

# 2020–2021

***41 years educating Philadelphia's youth***



## **STUDENT/PARENT HANDBOOK and *Code of Conduct***

This book belongs to: \_\_\_\_\_ Homeroom \_\_\_\_\_

**Elementary and High School Students must carry this Handbook at all times.**

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Rev 8-27-20 APO

# 2020-2021

# STUDENT/PARENT HANDBOOK

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## **DEFINITIONS**

The following definitions apply throughout the Student/Parent Handbook:

- A. **CAP**: Community Academy of Philadelphia, Charter School.
- B. **CEO**: Chief Executive Officer of CAP.
- C. **Keystone Exams**: State-developed end-of-course exams. Designated exams will be used to determine, in part, a student's eligibility for high school graduation.
- D. **Parent/Guardian**:
  - 1. A person legally responsible for a student's care (e.g., legal care-giver of minor child, court-appointed guardian, emancipated minor);
  - 2. For students ages 18–20, the Parent/Guardian with whom the student lives; and
  - 3. For students ages 21 and older, the Parent/Guardian is the student himself/herself.
- E. **School Grounds**: Erie Avenue from J Street to K Street, and from K Street to Sedgley Avenue; the parking lot in the rear of the building near the railroad tracks; the border between Community Academy and General Electric running parallel with J Street, back to the corner of J Street and Erie Street; the bus stops on both sides of Erie Street and K Street; and on the buses to and from school.
- F. **Student**: a person enrolled in CAP.

**COMMUNITY ACADEMY OF PHILADELPHIA**  
**a Pennsylvania Charter School**

**OUR MISSION STATEMENT**

Community Academy of Philadelphia (CAP) a Pennsylvania Charter School is an independent public school. Our school is accredited PK-12 by the Middle States Association Commissions on Elementary and Secondary Schools.

Our mission is to effectively serve urban youth in search of a positive school experience in a supportive environment. CAP is dedicated to the whole child and believes that education is not just acquiring facts and skills but having the emotional and stable capacity to apply them in the real world. CAP is dedicated to offering a quality education while also responding to the non-academic student issues that can have a significant impact on academic and overall emotional/social functioning.

CAP believes that attention to the whole child requires an attentive, multi-layered learning style setting. CAP encourages the arts and cultural activities as fundamental to a sound education. Our school challenges each student to explore his/her personal and academic potential as future adult Americans in an evolving democracy and ever-changing world. In the words of Epictetus, “Only the educated are free.”

Our school holds paramount the needs of our students and challenges the faculty and staff to be creative and nurturing. Our school values personal responsibility. We believe that a trusting, caring and mutually respectful relationship must exist between adults and young people. We affirm that a safe environment, free from violence, abuse and intimidation is possible within a framework of adult leadership.

Every aspect of CAP is dedicated to providing a quality education while keeping in mind the special needs of our students. CAP is a multi-racial, multi-ethnic, and multi-religious family that holds camaraderie and cooperation as essential values. CAP does not discriminate based on race, color, sex, sexual preference, religion, disability, or ethnic or national origin, but rather seeks to empower the diverse young people of Philadelphia through a productive and satisfying school program.

## **GOALS AND OBJECTIVES**

- To engender a sense of accountability in which students assume responsibility and consequences for their own actions.
- To promote a safe, calm and disciplined environment in which students can come to discover and develop their talents.
- To recognize that education is a process that allows the students to integrate knowledge with life experiences.
- To instill an appreciation that the search for knowledge is a life-long journey based on the skills learned at the Community Academy of Philadelphia.
- To empower the student to recognize his/her needs and use resources to solve problems effectively.
- To foster a spirit of unity in which each individual recognizes his/her own self-worth while respecting others.
- To foster mastery of basic skills as the foundations for achievement in any endeavor.
- To instill an ethic that hard work and self-discipline are the cornerstones of success.
- To provide the student with strong and positive adult role models.
- To provide counseling and social services to aid students in their adjustment and/or re-adjustment to school life, address individual needs, and ultimately prepare for post-secondary life.
- To produce opportunities through various activities that allow the student to become responsibly independent and effectively independent.
- To encourage students to explore outside themselves and their immediate circumstances and to explore things not found in their day-to-day encounters.
- To assist and depend upon the active positive co-operation of the parents (families) of the students to teach essential values required for academic and personal success.

