required to comply with the dress code requirement to participate as a representative of City Charter High School.

Because Fashions change quickly and unpredictably, City High cannot list all acceptable and unacceptable attire. **City High Administration reserves the right to determine if a student’s attire meets the acceptable dress code.**

ACCEPTABLE BUSINESS ATTIRE

Females and Students who Identify as Females

- Collared dress shirt or dress blouse which completely covers the bust area, stomach, sides and back, and is not cut below the shoulder blade
- Sheer blouses worn with a camisole which conceals undergarments
- Vests and blazers worn over a school appropriate shirt or dress
- Dress pants which originate at the waist
- Ankle pants (may not be more than ONE INCH above the ankle)
- Dresses and skirts which are knee length or longer (in the front, sides and back)
- Skirts that originate at the waist
- Dresses that completely cover the bust area and are not cut below the shoulder blade
- Sleeveless dresses and blouses WORN WITH an appropriate sweater or blazer

- Make-up and jewelry which is business appropriate (as determined by the administration of City High).
- Hair and headbands that do not exceed 3 inches in width
- Dress shoes, closed toe
- Facial piercings must be a stud

Males and Students who Identify as Males

- Oxford style collared dress shirts, polo style shirts and turtlenecks tucked into pants
- Vests and blazers worn over a school appropriate shirt
- Dress pants which are full length and originate at the waist
- Business appropriate jewelry as determined by the administration of City High
- Oxford style lace-up or loafer type shoes
- Facial piercings must be a stud

City High cardigans are available in red and black. These sweaters can be purchased through the Activities Manager.

THE FOLLOWING ITEMS ARE NOT APPROPRIATE CITY HIGH ATTIRE

- Camouflage print, denim and denim look clothing in any item or in any color
- Chest logos, pictures, insignias or branding (Logos on polo-style shirts MAY NOT exceed 2” in diameter)
- Dickie’s shirts, tank tops, cami’s, tee shirts
- Shirts, sweaters and vests with a hood
- Cargo pants
- Yoga pants, stretch pants, leggings, Capri’s, MC Hammer pants, overalls, shorts, pajama bottoms, jogger style pants
- Pants with more than 2 pockets in the front and 2 pockets in the back
- Pants with pockets that originate below the waist, have rivets, studs, writing, logos or pictures
- Pants with pockets stitched on the outside of the pants
- Pants that are gathered at the ankle with elastic or ties
- Dress and skirt splits which are more than 3” above the knee
- Clothing with cut-outs, (including ripped or torn items)
- Jewelry and belts made with bullets, bullet casings or pointed studs or anything that can be used as a weapon
- Earrings which exceed 3” in length or diameter
- Hats, scarves, hoods, wave caps, shower caps, sweatbands, bandannas, sunglasses, non-prescription glasses, non-professional headbands, headsets, combs, picks, curlers, knit headbands and scarves intended as outer-wear

- Slippers, moccasins, flip-flops, Sperry's (or Sperry type boat shoes), shoes with a sneaker bottom, shoes that cover the ankle, shoes worn as flip-flops/slippers
- Sagging pants
- Rolled pant legs
- Clothing which reveals under-garments (this includes skirts and dresses worn without a slip, AND light colored shirts and pants worn over bright colored undergarments, AND clothing which reveals the outline of undergarments).
- Clothing which does not adequately cover private body parts (including cleavage)
- Clothing with inappropriate words, slogans, pictures or insignias
- Clothing that has to be pinned to be appropriate (i.e., a skirt with an inappropriate split may not be pinned to be in dress code; a shrug may not be pinned in lieu of wearing a button down or pull over sweater to cover an inappropriate shirt)

Students with inappropriate tattoos on their arms must wear long sleeves. (Administration reserves the right to determine if a tattoo is appropriate or inappropriate.)

APPENDIX E – SOCIAL MEDIA POLICY

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at City Charter High School are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in City Charter High School-sponsored sites.

The City Charter High School (“School”) Social Media Policy (“Policy”) establishes rules and guidance for the use of social media by students, parents/guardians, employees and guests¹ (collectively “User”).

I. City Charter High School Social Media Comments and Participation

Comments to City Charter High School -sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others’ opinions.

For the privacy of users and their families, please assume that all postings to City Charter High School -sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to City Charter High School -sponsored sites as outlined above, users give City Charter High School the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. City Charter High School reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

City Charter High School has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on and over the school’s server and network, as well as to monitor, record, check, track, log, access or otherwise inspect all communication on its server and network.

This includes school issued technology, personal computers and electronic devices, and databases, files, software and social media that contain City Charter High School (program, event, student, staff) information and data.

City Charter High School further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

The School also reserves the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on City Charter High School-sponsored sites, you agree NOT to:

- Post material that City Charter High School determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of City Charter High School or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by City Charter High School, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the City Charter High School -sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

City Charter High School reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless City Charter High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on City Charter High School -sponsored sites.

By posting a comment or material of any kind on a City Charter High School-sponsored site, the user hereby agrees to the Policy set forth above.

II. Faculty Use

City Charter High School respects the right of employees to use social media and networking sites, as well as personal websites and blogs, but it is important that employees' personal use of these sites does not damage the School's reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. City Charter High School strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

When using a social media site, an employee may not include current students as "friends," "followers," or any other similar terminology used by various sites. If an employee maintains or participates in a City Charter High School-sponsored online community that extends to persons who are parents, alums, or other constituents, s/he must exercise good judgment about any content that is shared on the site. Additionally, employees should adhere to the following guidelines, which are consistent with the School's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- An employee should not make statements that would violate any of the School's policies, including its policies concerning discrimination or harassment;
- The employee must uphold the School's value of respect for the individual and avoid making defamatory statements about the School, its employees, its students, or their families;
- An employee may not disclose any confidential information of the School or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

If the School believes that an employee's activity on a social networking site, blog, or personal website may violate the School's policies, the School may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

III. Creating and Maintaining Official Social Networking Sites

All "official" City Charter High School social networking sites must be approved by the CEO/Principal and Education Manager and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within these guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the City Charter High School network.

Unauthorized pages that have not been created by the site administrator and approved by CEO/Principal AND Education Manager will be treated as personal pages, and are therefore limited to the standards provided above.

The City Charter High School Social Media Policy applies no matter where the use occurs whether brought onto school property, to a school sponsored event, or connected to the school's network, or when using mobile commuting equipment and telecommunications facilities in protected or unprotected areas or environments, directly from home, or indirectly through another social media or internet service provider, as well as by other means. All actions must be conducted in accordance with the law, assist in the protection of City Charter High School resources, insure compliance with this Social Media Policy, its administrative regulations as well as local, state and federal laws. City Charter High School will cooperate to the extent legally required with social media sites, internet service providers, local, state and federal officials in investigations or with other legal requests, whether criminal or civil actions.

¹ Guests include, but are not limited to, visitors, workshop attendees, volunteers, board members, independent contractors and consultants.

APPENDIX F – ACCEPTABLE USE OF TECHNOLOGY POLICY

City Charter High School promotes the use of networked computer technology in its instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. Towards this end, all staff and students are provided with a laptop/computer for educational activity at school and home. This acceptable use policy provides an ethical framework for using networked computer technology in a positive and constructive manner.

City Charter High School reserves the right to log network use, to monitor fileserver space utilization by users, to restrict access to external network sites and to monitor e-mail usage.

PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the City Charter High School network and computer system as well as acceptable and safe use of the Internet, including electronic communications.

LIMITED EDUCATIONAL PURPOSE

City High is providing students and employees with access to the network/computer system, which includes Internet access as well as various software packages. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school computing technology system has a limited educational purpose, which includes use of computing technology for classroom activities, educational research, and professional or career development activities. Users are expected to utilize computers, network and Internet access to further educational and personal goals consistent with the mission of City High and school policies. Any other activity, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited-purpose educational network.

USE OF SYSTEM IS A PRIVILEGE

The use of City High computing technology and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of City High computing technology and/or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension or termination of employment; or civil or criminal liability under other applicable laws.

INTERNET FILTERING

With respect to any school owned device with Internet access via the school's network or use of computing technology resources on an outside network, the school can monitor online activities and will employ technology protection measures during any use of such computers. The technology protection measures utilized are considered reasonable attempts to block or filter Internet access while at school and/or off school property (using school computers) to any visual depictions or web sites that are not considered appropriate for the school's educational mission

and goals. The technology protection measures may also be applied to computing technology devices not owned by the school, but given permission for use on the school networks.

CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of City High computing technology resources and use of the Internet shall be consistent with school policies and the mission of City High.

LIMITED EXPECTATION OF PRIVACY

1. By authorizing use of City High computing technology resources, City High does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on City High system.
2. Routine maintenance and monitoring of City High computing technology resources may lead to a discovery that a user has violated this policy, another school policy, or the law.
3. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
4. School employees should be aware that City High retains the right to investigate or review the contents of their school social networking accounts, school web sites, text messages, files, data and other materials in files and e-mail files that are generated using school accounts and/or school computing technology resources.
5. City High will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through City High computing technology resources.

LIMITATION ON SCHOOL LIABILITY

Use of City High computing technology resources is at the user's own risk. The system is provided on an "as is, as available" basis. City High will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school owned diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause.

City High is not responsible for damaged, lost, or unobtainable data stored on non-school owned, personal storage devices such as thumb drives, flash drives, USB hard drives, etc. City High will not be responsible for financial obligations arising through unauthorized use of the computing technology resources or the Internet.

UNACCEPTABLE USES OF TECHNOLOGY

The following uses of City High computing technology and Internet resources or accounts are considered unacceptable. This list is by no means exclusive and City High reserves the right, at its sole discretion, to determine whether a particular use is considered inappropriate or unacceptable:

1. Accessing profane or obscene material, material suggesting illegal acts and material advocating violence or discrimination.
2. Using the access for illegal acts.
3. Attempts to access any resources that are restricted, confidential or privileged.
4. Posting chain letters.
5. Internet Relay Chat, news groups, or mailing list participation unless directed and supervised by a staff member for a classroom assignment.
6. Granting Internet or Network access to unauthorized persons intentionally or unintentionally, or failing to notify a teacher or administrator if you suspect someone of using your password.
7. Posting personal contact information.
8. Agreeing to meet someone met online without parental approval and under the supervision of a teacher or authorized adult.
9. Attempts to disrupt access.
10. Causing damage to our changing function, operation or design of technology.
11. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening language.
12. Harassing another person.
13. Posting false or defamatory information.
14. Plagiarizing information found on the Internet.
15. Disregarding the rights of copyright owners on the Internet.
16. Posting web pages without the consent of a teacher or authorized adult.
17. Conducting business unrelated to City Charter.
18. Buying or selling any products or services.
19. Engaging in acts of bullying, harassment, intimidation, and/or threatening conduct including, but not limited to such conduct committed or furthered by means of an electronic act.
20. Using school provided devices to send, receive, or in any way access sexually explicit pictures and messages.