## **SCHOOL OPERATIONS**

### **Parent-CAP Relations**

Education at CAP is based firmly on shared responsibility. Participants – including students, parents, teachers, administration, and support staff – constitute a family. Every effort should be made to keep open the lines of communication and work out differences in a loving, caring atmosphere. The focus of our vocation is the student and he/she is the primary consideration. Educating the whole student body requires the cooperation and good will of all in the community. Anything less is detrimental to both the individual students and the school at large. Therefore, each group must respect the others' professionalism, good will and expertise.

### **Parent-CAP Communication**

**A. CAP to Home:** CAP may communicate with parents in the following ways:

1. Monthly calendars and newsletter on websites;
2. Progress reports (2–3 weeks before the end of each marking period) through PowerSchool;
3. Report cards (4 times a year);
4. Monthly behavior calendars, which must be signed by a parent daily (K–6 only);
5. Test papers and alternate assessment;
6. Student attendance tracking through PowerSchool;
7. Student grade tracking in real time through PowerSchool;
8. Notes, e-mails or telephone calls from teachers should they require a conference to discuss a student's progress (in general, teachers do not schedule conferences during school hours);
9. Conferences with teachers, specialists, administration;

**B. Home to CAP:** Parents may communicate with CAP in the following ways:

1. Telephone messages on teacher voicemail system;
2. E-mail requests for telephone or school conferences through PowerSchool or the CAP website at [www.communityacademy.org](http://www.communityacademy.org) (click "faculty"). Parents desiring a conference with teachers, specialists or administrators should call the office or request a meeting in writing in advance. The school recognizes that parents know and love their children. We want to give parents our undivided and informed attention. This can be done best by



giving our staff enough time to look up records in their possession and those located in other offices to give the insight and depth needed in an informative discussion.

3. Accessing their student's grades and assignments by using [www.powerschool.com](http://www.powerschool.com). CAP will supply a username and password to every parent and student. CAP will supply a username and password to every parent and student. The website to the Parent Portal is: <https://cap.powerschool.com/public/home.html>
4. Notes for all absences. Parents can use electronic notes through the website.
5. Arrangements for early dismissal. Note: Requests for a change in an elementary student's dismissal procedure must be done in writing by a parent/guardian.

### **Change of Address or Phone Number**

Please inform the School Office in writing as soon as possible if you have a change of address, home, cell or work phone number. Change of Address Forms are available in the School Office and on the Parent Resources page of the CAP website under "Student Contact Sheet." Proof of residency with the parent/guardian's name and address on it must be attached. Upon receiving written notice of a change in address or phone number, all records will be updated accordingly.

### **Application Procedures, Limitations to Enrollment, and Continued Enrollment**

#### **A. Student Application Process**

Applications are available from October 15<sup>th</sup> to the end of January of each school year. Parents/Guardians may submit an Intent to Register Student Application through our online enrollment website, [communityacademy.schoolmint.net](http://communityacademy.schoolmint.net). Paper applications will still be available for pick up at our front security desk. For more information, please see the Admission's landing page on the school website.

If the applications exceed the number of spaces available, a lottery will be held to determine admission. In the lottery, the applications will be selected at random and the remaining applications will be placed on a waiting list.

Age Requirements for Enrollment: Kindergarten students must be five (5) years old by or on September 1 of the current school year. First grade students must be six (6) years old by or on September 1 of the current school year.

#### **B. Re-Enrollment**

1. Next School Year: All current CAP students will automatically be re-enrolled for the next school year. If a student will not be returning to CAP the next school year, parents are required to notify the Office of Student Services as soon as possible. Parents are also required to come into the school and complete a withdrawal form.
2. Withdrawn/Dropped Students: Dropped students are those students who are dropped from CAP's roll because they voluntarily stopped attending the school. Withdrawn students are

those students who voluntarily sign withdrawal paperwork and transfer to another school. Withdrawn and dropped students must follow the regular new student enrollment procedures, including a lottery, if required.

### **C. Limitations on Remaining Enrolled**

1. A student may be dropped from the roll of CAP if a defect results in the student's ineligibility for an available slot, including:
  - a) The falsification of any information on the application for admission including, but not limited to, grade level, former school or status; or
  - b) Lack of compliance with any municipal, state or federal regulation regarding school enrollment including, but not limited to, health codes, especially immunization and the required proof thereof, or any documentation required by PA and Federal law.

Students will have an opportunity for due process to correct any defects in the application that was submitted.

### **School Hours**

For all grades, the school doors open at 7:15 AM, and classes begin at 8:00 AM. Students should report to homeroom by 7:45 AM. Students arriving before 7:45 AM should go to the Cafeteria. K-4 students should enter through the lower school, south entrance. Grades 5-8 students enter through the front lobby. High School students enter through the gym entrance.

Students arriving between 8:00 and 8:09 AM will receive a WHITE pass. For every five (5) WHITE passes that a student receives during a marking period, the student may receive detention. Students arriving after 8:10 AM will be considered late and receive a LATE pass at the front entrance. For every one (1) LATE pass the student receives, the student may receive detention. All passes must be presented to the teacher upon entering class.

Classes dismiss at 3:00 PM on Monday, Tuesday, Thursday and Friday, and at 1:00 PM on Wednesdays. Kindergarten classes dismiss at 2:45 PM on Monday, Tuesday, Thursday and Friday, and at 12:45 PM on Wednesdays.

### **Materials**

Students must come to school with all required materials, including pencils, pens, book bags, and dictionaries, every day. See Code of Conduct/Disciplinary Code ("Code of Conduct") § IV.A.29. Students may not bring glass bottles or open containers into the building. For grades K-8, supply lists are available at [www.communityacademy.org](http://www.communityacademy.org) and at the School Store.

### **Procedure for Early Dismissals**

Students are not permitted to leave school during the day because of sickness, appointments or any other reason without the permission of the Principal or School Nurse.

When an emergency makes it necessary for a student to leave before the regular dismissal time, the student's parent/guardian must send a written request stating the reason that the early dismissal is needed and be given to the office before 9:05. *Telephone calls are insufficient.* A follow up phone call will be given in order to verify the note. Persons picking up students must be listed in the school database and must have photo identification.

Early dismissals will not be permitted: (1) after 2:30 PM for the safety of all students during regular dismissal; (2) during standardized testing; and (3) parent/designee does not have photo identification.

Any student that returns to school after an early dismissal for an appointment must have a note from their appointment. A student must be in attendance for the entire school day to be eligible to participate in any school-related, school-sponsored or extracurricular activities that take place on that day unless the Principal or their designee deem that the absence is validly excused.

### **Fire Drills and Emergency Procedures**

Fire and lock down drills are conducted during the school year within school hours to ensure safety for the students in evacuating the building in the event of a fire or other emergency.

### **Lockers, Grades 9–12 Only**

Use of a locker is **required** for grades 9–12. All students in grades 9–12 must sign and agree to a locker agreement stating the rules for locker use. Lockers may be searched at any time. Any student at a locker at an inappropriate time is subject to the Code of Conduct § IV.A.26.

### **What To Do When There Is Inclement Weather**

To obtain information on whether CAP is closed or operating on a different schedule, you can do one of the following:

- ☐ Tune to KYW Newsradio 1060 in the morning at 6:00 AM and listen for CAP's, 262, or the school name;
- ☐ Check KYW's website and input CAP's school code, 262;
- ☐ Look for "Community Academy of Philadelphia" on Channels 3, 6, 10 and/or 29
- ☐ Check [www.communityacademy.org](http://www.communityacademy.org) or "CAPnewswire" on Twitter.

In addition, unless otherwise notified, if the media announces “All Philadelphia Public Schools are closed,” CAP is also closed. You may also receive communications from the school via your cell phone if you maintain updated contact information through CAP’s student services department.

### **Volunteers**

CAP makes use of the many skills of dedicated family members and friends who volunteer to assist our teachers and administrative staff to work with students, to enrich or reinforce subject matter and skills which have been taught; to help with clerical work; to assist students in the use of library materials; and to help monitor students’ activities at lunch time. For more information on how to become a volunteer and required clearances, contact the appropriate Division School Office.

### **Visitors and Security**

For safety reasons, the school doors are locked and monitored at all times. Visitors must enter through the main entrance security desk (on Erie Avenue). Parents picking up their children should enter through the main entrance. **Proper identification (e.g., a photo ID) is required for all pick-ups.** Parents may not walk their children to the classroom or pass the security desk without an appointment and clearances.

### **Search and Wanding Policy**

For the safety of all students and faculty, the school reserves the right to search all individuals, personal property and vehicles upon entering or leaving the premises. To ensure compliance with the Code of Conduct, CAP reserves the right to conduct random metal detector searches at the school entrance. CAP may also search students and their belongings and/or (in grades 9–12) lockers in search of weapons, drugs, stolen property, and other contraband. In addition, students may be asked to empty pockets, purses, and other belongings. If a student is found in the possession of an illegal item, the student will be disciplined under the Code of Conduct.

For the safety of all students and faculty, students are searched by use of a metal detector walk-through or wand. Any items that are prohibited by the school will be confiscated, please refer to Code of Conduct §§ IV.A.27 & 28, IV.B.14. Note: as referenced in § IV.B.14, certain items will be destroyed. For the safety of all students and faculty, students are subject to searches of their book bags, lockers and their person at any time given reasonable suspicion of the possession of prohibited items such as all items listed in the preamble of the Code of Conduct.