An employee engaging in the foregoing unacceptable uses of computing technology resources and/or of the Internet when off school premises may be in violation of this policy as well as other school policies. Examples of such violations include, but are not limited to, situations where City High computing technology resources are compromised or if a school employee or student is negatively impacted. If City High receives a report of an unacceptable use originating from a non-school computer or resource, City High may investigate such reports to the best of its ability. Employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to City High computing technology resources and the Internet and discipline under other appropriate school policies, including reprimand or termination of employment.

Employees should not use personal email, text messaging, instant messaging or social networking sites to contact a student outside of an approved educational and/or classroom setting. Engaging in social networking friendships with a student is a violation of professional boundaries and may result in disciplinary actions. Materials that employees post on social networks and that is publicly available must reflect the professional image applicable to the

employee's position. It must not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.

City Charter High School's CEO/Principal shall review, and resolve all instances of inappropriate use of school technology.

City Charter High School shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or Internet resources.

Network accounts will be used only by the authorized owner of the account and for its authorized educational purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, the following guidelines shall be followed:

- Only current staff and students are authorized to have accounts on the City Charter High School network.
- Staff and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student's or staff member's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the school network.

HOME USE

Every staff member at City Charter High School is provided with a laptop. The laptop, like all technology, is a tool for learning. The laptop is the responsibility of the staff member for the time he/she is at the school.

Staff will have access to the same laptop resources from home as they have at school. All guidelines for Acceptable Use of Technology that apply in school, also apply for home use.

ADDITIONAL SOFTWARE

Staff members are not allowed to load additional software on their laptop computers unless approved by the Technology Manager.

CONSEQUENCES FOR INAPPROPRIATE USE

The network/Internet user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network/Internet; intentional deletion or damage to files or data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks or hardware. This includes but is not limited to the uploading or creation of computer viruses.

PRIVACY: For the protection of our students, all users are advised and should be reinforced by parents/guardians to NEVER disclose personal information over the network or Internet, including but not limited to, home address, physical description, age, route to and from a location, or any other personal information that could threaten the safety, identity, and security of our students.

Electronic information and communication sent to, received by, or accessed on City Charter-owned property, networks, and/or hardware, remain the property of City Charter. City Charter reserves the right to monitor electronic activities and communications.

COLLECTION, USE AND DISCLOSURE OF INFORMATION: City Charter employs the Google Apps suite of products for student use. These applications are powered by Google but administered by City Charter. Google Apps integrates with the school's standard web single sign-on system using the SAML2.- standard. These single sign-on systems are owned by City Charter and housed in a secure datacenter within the school. Such systems permit students to access Google Apps only after their school-assigned credentials are authenticated by the systems. City Charter student email is provided as part of Google Apps. City Charter utilizes a set of security tools that allow the school to restrict electronic communications to within the City Charter domain or school-affiliated domains. City Charter provides Google Apps and student email accounts to students for educational purposes only. City Charter is the sole owner of user data. The Google Apps Terms of Service assures City Charter that the controls, processes and policies that protect user data in Google's system adhere to strict auditing standards; and that Google complies with applicable laws and regulations, including but not limited to applicable privacy laws and the Family Education Rights and Privacy Act (FERPA).

GOOGLE G SUITE ACCOUNT USAGE: The Google G Suite for Education is utilized across all aspects of the school for educational purposes. This account will potentially provide the student's name to Google G Suite Applications and other third party educational applications. Parents/Guardians consent to the creation of a Google G Suite account for all students by the School to be utilized for school communication, lesson activity completion, and as means for logging into third party educational applications that utilize a Google account single sign on protocol.

GOOGLE APPS: Google Docs is a component of Google Apps. It is a collaborative tool that allows multiple users to collaborate on a single document in real time. City Charter teachers or staff may assign students to use Google Docs to collaborate on assignments or projects. Students are to use this application for these purposes only. Using Google Docs for unauthorized communication with other students such as passing notes is unacceptable and will not be permitted.

WEBCAM: With technology advancing at such a rapid pace, it is important that we offer our students the tools needed to get the most out of their educational experience. With the growing use of video collaboration tools in schools, City Charter may choose to offer webcams to some students. City Charter webcams may be used for face-to-face video meetings between students and staff or parents and staff. They may also be used as educational tools as directed by School Administration. These webcams may be external USB devices that can be connected to student computers as needed or built into the school issued computer. It is the personal responsibility of each student and staff member to use webcams in an appropriate manner, in accordance with the acceptable usage outlines on Page 1 of this policy. City Charter does not employ the use of webcams to help enforce any polices or asset tracking, nor does the school use webcams to remotely monitor end use activity.

TABLETS: City Charter is committed to providing a learning environment that will enable students to succeed in a constantly evolving technological landscape. The School believes in the importance of providing students with the 21st century skills they need to become self-motivated learners. To accomplish this vision, City Charter may choose to loan tablet devices to some students. The following guidelines must be adhered to:

1. Students are expected to use tablets appropriately for educational purposes.
2. Students should not attempt to change the configuration of the devices or removed installed profiles.
3. Chrome Web Store free apps may be installed; however, only those free apps with an app store age appropriate level may be installed.
4. City Charter will not reimburse for any paid app.

Restrictions will be implemented on each tablet. CIPA-compliant Internet filtering will be installed similar to laptop filtering. This filter is a Web browser that replaces a tablet's default browser on City Charter tablets. Devices like a tablet can be a valuable tool to encourage students to use technology to research, explore, and be creative.

NETWORK SECURITY: Using the guidelines of the U.S. Children's Internet Protection Act of 2000, City Charter has implemented a technology protection measure (Internet site filtering software) to prevent all users of the network from accessing inappropriate Internet sites. "Inappropriate Internet sites: include the following content: Anything that falls under at least one of the categories below shall be blocked/filtered. This list will be updated/modified as required.

NUDITY/PORNOGRAPHY:

1. Prevailing U.S. standards for nudity (e.g., genitalia, female breasts)
2. Provocative semi-nudity (i.e., lingerie models)
3. Sites which include pornography or links to pornographic sites
4. Exceptions: Classical nudity (e.g., Michelangelo), swimsuit models

SEXUALITY:

1. Sites which contain material of a mature level (elementary/middle school levels)
2. Images or descriptions of sexual aids

3. Descriptions of sexual acts or techniques
4. Sites which contain inappropriate personal ads

VIOLENCE:

1. Sites which promote violence
2. Images or a description of graphically violent acts (rape, dismemberment, torture, etc.)
3. Graphic autopsy or crime-scene images

CRIME:

1. Information on performing criminal acts (e.g. drug or bomb making, computer “hacking”)
2. Illegal file archives (e.g., software piracy)

DRUG USE:

1. Sites which promote the use of illegal drugs
2. Materials advocating the use of illegal drugs (e.g., marijuana, LSD) or abuse of any drug (e.g., drinking-game rules)
3. Exception: Material with valid-educational use (e.g., drug-use statistics)

WARRANTY

Every City Charter High School laptop contains a 4 year warranty. This will provide complete protection for all repairs, accidental breakage and maintenance. The staff member should never have to pay for any laptop repair.

Damage done to the computer through misuse, vandalism or repeated breakage, must be paid for by the staff member responsible for the computer. In case of misuse, vandalism or repeated breakage, the following approximate costs will be incurred by the employee and paid to City Charter High School:

Keyboard Breakage:	\$35
Screen Breakage:	\$300
Plastic Case Replacement:	\$150
Palm Rest	\$35
Motherboard	\$450

Staff is also responsible for lost laptops or their components. Loss is not covered by the school’s commercial insurance policy. If a staff member loses a laptop, battery or charger he/she must pay the school for the item. In case of loss, the following approximate costs will be incurred by the employee and paid to City Charter High School:

Charger Replacement:	\$30 - \$60
Battery Replacement:	\$95 - \$150
Laptop Loss:	\$500.00

City Charter High School defines theft as when a staff member either 1) has his/her laptop equipment forcibly taken from his/her possession or 2) has his/her laptop taken when it is locked

up. If a staff member's laptop is stolen the staff member must produce a Police Report to City High:

Theft w/Police Report:

1st Occurrence – No Cost

2nd Occurrence - \$500

3rd or more Occurrence - \$1500

APPENDIX G – SCHOOL CELL PHONE POLICY

GENERAL

All cell phone devices remain the property of City Charter High School.

City Charter High School may keep all records pertaining to an employee and his/her cell phone usage on file for review.

City Charter High School reserves the right to require reimbursement for inadvertent or emergency personal calls.

GENERAL USE

In an effort to provide immediate access between the School and its employees, City Charter High School will provide cell phones to certain employees.

The cell phones are to be used only for school business.

PERSONAL USE

Personal Calls are not permitted on school-provided cell phones.

If an employee has a personal emergency that requires use of the school-provided cell phone, the employee is permitted to use the cell phone and shall advise the administration of the reason for the personal calls.

USE WHILE DRIVING

Employees who must use a cell phone for school use are expected to refrain from using their cell phone while driving.

Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

CAMERA PHONES

City Charter High School-provided cell phones that may be equipped with a camera feature. In order to secure the privacy of its employees and its students, the camera feature should not be used except for school business or emergencies related to the school.

RESPONSIBILITIES

City Charter High School employees shall comply with applicable laws regarding the use of cell phones, especially those which pertain to the use of cell phones while driving.

It is generally recognized that cell phone transmissions are not secure. Therefore, employees must use discretion in relaying confidential or sensitive information over cell phones. An employee in possession of a school-provided cell phone is expected to protect the cell phone from loss, damage or theft.

LIABILITIES

Employees who are charged with traffic violations resulting from the use of a cell phone provided by City Charter High School while driving will be solely responsible for all liabilities that result from such actions.