A student’s refusal or failure to permit such searches and seizures, as provided in the Code of Conduct § IV.A.30, will be considered grounds for disciplinary action and will not be admitted into the school building.

### **Buses (Grades 1–6)**

Bus transportation is provided for students by the School District of Philadelphia. Please be advised that the School District of Philadelphia often does not have the bus schedules in place at the beginning of

the school year. Arrangements should be made to drop off and pick-up your child in case the buses are not available.

Good bus behavior demands that students:

1. Every student will get on and off the bus at the assigned stop;
2. Parents or designated adult must be at the bus stop to ensure student safety;
3. Get on and off the bus in a safe and orderly manner;
4. Remain seated when the bus is in motion;
5. Adhere to all CAP rules and regulations on the bus, as well as when entering and exiting the bus.

Any student who deliberately disregards the rules above will have his/her bus privileges suspended for a period of time to be determined by the bus supervisor with approval by the Principal.

### **Cafeteria**

The cafeteria, besides being a lunchroom and assembly room, is also a place where good human relations can be developed. In the cafeteria, each student is expected to practice the general rules of good manners that one should find in the home.

Some simple rules of courteous behavior, which make the lunch period pleasant and relaxed, are:

1. Observing good table manners
2. Leaving the table and surrounding area clean and orderly
3. Remaining seated while eating

For grades K–8 only: In a rare case where a student has forgotten his/her lunch, it may be dropped off at the Erie Avenue security desk and should adhere to federal nutritional guidelines.

### **National School Lunch Program**

CAP participates in the federal Community Eligibility Provision (CEP). CEP is a provision from the Healthy, Hunger-Free Kids Act of 2010 which allows schools and local educational agencies (LEAs) with high poverty rates to provide free breakfast and lunch to all students. CEP eliminates the burden of collecting household applications to determine eligibility for school meals, relying instead on information from other means-tested programs such as the Supplemental Nutrition Assistance Program and Temporary Assistance for Needy Families.

### **Health Concerns/School Nurse**

All students should be fully immunized in accordance with the requirements of the Commonwealth of Pennsylvania and the City of Philadelphia. Yearly updates should be made to the school's nurse's office of specific medical problems.

A school nurse is on staff five (5) days a week. She is responsible for checking the vision, hearing, height, and weight of the students and making necessary referrals to parents when problems are found. The

nurse also maintains health, medical and dental records for every student in a folder according to the requirements of the State of Pennsylvania.

CAP complies with all regulations concerning the administration of medication and requires parents/guardians to do the same. Please contact the school nurse if you need information about specific regulations or if your child will need to be given medication or a medical exam. Students may not have prescription or non-prescription medication in their possession. All prescription and non-prescription medication must be turned in to the nurse with proper paperwork (this includes Tylenol, Motrin, etc.). See the Health Services Handbook or on the website for procedures about medical and dental exams.

### **Regulations for Day Care**

CAP provides daycare services to student-parents. Enrolling a child into CAP's daycare facility is voluntary and a privilege. Any person that enrolls his/her child into the facility that is not abiding by the daycare rules and regulations, which are supplied to the student-parent at the time of enrollment of the child, will have his/her child removed from the daycare roster. The student-parent must be present with his/her child during lunch period or as directed by the daycare staff. All parents must participate in our parent training program.

The student-parent with the daycare staff will work to obtain reimbursement from the PA Department of Welfare. For further information, please see the daycare staff.

## **SCHOOL RESOURCES**

### **School Library**

The library is an important part of the school curriculum. Library materials are accessible to all students. All school rules apply while in the library, including the Uniform Rules and Regulations.

#### **A. Library Rules and Regulations:**

1. Students are not allowed to visit the library without permission from their teacher.
2. Students may borrow books for two weeks.
3. There is a penalty of 5 cents per day for late books.
4. Lost or damaged books must be replaced at the student's expense.
5. All books must be kept in their original form. (No graffiti, writing or defacing of books is permitted). Anyone who defaces or ruins any book is subject to paying restitution for the book as well as termination of library privileges.
6. No student will receive a report card, transcript or diploma until all library expenses are paid.
7. No student who owes fines or book replacement fees may participate in the prom or walk at graduation.

8. Library books are valuable resources that need to be respected so that all students have an opportunity to use and enjoy them.

**B. Alexandria – CAP’s Online Catalogue:** Students may access our school library holdings from home using our online catalog system. Simply visit [www.communityacademy.org](http://www.communityacademy.org), click on Library Information and then Book Search.

## **SPECIAL EVENTS**

### **Field Trips**

Field trips are encouraged to expand the curriculum and add enrichment to the school program. Written permission from parents/guardians is required for children to participate in trips which involve travel and time. Parent chaperones must have all state-mandated clearances.

### **Junior/Senior Prom, Grades 11–12**

Students in grades 11–12, and dates in grades 10–12, may attend the Junior/ Senior Prom if they are in “Good Academic Standing,” which means:

1. No more than one F in any subject;
2. Has no current or past Level III violations of the Code of Conduct this school year and is not currently suspended or on a contract during the time of the Prom;
3. Has no conduct unsatisfactory in Discipline on the report card due to discipline reports in the second semester.
4. 12th grade students must have passed the written component section of their Senior Project.

Guests must be at least in the **10th grade and be 15 years of age** by the date of the prom. Any CAP student who is a guest must comply with the Good Academic Standing requirements. Guests may not be over 25 years of age, unless the student is 21 years old or older. The student is responsible for the conduct of his/her guest. *See Code of Conduct, preamble.* Students and guests must be appropriately dressed and must behave in an appropriate manner, including while dancing. In addition, students and their guests may not leave the Prom until they are prepared to leave for the evening. Students must be in attendance during the designated Prom hours. Each Spring, the school publishes a Prom participation form, and all students must abide by the rules listed on the form.

Students attending the Prom may be excused from school on the day of the Prom if, and only if, the student is present every day during the week prior to the Prom. Any student that is late or receives an early dismissal during the week prior to the Prom may not be absent on the day of the Prom. If a student is absent or late and misses school the day of the Prom, then he/she cannot attend the Prom.

### **Zero Day, 12th Grade Only**

Zero Day is a CAP tradition. If the senior class organizes other events like “cut day” or “skip day,” then Zero Day will be revoked. It is a chance for our seniors to celebrate their last day of class by showing their school spirit. In addition to wearing the official ZERO BAGEL and taking a traditional bite at the end of each class. There is to be NO ALTERATION of the school uniform (*e.g.*, no cutting, writing on, dying, etc.) even after school. Remember that a proper uniform must be worn on all exam days. Seniors may sport the school colors (blue and gold) in the form of face paint, hair dye, colored socks, stockings or hair ribbons; seniors may also display “Class of 20--” in face paint.



# POLICIES

## ACADEMIC POLICY, GRADES K–12

A. **Academic Integrity (all divisions):** Cheating and plagiarism are serious offenses against academic integrity and will be grounds for serious corrective action.

1. **Cheating:** A student may not cheat in class work, homework, tests, quizzes, reports, projects, or any other graded assignment. Cheating will be determined by the classroom teacher.
2. **Plagiarism:** A student may not represent all or part of another's work as though it were his/her own without permission or proper citation. Plagiarism will be determined by the classroom teacher, who may use a plagiarism-detection system to facilitate its determination.

B. **Curriculum Content:** The curriculum content for all subjects is standardized throughout the school and board of directors approved. The skills and areas for instruction are contained in the curriculum maps prepared for each level. The guidelines are written, reviewed, and revised periodically by teams of teachers and administrators. Approved Pennsylvania Common Core Standards are included in the curriculum maps.

### **Homework and Assessments**

- A. Homework, which includes both written and study assignments as well as independent projects, is intended to expand and reinforce learning concepts presented in class. The responsibility for completing homework assignments is part of the maturing process of a growing student. Accordingly, as the student progresses into higher grades, he/she should begin gradually to assume greater personal responsibility until arriving at the stage where full control and, therefore, full responsibility for the work is accepted.
- B. A student who is absent and brings in an excuse note is permitted to submit assignments and assessments on the next day for full credit.

### **Grades/Grading**

- C. A report card will be distributed at the end of each marking period. A progress report is sent to the parents of each student midway through each marking period as designated on the school calendar. Parents may contact CAP's division office to schedule an appointment with their child's teacher at any time.
- D. Each faculty member evaluates a student's work according to the standards established within academic departments and by the individual teacher. These standard expectations include a high level of class participation, attendance, and a demonstration of the ability to

use the concepts that have been taught, as well as consideration of the quality of a student's work and performance on assessments, projects, etc. Faculty members use the following grading scales:

<u>Grades</u>	<u>Designation</u>
K-4	O Outstanding VG Very Good G Good S Satisfactory I Improvement needed U Unsatisfactory
5-12	A+ 100-98 A 97-94 A- 93-90 B+ 89-88 B 87-84 B- 83-80 C+ 79-78 C 77-74 C- 73-70 D+ 69-68 D 67-64 D- 63-60 F 59-below

**E.** Honors Designations (grades 5-12):

1. Students with a G.P.A. of 3.50 or above will receive 1st Honors.
2. Students with a G.P.A. of 3.00 to 3.49 will receive 2nd Honors.