Violations of this school-provided cell phone policy may result in disciplinary action.

Phone records may be audited for compliance.

LOSS, THEFT, DAMAGE, WARRANTY

Loss – The employee is responsible for a lost cell phone. If an employee loses a cell phone, the cost of the cell phone will be reimbursed by the employee to City Charter High School.

Theft – City Charter High School defines theft as follows: (1) the employee has his/her cell phone forcibly taken from his/her possession; or (2) the employee has his/her phone taken when it is locked up. In an employee's cell phone is stolen, the employee must report the theft to the Administration and to the appropriate Police Department.

Theft w/Police Report

- 1st Occurrence – No Cost
- 2nd or Subsequent Occurrences – the employee must reimburse the school for the cost of the cell phone.

Damage – If damage is done to the cell phone through misuse, vandalism or repeated breakage, the employee will be responsible for repairs or replacement if necessary.

Warranty – Every City Charter High School cell phone contains warranty. This will provide complete protection for all repairs, accidental breakage and maintenance.

City Charter High School-Provided Cell Phone Policy

I received the City Charter High School-Provided Cell Phone Policy on the date indicated below. I understand that it is my obligation to carefully read the policies, procedures and other information contained therein.

I agree and understand that City Charter High School reserves the right to modify or terminate any policies or procedures, in whole or in part, at any time, with or without notice. As such, I understand that the information contained in the Policy is subject to change.

Employee Signature

Date

Original to City Charter High School
Copy to Employee

APPENDIX H – ALTERNATIVE RETIREMENT PROGRAM

The Alternative Retirement Plan (ARP) will replace the PSERS option for all new hires as of July 1, 2017.

City Charter High School staff currently participating in the PSERS Retirement Plan, and employed prior to July 1, 2017, WILL NOT have the option to choose the ARP over PSERS.

All participants in the ARP will receive a non-elective contribution equal to 5% of salary from City Charter high School. The school will also provide a matching contribution of up to 7% of salary for all participants not enrolled in PSERS. Employees will be permitted to defer salary up to, but not exceeding, maximum contribution limits.

Employees currently enrolled in PSERS will be permitted to defer salary into the ARP but WILL NOT be eligible to receive contributions from the school.

APPENDIX I – BULLYING POLICY

The City Charter High School Bullying Policy Committee (“the committee”) reviews this policy annually to maintain a Bullying Policy which ensures the safety of the student population and provides consequences to deter hazing and threatening behaviors which are inconsistent with the educational goals of the school.

For the purposes of the City Charter High School policy, bullying is defined as:

- The willful act of repeatedly victimizing a student by negative actions that attempt or intentionally cause injury or physical, emotional or mental discomfort; and/or
- Physical contact, assault, name calling, threats, pranks and taunting directed at a student by a single student or a group; and/or
- Spreading rumors and engaging in any form of electronic bullying (which includes but is not limited to texting, Facebook, Twitter, Snap Chat, and email); and/or
- Placing a student in reasonable fear of damage to or loss of personal property; and/or
- Any form of intimidation
- Any form of hazing is a violation. Hazing is any action which recklessly or intentionally endangers the health or safety of the student for the purpose or initiation or admission into or affiliation with any class or organization of City Charter High School. Hazing shall include, but not be limited to, physical activity, forced consumption of foods or liquids or any other forced activity which could adversely affect the health or safety of the student or subject the student to mental stress or embarrassment.

Cyber Bullying

Cyber bullying, which is sometimes referred to as online social cruelty or electronic bullying, involves but is not limited to:

Sending mean, vulgar or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; intentionally excluding someone from an online group (Willard, 2005).

Cyber bullying can occur through:

- Emails
- Instant messaging,
- Text or digital imaging messages sent on cell phones, Web pages,
- Web logs (blogs),
- Chat rooms or discussion groups, and
- Other information communication technologies

The school zone which is covered under this policy includes acts of bullying which occur in school or outside of school (during a school sponsored event/activity or before and after the school day while a student is in transit to or from the school).

Any act of bullying is a violation of the Code of Conduct and is subject to consequences defined by the law and City Charter High School Code of Conduct. The following consequences apply strictly to isolated acts of bullying which do not involve physical harm, stalking, emotional distress or damage to personal property. Due to the severity, consequences for acts of bullying which involve physical harm, stalking, emotional distress or damage to personal property will be dealt with on a case by case by administration and may involve law enforcement.

- First Offense – Student is warned and parent is notified.
- Second Offense – Student is suspended for three (3) days
- Third Offense – Student is suspended for ten (10) days
- Repeated offenses will result in a recommendation for expulsion

Consequences for acts of bullying may include any of the following:

- Student Mediation
- Parent Conference
- Out of School Suspension
- Referral to Law Enforcement
- Referral to Children, Youth and Families
- Recommendation for Expulsion

APPENDIX J – CLASSROOM OBSERVATION POLICY

Authority

City Charter High School welcomes and encourages active engagement and participation of parents/guardians in their child's educational programs and other school-related activities. The administration recognizes that such interest may result in visits to the school by parents/guardians. To ensure order and safety within the school and to protect students and employees, it is necessary to establish policy governing classroom observation school visits.

Guidelines

All parent classroom observation sessions must be planned in advance so as to not create conflict with the teacher and student schedule. Parents/guardians must inform the building principal in writing of the proposed visit by completing and submitting an Observation Request Form, a copy of which may be retrieved from the office of the building principal or on the school website, <http://cityhigh.org/students/handbook/>. The completed Observation Request Form must be returned to the building principal at least 48 hours prior to the requested date of the proposed visit. The principal or other designated administrator must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Observations will be limited to one time per month, per child, for no more than 60 minutes per visit in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere. However, under certain circumstances, a parent/guardian may request additional observation time. Under these circumstances, the principal or other designated administrator is directed to use his or her discretion to either approve or decline such requests. In addition, formal observation does not include times when parents/guardians are invited to a classroom for special events or presentations, back-to-school events, when acting as a chaperone for field trips, or serving as a volunteer with a teacher.

The principal reserves the right to decline any request for classroom observation if it is determined that such an observation would cause undue disruption to the educational process. In addition, the building principal, other designated administrator, program supervisor, classroom teacher, or security staff have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if the visitor violates a school policy. Failure to leave when asked or documented disruptions may result in the loss of classroom visitation privileges.

Upon arrival, all visitors are required to sign in at the school office indicating the name of the teacher and/or destination, present a valid government-issued picture identification, and receive a visitor's badge that must be worn and remain visible at all times when in the building. All visitors are also asked to sign out when leaving the building.

To protect the learning environment, the parent/guardian will be the only visitor in the classroom during the observation. Any observer, other than the parent/guardian, must be approved by the

principal and have written consent from the parent/guardian describing the reason for the visit/observation.

Out of respect for the teaching environment, parents/guardians shall not bring younger siblings or children while observing in the classroom or to utilize any electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns. Recordings of the observation shall not be permitted absent specific approval by the school administration. In addition, no visitor shall be allowed to photograph or videotape any person or any part of the school building absent prior approval from the school administration.

All visitors should be aware that the school utilizes video surveillance systems.

During the observation, the principal or his designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.

Any decision of the principal shall be final regarding classroom observations.

CITY CHARTER HIGH SCHOOL

PARENT/GUARDIAN CLASSROOM OBSERVATION REQUEST FORM

City Charter High School welcomes and encourages visits to our school and classrooms by parents/guardians. In addition, we encourage volunteers in our classrooms when opportunities are presented. However, to minimize disruptions to our students' experience in our schools, we have established procedure governing classroom observations.

Parents/guardians must make a written request to the Principal at least 48 hours in advance of a requested observation. Unless there are special circumstances, observations will be limited to one person, one observation per child per month for a period of up to 60 minutes.

Date of request: _____

Sent by: [] US Mail [] With Student [] Hand Delivered

Student: _____ Grade: _____

Person making request (Please PRINT): _____

Relationship to student: _____

Requested Class/Teacher and Date of Observation:

Reason for Observation (What specifically would you like to observe?)

TO BE COMPLETED BY CITY CHARTER HIGH SCHOOL:

Date Received: _____ Parent Contacted By: _____

Date and Time Confirmed: _____

APPENDIX K – EMERGENCY MEDICATIONS POLICY

Possession/Use of Emergency Medications Policy

Students shall be permitted to possess prescribed emergency medications on school property and at school-related events, and to self-administer the prescribed medication in compliance with state law and Board policy. Emergency medication, as used in this policy, shall include but is not limited to, asthma inhalers, epinephrine auto-injectors and diabetes medication.

Before a student may possess or use emergency medication in the school setting, the Board shall require the following:

- (1) A written request from the student's parent/guardian that complies with the order of a licensed healthcare provider.
- (2) A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the school and its employees of responsibility for the benefits or consequences of the prescribed medication.
- (3) A written statement from the licensed healthcare provider that states the name of the drug, the prescribed dosage, the times the medication is to be taken, the length of time the medication is prescribed, the diagnosis or reason medication is needed unless the reason is confidential, the potential of any serious reaction or side effects of the medication, as well as any necessary emergency response, whether the student is qualified to self-administer the medication, and the signature of the administering licensed healthcare provider.

The student must notify the school nurse immediately following the use of an emergency medication on school property. Requests for student use of emergency medication shall be submitted annually, along with all required statements and an updated prescription. CCHS reserves the right to require a statement from a licensed healthcare provider for the continued use of a medication beyond the specified time period. A student whose parent/guardian completes the written requirements for the student to possess an emergency medication and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

The school nurse is authorized to keep asthma inhalers and epinephrine auto-injectors in a secure location in the school in the event a student or employee of City Charter who does not have their own asthma inhaler or epinephrine auto-injector is suffering from a reaction and requires emergency medical assistance.

Students shall be prohibited from sharing, giving, selling, and using emergency medication in any manner other than which it is prescribed for during school hours, at any time while on school

property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the emergency medication and disciplinary action in accordance with the Code of Student Conduct.

If City Charter High School denies a student's request to self-carry an emergency medication or the student has lost the privilege of self-carrying the medication, the student's prescribed medication shall be appropriately stored at an accessible location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

APPENDIX L – MODEL OF NOTIFICATION OF RIGHTS—FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day City Charter ("School") receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the CEO a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write the CEO, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State.

Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell

National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that City Charter, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, City Charter may disclose appropriately designated "directory information" without written consent, unless you have advised City Charter to the contrary in accordance with City Charter's procedures. The primary purpose of directory information is to allow City Charter to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists; and
- Graduation programs.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want City Charter to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify City Charter in writing within thirty (30) days of the start of the first trimester. City Charter has designated the following information as directory information: [N

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**

- **Grade level**
- **Participation in officially recognized activities**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

APPENDIX M – NALOXONE POLICY

Pursuant to Act 139 of 2014, City Charter High School may obtain, maintain and administer, if necessary, doses of Naloxone for emergency use to assist a student, staff member or other individual reasonably believed or suspected to be experiencing an opioid overdose.

The principal or designee, in consultation with the school nurse, shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy. The school nurse shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone. The principal or designee shall obtain a standing order from the school nurse for administration of Naloxone. The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

The school physician shall provide and annually renew a standing order for the administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. The standing order shall include, at a minimum, the type of Naloxone (intranasal, auto-injector), the date of issue, the dosage, and the signature of the school physician. The standing order shall be maintained in the Administration Office, and copies of the standing order shall be kept in each location where Naloxone is stored.

Permission to carry and administer Naloxone under this policy shall be limited to the school nurse, the school physician, and the Chief Security Officer. Before those with permission may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing an opioid related overdose, administering Naloxone, and promptly seeking medical attention for the drug overdose. Evidence that such training has been completed shall be kept in the employee's personnel file.

Naloxone shall be safely stored in the school nurse's office or other location(s) designated by the school nurse in accordance with the drug manufacturer's instructions. Naloxone shall be made readily accessible to those who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored. The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

When responding to a suspected drug overdose, district employees shall follow the steps outlined below:

- (1) Call for medical help immediately.
- (2) Check for signs of opioid overdose.

- (3) Perform initial rescue breathing or CPR if needed, as instructed in training.
- (4) Administer Naloxone, as instructed in training.
- (5) Continue rescue breathing or CPR if needed, as instructed in training.
- (6) Administer a second dose of Naloxone if needed, as instructed in training.
- (7) Place the individual in recovery position, as instructed in training.
- (8) Stay with the individual until emergency medical help arrives.
- (9) Cooperate with EMS personnel responding to the incident.
- (10) Notify the building administrator or designee of the incident.

The school district shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of the following conditions apply:

- (1) The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.
- (2) The employee successfully completed the training contemplated by this policy.
- (3) The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
- (4) The employee is administering Naloxone pursuant to this policy.

This policy shall not be construed to create a duty on the part of the City Charter High School and/or its personnel to administer Naloxone.

APPENDIX N – RECRUITMENT POLICY OCCUPATIONAL, MILITARY AND EDUCATIONAL

City Charter High School complies with both NCLB and FERPA. We understand that NCLB requires equal access to students for post high school options, including military recruiters, but it DOES NOT entitle unlimited access.

1. Please note that City Charter High School DOES NOT
 - participate in on-campus occupational, military, or educational recruitment and does not host college fairs (enlisted students are not permitted to recruit other students for their declared branch of the military during the school day or at school sponsored activities)
 - permit occupational, military, or educational recruitment presentations
 - permit occupational, military, or educational program recruiters to roam the halls, visit classrooms, approach students or have access to staff lounges
2. All recruitment inquiries must be to the attention of the Transition Department. Each City Charter High School student is assigned to a Transition Manager.
3. City Charter High School honors military Opt Out forms for the duration of enrollment.
4. City Charter High School will only release the name, address and phone number of students in grades 11 and 12 who HAVE NOT submitted an Opt Out form.
5. Students in the senior year, who are on track to graduate with their cohort, are permitted ONE excused absence for each post high school option BUT may not exceed 5 school days in the senior year. (i.e., one day for Pitt, one day for Ohio State, one day to complete the military enlistment process – for a total of 5 school days).
6. Post high school options should not impede the student’s ability to graduate and students should never be obligated, explicitly or implied, to complete rigorous activities which interfere with the academic program at City Charter High School.
7. The student must request required documentation for occupational, military, or educational programs. All properly requested transcripts/documents will be processed in 48 hours and will be sent directly to the agency the student has indicated on the request. Documents will be sent via US mail unless the student provides an e-mail address or fax number as an alternative method of delivery.

City Charter High School Transition Managers welcome the opportunity to meet with representatives from occupational, military, or educational programs/agencies.

Meetings with the Transition Department should be scheduled by phone or email at least 48 hours in advance. Unscheduled meetings are discouraged and availability of a Transition Manager is not guaranteed.

If you have any questions regarding our policy please do not hesitate to contact the Transition Department directly at 412-690-2489.

APPENDIX O – TITLE I - PARENT INVOLVEMENT POLICY

PART I: GENERAL EXPECTATIONS

1. City Charter High School (CCHS) agrees to implement the following statutory requirements:
CCHS will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
2. Consistent with section 1118, CCHS will work to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. The compact is signed by the parent, student and school upon the student's entrance into City Charter High School.
3. CCHS will incorporate this school wide parent involvement policy into its LEA plan developed under section 1112 of the ESEA.
4. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, CCHS will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
5. If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, CCHS will submit any parent comments with the plan when the school submits the plan to the State Department of Education.
6. CCHS will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
7. CCHS will be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:
 - a. *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring*
 - b. *That parents play an integral role in assisting their child's learning;
That parents are encouraged to be actively involved in their child's education at school;*
 - c. *That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their; and*
 - d. *The carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II: DESCRIPTION OF HOW SCHOOL WILL IMPLEMENT PARENTAL INVOLVEMENT

1. City Charter High School will take the following actions to involve parents in the joint development of its school wide parental involvement plan under section 1112 of the ESEA:
 - Parents will be notified of the September open meeting through the August mailing.
 - An open meeting will be held in mid-September.
 - If less than three parents participate in September meeting a focus group will be utilized to review the plan.
2. CCHS will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA.
 - Include a parent representative on the school's Board of Trustees.
 - Include multiple parent representatives on the school's strategic planning committee.
 - Include multiple parent representatives on the school's Middle States Accreditation Committee.
3. CCHS will provide following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

Because the school and the district are one and the same, the school administrators will provide the technical assistance supported when necessary by the Regional Title I staff.
4. CCHS will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A school. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

City High undergoes an annual evaluation conducted by Dr. Catherine Awsumb Nelson. Surveys of parents, students and staff are conducted and will include questions related to parent involvement. In addition, data from parent conferences including conference evaluations, one on one meetings, parent workshops and other parent activities will be disaggregated by demographic group in order to determine the effectiveness of the parent involvement policy and activities.

PART III: DISCRETIONARY SCHOOL WIDE PARENTAL INVOLVEMENT

1. CCHS will build the school's and parent's capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement through the following activities specifically described below:
 - Training on the effective use of the PORTAL for parents
2. Suggestions by the parent representative on the Board of Trustees.

The school will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –

 - the State's academic content standards;
 - the State's student academic achievement standards;
 - the State and local academic assessments including alternate assessments;
 - how to monitor their child's progress; and
 - how to work with educators.
3. Workshops are held annually on the following topics:
 - Use of the PARENT PORTAL system to check grades, attendance and discipline
 - Technology use especially as it applies to student achievement
 - Local, state, and national assessments, the interpretation of data and the use of the results
 - How to prepare students for assessments including ACT and SAT
 - Preparation for the college application process and the completion of the FAFSA
 - The inclusion program for special education students and adaptations to the curriculum and/or evaluations; and
 - Various mental health and/or nutrition related topics.
4. The school will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - Annual Technology workshops.
 - Informational workshops pertaining to assessment are held during PTO meetings.
5. The school will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
 - Training staff in the use of PARENT, STUDENT AND TEACHER PORTALS, email, phone calls and conferences with parents.
6. The school will take the following actions to ensure that information related to the schools and parent - programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand
 - Parents will be asked for feedback on the language used in the documents provided to parents.

PART IV: ADOPTION

The School wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by the meeting held September 19, 2008.

This policy was adopted by the City Charter High School on October 8, 2008. This policy is reviewed annually.

City High will distribute this policy to all parents of participating Title I children on or before the middle of October.

TITLE I PARENT/STUDENT/SCHOOL COMPACT

City Charter High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA)(participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. This school-parent compact is in effect during school year 2016 – 17.

SCHOOL RESPONSIBILITIES

City Charter High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State’s student academic standards as follows:
 - Combine relevant curriculums and align them to the State standards.
 - Provide an after school tutoring programs to allow students to receive assistance with regular school work.
 - Tracking will not be utilized in classes thus exposing all students to high quality curriculum.
 - Differentiate the instruction in classes ensuring the individual needs of students are met.
 - Ensure that appropriate instructional techniques are utilized through regular peer and administrator observation of teachers.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held in October and February as well as on an as needed basis for individual students.
3. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:
 - Trimester Report Cards
 - PARENT PORTAL information that is regularly updated
 - Achievement test results as soon as they are available.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Appointments will be made with individual teachers, advisors and grade level teams during the daily planning time allotted to teachers and/or before and after school
 - Provides access to teachers via both email and voicemail.

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

- Making sure that all homework is completed
- Monitoring amount of television children watch
- Participating, as appropriate, in decisions relating to my children's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on advisory committees
- Adhering to the attendance policy
- Reviewing the PARENT PORTAL at least weekly
- Keep early dismissals to a minimum and only for emergencies
- Participate in scheduled parent conferences
- Establish a set time when my child is expected home from school
- Insist on appropriate classroom behavior

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards in the following ways:

- Follow all of the rules and policies of the school, all of the time
- Work diligently to improve all of my skills, increase my knowledge and become proficient on all of the state standards
- Turn in all homework
- Adhere to all provisions of the dress code, everyday
- Work cooperatively with students and staff
- Respect all students and staff
- Follow the direction of the staff
- Bring my ID card everyday
- Dress appropriately for physical education
- Spend extra time studying for classes that are the hardest for me
- Be open minded, willing to listen to the opinions of others especially when they differ from mine
- Support my fellow classmates in their quest for academic excellence
- Value achievement for myself and others
- Take care of my computer and other materials provided by City High
- Take care of my school environment
- Be on time to school every morning and to every class every day
- Attend school every day unless ill.