**F.** Honors Forfeitures (grades 5-12):

1. Students with any "Unsatisfactory" grade in conduct in Discipline will forfeit their honors designation and any honors privileges.
2. Students with an F in any subject on the report card.

**G.** Academic Probation: Students in grades 5-12 with a G.P.A. of 1.00 or lower or with one or more grades of "F" on their report card will be put on academic probation. Students must complete any required probationary student program assigned to restore them to good standing.

- H. Students in grades 1–12 who fail one or two courses on the final report card of the school year (June) must make up the credit in summer school.
- I. Students in grades 5–12 who fail three or more courses must repeat the year. After two (2) consecutive years of academic probation, a student in grades 5–8 may be retained in the next school year.
- J. Membership in the CAP Honor Society is determined by the first semester grades each year. Any student who loses honors privileges for disciplinary or other reasons will not be offered membership.
- K. All final grades for the year for grades k–12 are calculated using PowerSchool, our computer grading program, which can be accessed by parents and students via the parent page of the CAP website or at <https://cap.powerschool.com/public/home.html>.
- L. Any student in grades 10–12 that needs a credit recovery may only use one credit from a Principal-approved online course.
- M. To be eligible for Salutatorian honors, students must attend CAP for at least 2.5 school years.
- N. To be eligible for Valedictorian honors, students must attend CAP for at least 2.75 school years.

### **Summer School for Remediation and Growth**

- B. All students attending summer school must follow the rules and regulations of the regular academic school year.
- C. **Schedule, lateness, absence, and uniform policies:** The hours of summer school are dependent on the student's class load and will be disclosed to the student at the time of registration. All other policies will be given to the student on the first day of class.

### **Graduation Requirements**

CAP Graduation is the culmination of academic achievement. CAP's requirements are rigorous and aligned with Pennsylvania State Graduation Requirements. Students are provided with an abundance of support prior to and during their senior year.

Students are responsible for reporting to their senior advisors when they are assigned in May/June of their 11th grade year and throughout their 12th grade year. In addition, seniors and their parents are strongly encouraged to take advantage of the numerous workshops available for college, financial aid and other post-graduation opportunities. See the Guidance page on the CAP website for more details: <http://www.communityacademy.org>.

#### **A. 12th Grade Graduation Requirements**

1. Class of 2021

- a) Credits: Students will attain graduation by demonstrating proficiency in standards-based courses. In grades 9 through 12, students MUST complete a total of 24 units of credit, with a minimum of:
- 4 mathematics credits
  - 4 English credits
  - 4 social science credits
  - 4 science credits
  - 1 writing credit
  - 1 foreign language credit
  - 1 physical education credit
  - 4 electives
  - .5 credit for the written senior project component
  - .5 credit for the oral senior project component
  - 30 hours of Community Service
- b) Keystone Proficiency: Students should demonstrate proficiency in Algebra I, Biology, and Literature on the associated Keystone Exams, and/or Advanced Placement or International Baccalaureate exams that include academic content comparable to the appropriate Keystone Exam. A student who does not attain proficiency on one or more Keystone Exams will be provided with supplemental instructional support and may be given additional opportunities to re-take the Keystone Exams.
- c) Special Education Students: Students with a disability will be required to satisfactorily complete the program developed by an Individualized Education Program (IEP) team in order to satisfy graduation requirements.
- d) Community Service Credit: Service credit equivalent to thirty (30) hours is required for Graduation. Students must present a letter from the institution on its official letterhead, with the supervisor's signature and a contact phone number. Students must complete the community service requirement one month prior to graduation.
- e) Fees/Materials Owed: Before graduation, all students must return or pay for all books, instructional materials, fines, sports and extracurricular uniforms, fees, dues, and any other monies owed to CAP.

2. Class of 2022 and Beyond

Act 158 of 2018 established four alternative pathways for high school graduation for students who are not proficient on the three Keystone Exams in Algebra, Literature, and Biology: Keystone Proficiency Pathway, Keystone Composite Pathway, Alternate Assessment Pathway, and the Evidence Based

Pathway. These become effective with the Class of 2022; more specific information can be found on the PA Department of Education website here: <https://www.education.pa.gov/K12/Assessment%20and%20Accountability/GraduationRequirements/Pages/default.aspx>

**B. Senior Probation.** Seniors will be placed on “senior probation” if they receive:

1. A warning notice indicating a failing grade in any class;
2. A warning of an “unsatisfactory” in conduct in any class and/or from Discipline;
3. A failing grade on either component of the senior project.
4. A non-proficient score on any required Keystone Exam; or
5. A failure to demonstrate proficiency in standards-based courses and instructional units.

Seniors on “senior probation,” or in danger of failing any subject on the final report card, must see the Principal for final determination of graduation status.

**C. “Walking” Privileges. Seniors will not “walk,” i.e., participate in graduation exercises, if they:**

1. Fail to meet any graduation or other requirement in the Academic Policy;
2. Fail to comply with or complete an applicable corrective action pursuant to the Code of Conduct;
3. Receive a Final Grade of “F” in any scheduled class, including the community service requirement; or
4. Receive an “Unsatisfactory Conduct” in the fourth marking period as a Discipline Grade, or in any scheduled class, including the community service requirement.

Appeals to CAP’s CEO must be made in writing by fax or e-mail within 24 hours of receiving notice that a student will be denied such “walking” privileges.

**D. Credits and Requirements for Transfer Students**

1. Transfer students’ credits will be translated to CAP credits designations. Students may apply for exemptions of particular graduation requirements from the CEO.
2. Transfer students from out-of-state schools must demonstrate proficiency in coursework and assessments aligned with the academic standards assessed by each Keystone Exam.

3. Out-of-state transcripts must be received at least six (6) months prior to graduation for processing and evaluation.
4. Out-of-country transcripts must be received at least nine (9) months prior to graduation for processing and evaluation.
5. All appeals of exemption of graduation requirements must be made to the CEO by the end of the first marking period of the student's senior year. The CEO may require Board approval of some exemptions.

**E. 8th Grade Promotion Requirements**

1. All students must complete a promotion project.
2. No student may have two or more grades of "F" in any subject.
3. Students must have completed all final exams in order to be promoted and participate in the Promotion Ceremony.
4. Students will lose "Walking" privileges if they fail to comply with or complete an applicable corrective action pursuant to the Code of Conduct.

**Transcript Requests**

Contact the Office of Student Services or <https://www.communityacademy.org/records-request>

Student Records Requests: Requests for a full educational file must include an appropriate FERPA release and reasonable costs for staff time, research, copying and mailing, usually between \$25–\$250 depending on records requested (and number of years at the school).

<https://www.communityacademy.org/records-request>

**ANTI-BULLYING/ANTI-HAZING POLICY**

**CAP Commitment**

- A. Any kind of bullying or hazing has a detrimental impact on student learning, student health, school safety, student engagement and the school environment;
- B. CAP is committed to providing a safe positive learning environment for all students and, thus, recognizes that any form, type, or level of bullying or hazing is unacceptable. Accordingly, CAP prohibits all forms of bullying or hazing by its students and further prohibits reprisal or retaliation against individuals who report these acts or who are targets, witnesses and/or bystanders.
- C. CAP expects that every incident of bullying or hazing will be taken seriously by school administrators, school teachers and other staff, students, and students' families.

**D.** CAP posts in each classroom and other prominent locations within the school buildings where such notices are usually posted material concerning bullying or hazing. This policy is also posted on CAP's website.

**Scope of Policy:** This policy covers conduct that occurs anywhere on the school campus, at school sponsored, supervised or sanctioned activities or events (regardless of the location), on school provided transportation, at designated bus stops, or through school-owned technology or that would otherwise create a significant disruption to the school environment. Cyber bullying (defined below) is a disciplinary offense under this policy.

### **Definitions**

- A. Bullying:** "Bullying" means an intentional electronic, written, verbal or physical act, or a series of acts:
1. directed at another student or students;
  2. which occurs in a school setting;
  3. that is severe, persistent or pervasive; and
  4. that has the effect of doing any of the following:
    - a) substantially interfering with a student's education;
    - b) creating a threatening environment; or
    - c) substantially disrupting the orderly operation of the school.
- B. Cyber Bullying:** bullying that occurs by use of electronic or communications media through means of social networking, e-mail, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, web sites or any other mode that uses the Internet.
- C. Hazing:** "Hazing" is defined as an attempt to initiate or discipline fellow student(s) by means of horseplay, practical jokes, or tricks, often in the nature of humiliating or painful ordeals. This includes communication on the internet.

**Bullying or hazing policy:** CAP has adopted the following process for communicating this policy to staff, students and parents.