APPENDIX P – STUDENT SABBATICAL POLICY

City Charter High School is committed to providing its students with the best educational programming possible. Often there are opportunities in the region or across the country that are consistent with City Charter High School's educational program. Examples of such programs include, but are not limited to, the Pennsylvania Governor's Schools, NASA Space Camp, the Pittsburgh Public Theater's Shakespeare program and the Student Conservation Association National Parks programs. Because outside programs often occur during the City Charter High School calendar, students may apply for a sabbatical to participate in the outside program. Applications must be received at least 8 weeks prior to the sabbatical's start. In general, qualifying programs must:

- Provide an academic opportunity that is **superior** to the existing City Charter High School program
- Furthers the student's education in a manner consistent with the mission of City Charter High School
- Be consistent with the student's career plans

REQUIREMENTS FOR THE SABBATICAL APPLICATION

Students interested in applying for a sabbatical must meet the following requirements:

- B grade or higher during the previous AND current trimesters in all courses including Workforce Readiness
- 95% attendance (Present AND On Time)
- Cumulative GPA of 3.0 or above
- No major disciplinary referrals in the previous AND current trimesters

SABBATICAL APPLICATION PROCESS

- Meet with Advisor to review requirements, verify eligibility and complete application
- Submit completed sabbatical application to the Transition Office (at least 8 weeks prior to start date of the program)
- The school's leadership team will evaluate each student's sabbatical application
- Transition Office will inform the student, parents and Advisor of the final decision

REQUIREMENTS FOR COMPLETING THE SABBATICAL

- Keep a daily journal
- Prepare a final report in oral, video or written form describing the experience to the grade level team. Tentative presentation date should be selected with the Advisor and included with the application.

Deposits should not be paid until the sabbatical is approved.
Sabbaticals will not be granted to complete the graduation project.
Students are only granted ONE sabbatical each school year.

Please note that the CEO/Principal may consider extenuating circumstances in providing final approval of sabbatical leaves.

APPENDIX Q – SUICIDE AWARENESS, PREVENTION AND RESPONSE

Adopted: February 20, 2019

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, teacher, the building and grade-level principals or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.

SUICIDE AWARENESS AND PREVENTION EDUCATION

Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

Protocols for Administration of Employee Education

All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the district's professional development plan, all professional educators shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

Additional professional development in risk assessment and crisis intervention shall be provided or made accessible to guidance counselors, district mental health professionals and school nurses.

Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

METHODS OF PREVENTION

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

Suicide Prevention Coordinators

Building Level –

The building principal shall designate a school suicide prevention coordinator to act as a point of contact for issues relating to suicide prevention and another coordinator regarding policy implementation.

Early Identification Procedures

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Risk factors refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

- Behavioral Health Issues/Disorders:
 - Depression.
 - Substance abuse or dependence.
 - Previous suicide attempts.
 - Self injury.

- Personal Characteristics:
 - Hopelessness/Low self-esteem.
 - Loneliness/Social alienation/isolation/lack of belonging.
 - Poor problem-solving or coping skills.
 - Impulsivity/Risk-taking/recklessness.

- Adverse/Stressful Life Circumstances:
 - Interpersonal difficulties or losses.
 - Disciplinary or legal problems.
 - Bullying (victim or perpetrator).
 - School or work issues.
 - Physical, sexual or psychological abuse.
 - Exposure to peer suicide.

- Family Characteristics:
 - Family history of suicide or suicidal behavior.
 - Family mental health problems.
 - Divorce/Death of parent/guardian.
 - Parental-Child relationship.

Warning signs are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

Referral Procedures

Any school employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention to the school's designated Wellness staff.

Documentation

City High shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk.

METHODS OF INTERVENTION

The methods of intervention utilized by the school include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide

Procedures for Students at Risk

A school-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists, social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.

The district shall identify mental health service providers to whom students can be referred for further assessment and assistance. An initial referral could include RESOLVE (1-800-273-TALK).

Mental health service providers – may include, but not be limited to school-based mental health partner, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The district shall create an emotional or mental health safety plan to support a student and the student’s family if the student has been identified as being at increased risk of suicide.

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student’s needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student’s needs in accordance with applicable law, regulations and Board policy.

Documentation

City High staff shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team. The crisis team will be comprised of the Wellness team (Social Worker, Counselor, and Nurse; each Grade-level Principal; CEO/Principal; and Director of School Safety).
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The CEO/Principal or their designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

A student’s excusal from school attendance after a mental health crisis and the student’s return to school shall be consistent with state and federal laws and regulations.

A school-employed mental health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to school after a mental

health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to school.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers.

The designated district employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.

REPORT PROCEDURES

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

When a school employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the CEO/Principal with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.

SUICIDE AWARENESS AND PREVENTION RESOURCES

A listing of resources regarding suicide awareness and prevention shall be attached to this policy:

LOCAL

- Resolve Crisis Prevention Network
24/7 Call and Walk in Center
333 N. Braddock Ave.
Pittsburgh, PA 15208
1-888-796-8226
- Western Psychiatric Institute and Clinic
200 Lothrop Street
Pittsburgh, PA 15213
412-624-1000
- Mercy Behavioral Health
24/7 Walk in Crisis Center
264 South 9th St.
Pittsburgh, PA 15203

1-877-637-2924

NATIONAL

- National Suicide Prevention and Awareness Hotline
24/7 Crisis Hotline
1-800-273-8255 (TALK)
- The Treatment Advocacy Center National Hopeline
24/7 Crisis Hotline
1-800-SUICIDE
- CRISIS TEXT LINE Text START to 741 741

GENERAL INFORMATION

- The Suicide Prevention Lifeline: <https://suicidepreventionlifeline.org>
- The Jed Foundation: <https://www.jedfoundation.org>
- American Foundation for Suicide Prevention: <https://afsp.org>
- The Trevor Project: Saving Young LGBTQ Lives: <https://www.thetrevorproject.org>
- Student Awareness Voices of Education: <https://save.org/for-students>
- Yellow Ribbon Suicide Prevention Program: <https://yellowribbon.org/>
- SAMHSA: <https://www.samhsa.gov/suicide-prevention>
- Allegheny County Mental/Behavioral Health:
<http://allegheny.pa.networkofcare.org/mh/services/subcategory.aspx?tax=RP-1500>

APPENDIX R – ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM POLICY

Adopted February 19, 2020

[22 PA. Code §4.26](#) states: “Every school district shall provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards under § 4.12 (relating to academic standards). Programs under this section shall include appropriate bilingual-bicultural or English as a second language (ESL) instruction”.

The English as a Second Language program must meet the following criteria set forth by the Pennsylvania Department of Education:

- Be aligned to state academic content standards for the appropriate grade level of the ELs (English Learners);
- Include ELD (English Language Development) instruction delivered by properly certified teachers who hold an ESL program specialist certificate or who are working in conjunction with ESL certified teachers;
- Incorporate the use of the PA ELD;
- Provide equitable access to content for ELs at all language proficiency levels by providing research-based bilingual or sheltered instruction with fidelity; and
- Not limit the enrollment of ELs in any course or academic program for which they would otherwise be eligible.

The Pennsylvania Department of Education has identified six specific ESL program models to deliver instruction:

- Mixed Class Bilingual
- EL Bilingual
- EL-Specific Transitional Instruction
- Mixed Classes with Native Language Support
- EL Specific English Only Instruction
- Mixed Classes with English Only Support

City Charter High School uses the *EL Specific English Only Instruction* model of instruction. The pull-out model, which is defined as pulling students from the regular education classroom and providing instruction in a smaller English learner classroom, is implemented for English learners. The model also includes occasional push-in support to the regular education classroom and curriculum based on each student’s need. All EL Specific English Only Instruction is provided by a certified Allegheny Intermediate Unit (AIU) ESL teacher through a yearly contractual agreement.

ESL Mission Statement, Goals and Objectives

Mission Statement

The mission of City Charter High School, a technology infused public school, is to graduate students of Limited English Proficiency (LEP) who are academically, technologically, personally, and socially prepared to succeed in post-secondary education, training, or employment. Using a team approach along with a variety of learning experiences and opportunities, City High cultivates a safe, supportive, and academically rigorous environment by recognizing and nurturing individual talents, needs, and skills of English Language Learners.

Goals and Objectives

City Charter High School provides a research-based ESL program for its students who are identified and assessed as English Language Learners (ELLs) with the following goals. Our students will be able to:

- Read, write, listen, and speak in English for both academic and social purposes;
- Learn the concepts and skills of each content area so they are able to comprehend and engage in all subject matter while becoming proficient in English; and
- Participate in all areas of school culture and become contributing members of the learning community.

The objectives of City Charter High School's program are:

- Implement and maintain consistent procedures for the ESL identification process;
- Allow every ELL to achieve academically while becoming proficient in English;
- Assess all ELLs annually;
- Provide for parent/family involvement so that they may participate in the education of their ELL(s) as well as school activities;
- Provide equitable access to district programs and services;
- Monitor the progress of all ELLs during and for four years after program participation; and
- Evaluate the success of the ESL program and make necessary modifications.

Specific questions regarding the ESL program should be directed to Angela Welch, Education Manager, (412) 690-2489 or welch@cityhigh.org.

APPENDIX S – WORKING REMOTELY POLICY

The Board of Trustees recognizes that working remotely at home or at another alternative location may be necessary. A full-time, part-time, or short-term remote work arrangement may also be granted by the CEO or designee to an individual employee, upon request, provided that the position is suitable for remote work; the employee has consistently demonstrated the ability to work independently and meet performance expectations; and the work arrangement does not hinder school operations.

The opportunity to work remotely shall be entirely at the school's discretion. Employees approved for remote work shall comply with all school policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

Unless otherwise approved in advance by the CEO or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work and report such hours to their supervisor. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

Employees working remotely are expected to make an effort to conduct their work in a location that is safe, free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible.

The school shall provide to employees who work remotely supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Employees will make a reasonable effort to protect equipment on loan from the school and will adhere to the school's Acceptable Use Agreement and follow FERPA guidelines. The employee's personally owned equipment may only be used for school business when approved by the CEO or designee.

Work done at a remote work location is considered official public business. School records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law. Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline. Employees shall be expected to attend virtual or in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated using a variety of criteria appropriate to working remotely that may include time spent on task completion, projects, rigor of assignments, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

Remote work arrangements may be discontinued at any time at the discretion of the CEO or designee.

APPENDIX T – COVID 19 TRAVEL POLICY

Travel increases the risk of exposure and transmission of the coronavirus. Consistent with the CDC, U.S. Department of State, and Commonwealth of Pennsylvania guidelines, the following travel restrictions are in place at City Charter High School until further notice:

- No School-sponsored travel is allowed.
- Personal travel outside the Commonwealth of Pennsylvania is discouraged.
- Anyone who travels outside of Pennsylvania must register their travel in advance.
 - This requirement to register travel does not apply to employees traveling between the School and their primary residence if their primary residence is outside of Pennsylvania.
- Anyone who travels to states other than those considered to be COVID-19 lower risk states <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx> or who travels internationally must take a COVID-19 test and receive negative results before returning to work in the building. If employees are unable to work during this time, they may use available paid or unpaid leave, as applicable.
- Employees who choose to travel are strongly encouraged to comply with all applicable restrictions and guidance. (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>) At a minimum, this includes wearing a mask or face coverings, washing your hands and practicing social distancing.
- Employees who develop COVID-19 related symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) during or after travel must NOT come to campus and should notify their primary care provider.

City Charter High School COVID-19 Employee Travel Registration Form

Travel increases the risk of exposure to and transmission of the coronavirus. Consistent with the Centers for Disease Control (CDC), U.S. Department of State, and the Commonwealth of Pennsylvania guidelines, travel restrictions are in place at City High until further notice. Please register your travel via this form:

Name:

Email Address:

Role:

- Student
- Faculty
- Staff

Will your personal travel plans take you outside of Pennsylvania?

- Yes
- No

Where will you be visiting?

Please identify the places you will be traveling to or through (including via ground transportation and airport layovers). Please be as specific as possible, including municipality, state/province, and country (e.g., Miami, Florida, USA):

Destination 1:

Destination 2:

Destination 3:

Destination 4:

Destination 5:

Destination 6:

Destination 7:

Indicate the first calendar day you will be traveling:

Select the last calendar day you will be traveling:

Thank you for your assistance. Please press submit below.

Family and Medical Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. The FMLA is a federal law which can be accessed at www.dol.gov/whd/fmla and is outlined in the U.S. Department of Labor Notice of Employee Rights and Responsibilities, attached hereto. The terms and provisions outlined in this policy shall be construed in accordance with the FMLA and applicable regulations.

To request FMLA leave or to ask a question regarding FMLA eligibility, employees should contact a human resources representative.

1. Eligibility

FMLA leave is available to “eligible employees.” To be an “eligible employee,” an employee must: (1) have been employed by the Employer for at least 12 months (which need not be consecutive); (2) have been employed by the Employer for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

2. Entitlements

The FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

3. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care (this leave must be taken within 12-months of the child’s birth/placement);
- To care for the employee’s spouse, son, daughter or parent who has a serious health condition;
- For the employee’s own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee’s job;
- For purposes of Qualified Exigency Leave (described below); and/or
- For purposes of Military Caregiver Leave (described below).

If both married parents are employed by the Employer, they are together entitled to a total of 12 weeks of leave (rather than 12 weeks for each employee) for the birth or placement of a child for adoption or foster care.

The terms “serious health condition” and “son” and “daughter” are defined by the FMLA and applicable regulations.

Qualified Exigency Leave Entitlement

When an employee is the spouse, son, daughter, parent or next of kin (as those terms are defined by law) of a member of the United States Armed Forces, National Guard or Reserves, such employee will qualify for “qualified exigency leave” if the covered service member is on active duty, has been called to active duty, or has been notified of an impending call or order to active duty. For the purposes of this provision, “active duty” means deployment to a foreign country.

The categories of qualifying exigencies for which leave may be taken are:

- Short-notice deployment;
- Military events and related activities;
- Childcare and school activities;
- To care for the parent of a covered service member who is incapable of self-care;
- Counseling;
- Rest and recuperation with a covered service member who is on temporary, short-term leave during a period of active duty (up to 15 days);
- Post-deployment activities (within 90 days following active duty);
- Additional activities as agreed upon by the Employer.

Military Caregiver Leave Entitlement

Military Caregiver Leave will be granted for up to twenty-six (26) weeks to eligible employees who are the spouse, son, daughter, parent or next of kin (as those terms are defined by law) of a covered service member with a serious injury or illness during a 12-month period to care for the covered service member.

For the purposes of this provision, a covered service member is defined as a member of the United States Armed Forces, National Guard or Reserves, or any individual who was honorably discharged from the United States Armed Forces, National Guard or Reserves at any time during the five (5) years immediately preceding the beginning of the requested FMLA leave period, who has a serious injury or illness incurred or aggravated in the line of duty.

For purposes of this provision, the 12-month period of Military Caregiver Leave eligibility is calculated on a fixed basis, by looking forward from the date of the FMLA leave request.

“Serious injury or illness” is defined by the FMLA and applicable regulations.

Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member.

No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work

Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the Employer substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Employer will notify employees if they qualify as “key employees,” if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA leave.

Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Employer telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) the Employer's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee’s leave entitlement.

The Employer may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Employer's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Employer and employee can mutually agree that leave be retroactively designated as FMLA leave.

Employee Obligations

1. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the Employer of their need for FMLA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice

To trigger FMLA leave protections, employees must inform a human resources representative of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Employer to determine that the leave is FMLA-qualifying.

Calling in “sick,” without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Employer's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave maybe denied. When employees seek leave due to FMLA-qualifying reasons for which the Employer has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Timing of Employee Notice

Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Employer notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days’ notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Employer and make a reasonable effort to schedule treatment so as not to unduly disrupt the Employer's operations, subject to the approval of an employee’s health care provider. Employees must consult with the Employer prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Employer and the employees, subject to the approval of an employee’s health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Employer may require employees to attempt to make such arrangements, subject to the approval of the employee’s health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery

from a serious health condition or to care for a covered service member, the Employer may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Employer of the reason why such leave is medically necessary. In such instances, the Employer and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Employer's operations, subject to the approval of the employee's health care provider.

Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the Employer with timely, complete and sufficient medical certifications. Whenever the Employer requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Employer's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Employer shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Employer will delay FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Employer (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Employer with authorization allowing it to clarify or authenticate certifications with health care providers, the Employer may delay FMLA leave if certifications are unclear.

Whenever the Employer deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial

medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Employer has reason to doubt initial medical certifications for an employee taking Basic FMLA Leave, it may require employees to obtain a second opinion at the Employer's expense. If the opinions of the initial and second health care providers differ, the Employer may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Employer and the employee.

Medical Recertifications

If an employee's medical certification states that the employee's FMLA leave period will last less than six (6) months, then the employee will be required to submit a new medical certification at the end of the initial leave period. If an employee's medical certification states that the employee's FMLA leave period will last six (6) months or more, then the employee will be required to submit a new medical certification every six (6) months. The Employer will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Employer medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Employer may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

2. Submit Certifications Supporting Need for Qualified Exigency and Military Caregiver Leave

Confirming documentation, including but not limited to the applicable Military orders of the covered service member, may be required to support an employee's request for Qualified Exigency Leave.

In addition to medical certifications, confirming documentation, including but not limited to proof of the covered service member's honorable discharge, may be required to support an employee's request for Military Caregiver Leave.

Substitute Paid Leave for Unpaid FMLA Leave

Employees beginning FMLA leave between July and December may hold back up to ten personal days and are required to exhaust all other accrued paid time prior to taking unpaid FMLA leave.

Employees beginning FMLA leave between January and June may hold back up to five personal days and are required to exhaust all other accrued paid time prior to taking unpaid FMLA leave.

The use of paid time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

Employees with short term disability insurance may opt to exercise this benefit (if it applies) prior to taking paid and/or unpaid leave. Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Employer notifies employees of other arrangements, whenever employees are receiving pay from the Employer during FMLA leave, the Employer will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Employer upon leave.

The Employer's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the Employer will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work for at least 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Employer for the cost of the premiums the Employer paid for maintaining coverage during their unpaid FMLA leave.

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any state or local law, which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Employer's other leave policies in this Employee Handbook or contact a human resources representative.

Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact a human resources representative. The Employer is committed to complying with the FMLA and shall interpret and apply this policy in a manner consistent with the FMLA and all applicable regulations.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact a human resources representative immediately. The Employer will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

Exemption for Highly Compensated Employees

The Employer may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Employer. (This fact-specific determination will be made by the Employer on a case-by-case basis.) The Employer will notify you if you qualify as a “highly compensated” employee, if the Employer intends to deny reinstatement, and of your rights in such instances.

**Notice of Eligibility & Rights and Responsibilities
under the Family and Medical Leave Act**

**U.S. Department of Labor
Wage and Hour Division**



**DO NOT SEND TO THE DEPARTMENT OF LABOR.
PROVIDE TO EMPLOYEE.**

OMB Control Number: 1235-0003
Expires: 6/30/2023

In general, to be eligible to take leave under the Family and Medical Leave Act (FMLA), an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. §§ 825.300(b), (c) which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Information about the FMLA may be found [on the WHD website at www.dol.gov/agencies/whd/fmla](http://www.dol.gov/agencies/whd/fmla).

Date: (mm/dd/yyyy)

From: _____ (Employer) To: _____ (Employee)

On _____ (mm/dd/yyyy), we learned that you need leave (beginning on) _____ (mm/dd/yyyy) for one of the following reasons: (Select as appropriate)

- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly-placed child
- Your own serious health condition
- You are needed to care for your family member due to a serious health condition. Your family member is your:
 - Spouse Parent Child under age 18 Child 18 years or older and incapable of self-care because of a mental or physical disability
- A qualifying exigency arising out of the fact that your family member is on covered active duty or has been notified of an impending call or order to covered active duty status. Your family member on covered active duty is your:
 - Spouse Parent Child of any age
- You are needed to care for your family member who is a covered servicemember with a serious injury or illness. You are the servicemember's:
 - Spouse Parent Child Next of kin

Spouse means a husband or wife as defined or recognized in the state where the individual was married, including in a common law marriage or same-sex marriage. The terms "child" and "parent" include *in loco parentis* relationships in which a person assumes the obligations of a parent to a child. An employee may take FMLA leave to care for an individual who assumed the obligations of a parent to the employee when the employee was a child. An employee may also take FMLA leave to care for a child for whom the employee has assumed the obligations of a parent. No legal or biological relationship is necessary.

SECTION I – NOTICE OF ELIGIBILITY

This Notice is to inform you that you are:

- Eligible** for FMLA leave. (See Section II for any Additional Information Needed and Section III for information on your Rights and Responsibilities.)
- Not eligible** for FMLA leave because: (Only one reason need be checked)
 - You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(months)
 - You have not met the FMLA's 1,250 hours of service requirement. As of the first date of requested leave, you will have worked approximately: _____ towards this requirement.
(hours of service)

Employee Name:

- You are an airline flight crew employee and you have not met the special hours of service eligibility requirements for airline flight crew employees as of the first date of requested leave (i.e., worked or been paid for at least 60% of your applicable monthly guarantee, and worked or been paid for at least 504 duty hours.)
- You do not work at and/or report to a site with 50 or more employees within 75-miles as of the date of your request.

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION II – ADDITIONAL INFORMATION NEEDED

As explained in Section I, you meet the eligibility requirements for taking FMLA leave. Please review the information below to determine if additional information is needed in order for us to determine whether your absence qualifies as FMLA leave. Once we obtain any additional information specified below we will inform you, **within 5 business days**, whether your leave will be designated as FMLA leave and count towards the FMLA leave you have available. **If complete and sufficient information is not provided in a timely manner, your leave may be denied.**

(Select as appropriate)

- No additional information requested. If no additional information requested, go to Section III.
- We request that the leave be supported by a certification, as identified below.
 - Health Care Provider for the Employee
 - Health Care Provider for the Employee’s Family Member
 - Qualifying Exigency
 - Serious Illness or Injury (Military Caregiver Leave)

Selected certification form is attached / not attached.

If requested, medical certification must be returned by _____ (mm/dd/yyyy) (Must allow at least 15 calendar days from the date the employer requested the employee to provide certification, unless it is not feasible despite the employee’s diligent, good faith efforts.)

- We request that you provide reasonable documentation or a statement to establish the relationship between you and your family member, including *in loco parentis* relationships (as explained on page one). The information requested must be returned to us by _____ (mm/dd/yyyy). You may choose to provide a simple statement of the relationship or provide documentation such as a child’s birth certificate, a court document, or documents regarding foster care or adoption-related activities. Official documents submitted for this purpose will be returned to you after examination.
- Other information needed (e.g. documentation for military family leave): _____
The information requested must be returned to us by _____ (mm/dd/yyyy).

If you have any questions, please contact: _____ (Name of employer representative)
at _____ (Contact information).

SECTION III – NOTICE OF RIGHTS AND RESPONSIBILITIES

Part A: FMLA Leave Entitlement

You have a right under the FMLA to take unpaid, job-protected FMLA leave in a 12-month period for certain family and medical reasons, including up to **12 weeks** of unpaid leave in a 12-month period for the birth of a child or placement of a child for adoption or foster care, for leave related to your own or a family member’s serious health condition, or for certain qualifying exigencies related to the deployment of a military member to covered active duty. You also have a right

Employee Name: _____

under the FMLA to take up to **26 weeks** of unpaid, job-protected FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness (*Military Caregiver Leave*).

The 12-month period for FMLA leave is calculated as: (*Select as appropriate*)

- The calendar year (January 1st - December 31st)
- A fixed leave year based on _____
(*e.g., a fiscal year beginning on July 1 and ending on June 30*)
- The 12-month period measured forward from the date of your first FMLA leave usage.
- A “rolling” 12-month period measured backward from the date of any FMLA leave usage. (*Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the 12 months immediately before the FMLA leave is to start.*)

If applicable, the single 12-month period for *Military Caregiver Leave* started on _____ (*mm/dd/yyyy*).

You **are** / **are not** considered a key employee as defined under the FMLA. Your FMLA leave cannot be denied for this reason; however, we may not restore you to employment following FMLA leave if such restoration will cause substantial and grievous economic injury to us.

We **have** / **have not** determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. Additional information will be provided separately concerning your status as key employee and restoration.

Part B: Substitution of Paid Leave – When Paid Leave is Used at the Same Time as FMLA Leave

You have a right under the FMLA to request that your accrued paid leave be substituted for your FMLA leave. This means that you can request that your accrued paid leave run concurrently with some or all of your unpaid FMLA leave, provided you meet any applicable requirements of our leave policy. Concurrent leave use means the absence will count against both the designated paid leave and unpaid FMLA leave at the same time. If you do not meet the requirements for taking paid leave, you remain entitled to take available unpaid FMLA leave in the applicable 12-month period. Even if you do not request it, the FMLA allows us to require you to use your available sick, vacation, or other paid leave during your FMLA absence.

(*Check all that apply*)

- Some or all of your FMLA leave will not be paid.** Any unpaid FMLA leave taken will be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- You have requested to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- We are requiring you to use some or all of your available paid leave** (*e.g., sick, vacation, PTO*) during your FMLA leave. Any paid leave taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.
- Other:** (*e.g., short- or long-term disability, workers' compensation, state medical leave law, etc.*) _____
Any time taken for this reason will also be designated as FMLA leave and counted against the amount of FMLA leave you have available to use in the applicable 12-month period.

The applicable conditions for use of paid leave include: _____.

For more information about conditions applicable to sick/vacation/other paid leave usage please refer to _____
_____ available at: _____.

Employee Name: _____

Part C: Maintain Health Benefits

Your health benefits must be maintained during any period of FMLA leave under the same conditions as if you continued to work. During any paid portion of FMLA leave, your share of any premiums will be paid by the method normally used during any paid leave. During any unpaid portion of FMLA leave, you must continue to make any normal contributions to the cost of the health insurance premiums. To make arrangements to continue to make your share of the premium payments on your health insurance while you are on any unpaid FMLA leave, contact _____ at _____.

You have a minimum grace period of (30-days or _____ *indicate longer period, if applicable*) in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

You may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave if you do not return to work following **unpaid** FMLA leave for a reason other than: the continuation, recurrence, or onset of your or your family member's serious health condition which would entitle you to FMLA leave; or the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or other circumstances beyond your control.

Part D: Other Employee Benefits

Upon your return from FMLA leave, your other employee benefits, such as pensions or life insurance, must be resumed in the same manner and at the same levels as provided when your FMLA leave began. To make arrangements to continue your employee benefits while you are on FMLA leave, contact _____ at _____.

Part E: Return-to-Work Requirements

You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. An equivalent position is one that is virtually identical to your former position in terms of pay, benefits, and working conditions. At the end of your FMLA leave, all benefits must also be resumed in the same manner and at the same level provided when the leave began. You do not have return-to-work rights under the FMLA if you need leave beyond the amount of FMLA leave you have available to use.

Part F: Other Requirements While on FMLA Leave

While on leave you (will be / will not be) required to furnish us with periodic reports of your status and intent to return to work every _____.

(Indicate interval of periodic reports, as appropriate for the FMLA leave situation).

If the circumstances of your leave change and you are able to return to work earlier than expected, you will be required to notify us at least two workdays prior to the date you intend to report for work.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE DEPARTMENT OF LABOR. EMPLOYEE INFORMATION.

APPENDIX U – TITLE IX POLICY

Policy on Nondiscrimination

City Charter High School (“City Charter”) does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information or any other legally-protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990. City Charter’s full Non-Discrimination Policy can be found in the City Charter Student and Family Handbook on www.cityhigh.org.

Applicable Scope

The core purpose of this policy is to prohibit sexual harassment and retaliation. When an alleged violation of this policy is reported, the allegations are subject to resolution using the process as detailed below.

This policy specifically applies, but is not limited, to allegations by or on behalf of students or employees that have been sexually harassed or sexually assaulted in or related to the school environment, whether by other adults or students. This procedure does not apply to complaints alleging violations of Title IX for equal access to athletic opportunities, nor other forms of sex discrimination, such as different treatment based on sex. Such complaints are covered under City High’s nondiscrimination policies and procedures.

The procedures below may be applied to incidents, to patterns, and/or to the school climate, all of which may be addressed and investigated in accordance with this policy.

Title IX Coordinator

The Coordinator of School Counseling serves as the Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating City High’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment and retaliation prohibited under this policy.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Dr. Dara Ware Allen
Title IX Coordinator
CEO and Principal
201 Stanwix Street
Pittsburgh PA 15222

412-690-2489 extension 101
dwallen@cityhigh.org
www.cityhigh.org

City High has also classified all employees as Mandated Title IX Reporters of any knowledge they have that a member of the community is experiencing sexual harassment and/or retaliation.

The section below on Title IX Mandated Reporting details the responsibilities and duties that all City High School employees have as Mandated Reporters under Title IX.

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

For complaints involving employees: [Equal Employment Opportunity Commission](http://www.eeoc.gov) (EEOC)

Definition of Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the Commonwealth of Pennsylvania regard Sexual Harassment as an unlawful discriminatory practice.

City High has adopted the following definition of Sexual Harassment in order to address the unique environment of an educational setting.

1. "Quid Pro Quo" Sexual Harassment:

Quid pro quo harassment occurs when a school employee, such as a teacher, causes a student to believe that he or she must submit to sexual conduct, sexual advances, or grant sexual favors or that accepting or rejecting of such conduct or communications will be used as a factor in decisions affecting the student's education. For example, when a teacher threatens to fail a student unless the student agrees to date the teacher, it is quid pro quo harassment. Similarly, quid pro quo harassment can occur when an employee's supervisor makes unwelcome sexual advances or requests sexual favors and the employee reasonably believes that submitting to that conduct or communication is a condition of obtaining employment or that accepting or rejecting that conduct or communication will be used as a factor in employment decisions.

2. "Hostile Environment" Sexual Harassment:

Hostile environment sexual harassment is conduct of a sexual nature that is sufficiently serious that it interferes with, limits, or denies a person the ability to participate in or benefit from a program, education, or environment. For students, hostile environment sexual harassment means unwelcome conduct of a sexual nature that is sufficiently serious that it interferes with, limits, or denies a student the opportunity to participate in or benefit from an education program or activity. For employees, a hostile work environment is created when unwelcome conduct of a sexual nature is sufficiently serious that it interferes with, denies, or limits the employee's work performance or work environment.

(a) The term "conduct" includes, but is not limited to:

- verbal comments, including unwelcome sexual advances, requests for sexual favors, and derogatory remarks;
- nonverbal conduct, such as graffiti, text messages, or notes; and/or
- physical conduct such as sexual touching, fondling, sexual assault, rape, and other forms of sexual violence.

(b) The term "of a sexual nature" is a broad term that includes conduct or comments about sex (the physical act), based on sex (persons being male or female), or based on sex or gender based stereotyping.

(c) In determining whether conduct is "sufficiently serious" as to interfere with, deny, or limit education or employment so as to rise to the level of sexual harassment, City High will examine all the circumstances, including: the type of harassment (e.g., whether it was verbal or physical); the frequency and severity of the conduct; the age, sex and relationship of the parties; the setting and context in which the harassment occurred; whether other incidents have occurred at the school; and other relevant factors. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. For instance, a single instance of rape is sufficiently severe to create a hostile environment.

3. Other conduct defined by federal law:

- (a) Sexual assault
- (b) Dating violence
- (c) Domestic violence
- (d) Stalking

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Independence and Conflict-of-Interest

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and any related Title IX procedures or guidelines.

The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case or biased for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the City High Board President David J. Lehman, Esq. at 412-355-6738. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct committed by the Title IX Coordinator should be reported to the City High Board President David J. Lehman, Esq. at 412-355-6738. Reports of misconduct committed by any other Title IX Team member should be reported to the Title IX Coordinator.

Notice/Complaints of Sexual Harassment and/or Retaliation

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

1) File a complaint with, or give verbal notice to, the Title IX Coordinator Dr. Dara Ware Allen, dwallen@cityhigh.org, 412-690-2489, ext 101. A report may be made at any time (including during non-school hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

[2) Report online, using the reporting form posted at www.cityhigh.org. Reports may be made anonymously but may result in a need to investigate. City High tries to provide supportive measures to all Complainants, which is often not possible with an anonymous report. Know that reporting carries no obligation to file a Formal Complaint, which would trigger a formal response. City High respects requests from Complainants to dismiss complaints unless there is a compelling threat to health and/or safety, criminal activity, child abuse, and/or the Respondent is an employee.

A Formal Complaint means a document submitted or signed by the Complainant or their parent/guardian or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that City High Schools investigate the allegation(s). The school's formal complaint form can be accessed at www.cityhigh.org.

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail or by using the contact information above.

Supportive Measures

City High will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

Online Sexual Harassment and/or Retaliation

The policies of City High are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on City

High's education program and activities or use of City High's networks, technology, or equipment.

Although City High may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to City High, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the City High community.

Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of City High's control (e.g., not on City High networks, websites, or between City High email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. City High will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

City High and any member of City High's community are prohibited from intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and related procedures and guidelines.

Filing a complaint under another school policy could be considered retaliatory if those charges could be applicable under this policy, when the charges are made for the purpose of interfering with or circumventing any right or privilege provided under this policy that is not

provided under the other school/district policy that was used. Therefore, City High vets all complaints carefully to ensure this does not happen, and to assure that complaints are tracked to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

Mandated Title IX Reporting

All City High employees (teachers, staff, administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately. This includes employees who might otherwise be considered confidential resources.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting school resources. In school, some resources may maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation. They may offer options and resources without any obligation to inform an outside agency or school official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at City High for a Complainant or third-party (including parents/guardians when appropriate):

a. Confidential Resources

Because all City High employees are required to report actual or suspected sexual harassment or retaliation, any such information a Complainant shares with any City High employee cannot remain confidential.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with a non-City High employee. Following are some confidential community-based resources:

- Employee Assistance Program
- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

All of the above-listed individuals are not City High Schools employees and may maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor, or when required to disclose by law or court order.

b. Mandated Title IX Reporters and Formal Notice/Complaints

All employees of City High are Mandated Title IX Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Failure of a Mandated Title IX Reporter to report an incident of sexual harassment or retaliation of which they become aware is a violation of City High policy and can be subject to disciplinary action.

Though this may seem obvious, when a Mandated Title IX Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though City High is technically not on notice when a harasser is also a Mandated Title IX Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Title IX Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the school and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether City High proceeds when the Complainant does not wish to do so.

Emergency Notifications

City High may issue emergency notifications for incidents that are reported and pose a serious or continuing threat of bodily harm or danger to members of the school community.

City High will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

These notifications may be issued school-wide or may be limited to those members of the community who are potentially impacted. The Title IX Coordinator will work in conjunction with the appropriate school officials in determining the scope and content of the notification that may be issued.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under City High policy.

Amnesty for Complainants and Witnesses

The City High community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to City High officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of City High community that Complainants choose to report misconduct to City High officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, City High maintains a policy of offering parties and witnesses amnesty from minor policy violations related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

In determining whether to offer amnesty, the Title IX Coordinator will consider factors such as: the nature and severity of the policy violation; the age of the individual; the impact on the health and safety of the individual and the school community; and the best interests of the school community.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to seek assistance.

City High maintains a policy of amnesty for students who offer help to others in need.

Recordkeeping

City High will maintain for a period of seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to City High's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. City High will make these training materials publicly available on City High's website.; and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent;
 - b. Any measures designed to restore or preserve equal access to City High's education program or activity; and
 - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

City High will also maintain any and all records in accordance with state and federal laws.

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CITY CHARTER HIGH SCHOOL
Electronic Signature Policy

Title: Electronic Signature Policy

Status: Active

Adopted: Pending

ELECTRONIC SIGNATURES

Section 1. Purpose

- a. Under certain conditions, electronic signatures satisfy the requirements of a written signature when transacting business. City Charter wishes to promote effective and efficient use of electronic communications to conduct business. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology.
- b. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records, and the overall context in which records are created, transferred, signed, and stored.
- c. City Charter adopts the following policy with respect to the use of electronic signatures in connection with the transaction of School business.
- d. Federal and state laws authorize the acceptance of electronic signatures as legal and enforceable for most transactions. City Charter and the Board of Trustees recognize this general standard as well as the increased operational efficiency gained from conducting many business transactions by computer, over the Internet, and by e-mail.
- e. This policy establishes guidelines for the School to authorize the use of electronic signatures to the fullest extent permitted by law, using methods that are secure and practical, after identifying and evaluating the risk for each specific application.
- f. This policy applies to all members of the School, including staff, business partners, affiliates, and associates. It applies to all uses or potential uses of electronic signatures to conduct the official business of the School, including transactions with third party vendors and contractors.
- g. This policy does not mandate the use of an electronic signature or otherwise limit the right of a party to conduct a transaction on paper, nor does it apply to any situation where a written signature is required by law.

Section 2. Definitions

- a. Authentication - to establish as genuine and verify the identity of a person providing an electronic signature.
- b. Electronic Signature or "E-signature - an electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record. Examples can include a digitized image of a handwritten signature, a code or personal identification number (PIN), and a mouse click on an "I accept" or "I approve" button. An electronic signature must be attributable (or traceable) to a person who has the intent and authority to sign the record with the use of adequate security and authentication measures that are contained in the method of capturing the electronic transaction (e.g., use of PIN or unique log-in username and password), and the recipient of the transaction must be able to permanently retain an electronic record of the transaction at the time of receipt.
- c. Level of Assurance - the degree of confidence in the identity of the individual providing an e-signature.
- d. Signature Authority – permission given or delegated to sign instruments, contracts, receipts, or other documents on behalf of the School.

Section 3. Authority

The Board of Trustees recognizes that the authenticity and reliability of electronic signatures are dependent on the processes accompanying the use of such signatures.

Section 4. Guidelines

- a. Electronic signatures shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:
 - 1. The electronic signature identifies the individual signing the document by his/her name and title.
 - 2. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed.
 - 3. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail.
 - 4. The electronic signature conforms to all other provisions of this policy.

- b. The School shall develop and maintain an electronic record keeping system that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Electronically transmitted signatures shall be encrypted or transmitted by other technological means designed to protect and prevent access, alteration, manipulation, or use by unauthorized persons. Such system shall include security procedures whereby the School can:
 - 1. Verify the attribution of a signature to a specific individual.
 - 2. Detect changes or errors in the information contained in a record submitted electronically.
 - 3. Protect and prevent access, alteration, manipulation or use by an unauthorized person.
 - 4. Provide for non-reproduction through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.
- c. The School will receive and accept as original, electronic signatures so long as the communication, on its face, appears to be authentic.
- d. The School shall ensure that all records containing electronic signatures are capable of being accurately reproduced for later reference and retained until such time as applicable retention requirements are satisfied.
- e. The School shall maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature.
- f. As set forth in the School's Responsible Use Policy, all accountholders are responsible for activities conducted under their user ID, and are expected to take all precautions to safeguard their password and files to prevent unauthorized use. Sharing of passwords or other access is prohibited.
- g. Individuals who falsify e-records, e-transactions, or e-signatures are subject to disciplinary action, up to and including termination of employment and criminal prosecution under applicable federal and state laws.
- h. Individuals are required to report any suspect or fraudulent activities related to e-transactions, e-records, or e-signatures immediately.
- i. Nothing in this policy is intended to authorize any individual to sign on behalf of the School if he or she has not been granted such authority, and such signature authority continues to be governed by City Charter policies.

Board Report on Social Justice and Equity Matters

As a follow-up to our board discussions, an ad hoc committee comprised of Angie, Cindy, Dara, David, Larry, Tracey and Val met twice and considered the implications/issues arising from social justice and equity matters. There was a consensus that these are essential issues that require attention and action. Among other matters, the group discussed:

- The importance of student empowerment
- Community education, including students, faculty and Board, through taking advantage of educational programs by third parties and others
- Ensuring that these issues are included in the curriculum in a compelling manner
- Partnering with third parties, including universities and other charter schools
- Ensuring that third parties with which the School are addressing these issues
- The importance of the School being on the cutting edge of these issues, including through incorporation into its Strategic Plan and potentially conforming the School's mission statement
- Seeking additional funds for these endeavors

The group also concluded that it is important that these endeavors be accomplished in a manner that permits the administration to have significant input, while allowing the administrators to continue the hard work of running the school (particularly during the pandemic).

The Committee is recommending to the Board the creation of a Task Force, comprised of board members, administration, faculty and others determined by the Task Force. The Task Force will be directed to be "action driven." The current group would be the beginning of the Task Force.