- F. Students:** Each year CAP's Emotional Support Team provides anti-bullying/anti-hazing workshops to all students. The workshops are designed to:
1. Clearly communicate this policy to all students;
  2. Provide a safe place for discussion and presentations about bullying or hazing behaviors;
  3. Empower and encourage students to promote and take responsibility for creating a safe and welcoming environment;

4. Provide a means for safely reporting bullying or hazing behaviors;
5. Teach students how to report a case of bullying or hazing; and
6. Teach strategies on how to best handle bullying or hazing.

**G. Faculty and Staff:** Each year the faculty and staff receive training from the Emotional Support Team during orientation in which they are taught:

1. The content of this policy;
2. How to identify verbal and non-verbal signs of bullying or hazing;
3. How to identify emotional, social, and academic behavioral changes that may be associated with bullying or hazing; and
4. How to report and investigate reported incidents of bullying or hazing.

**H. Parents:** Each year a parent workshop is set up to educate parents on the signs of bullying and hazing behavior. The workshop is designed to teach parents:

1. How to recognize the signs of bullying or hazing;
2. How to talk to children about bullying or hazing;
3. How to teach children empathy; and
4. What to do if a parent believes their child is being bullied or hazed.

**Reporting:** Students are encouraged to report cases of bullying or hazing at any time to any member of the school staff or faculty. Any member of the school staff or faculty who receives a complaint regarding bullying or hazing must report it to the Main Office, the Emotional Support Team Office, or the Student Climate Ctr/Behavior Support Suite. Students, staff, and parents can report bullying or hazing verbally or in writing. Students who witness bullying or hazing can report it anonymously.

### **Investigating and Reporting**

- A.** Upon receiving a complaint of bullying or hazing, CAP shall take immediate and appropriate action to investigate the complaint or otherwise determine what occurred.
- B.** The investigation should consist of individual interviews, face-to-face to the extent possible, with the student who has reported being bullied and the student who is reported to have bullied as well as others with knowledge about the incident. Other materials and information relevant to the incident may also be evaluated in the investigation.



- C. Students will be given an opportunity to write down their feelings and speak to a counselor about the reported incident(s).
- D. If, as a result of the investigation, CAP determines that the accused engaged in conduct that constitutes a violation of this Policy, it will:
  - 1. Determine whether disciplinary sanctions are appropriate and, if so, what sanctions;
  - 2. Inform the student who has been found to have violated the policy and his/her parents about the result of the investigation and the consequences for the student's behavior; and
  - 3. Take actions to end the behavior.

**Written Records:** CAP, through the Emotional Support Team and Student Climate Ctr/Behavior Support Suite, maintains records of all incidents of bullying or hazing.

### **Sanctions and Referrals**

- B. A bullying or hazing offense is a Level 2 offense as set forth in CAP's Code of Conduct. *See* Code of Conduct §§ V.A.7 & V.A.8.
- C. As such, depending on the nature of the offense, any student who is found to have been involved in perpetrating a bullying or hazing incident or series of incidents may be subject to any or all of the following:
  - 1. Suspension and contract regarding future behaviors;
  - 2. Restitution;
  - 3. Referral to mandatory counseling; and
  - 4. Expulsion if behavior persists.

### **Transgender Policy**

#### **A. CAP Commitment:**

It is the policy of Community Academy of Philadelphia to maintain a safe and supportive school environment for all students free from harassment, intimidation, and/or bullying and free from discrimination on account of actual or perceived race, color, creed, ethnicity, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, disability, or weight.

These guidelines are intended to help schools promote the educational and social integration of transgender and gender nonconforming students and ensure a safe learning environment free from discrimination and harassment.

## **B. Definitions:**

- **“Transgender”** is a general term used to describe people whose gender identity differs from the sex they were assigned at birth.
- **“Gender nonconforming”** refers to people who do not follow other people’s ideas or stereotypes about how they should look or act based on the female or male sex they were assigned at birth.

## **C. Scope of Policy and Guidelines:**

Policy detailing the rights of transgender and gender non-conforming students. \*All policy rights are in accordance to School District of Philadelphia Transgender Policy #252 and Title IX guidelines.

- Students may be addressed by names and pronouns corresponding to their gender identity in interactions with other students and staff, and written records, including class rosters, report cards, letters from the school or District, and photo ID.
- Transgender identity, legal name and sex assigned at birth is considered to be confidential information.
- Students may participate in gender-segregated groups that correspond to their gender identity.
- Schools should use gender-neutral language in communication with all students and families, regardless of a student’s gender-identity.
- Students may access locker rooms and restrooms that correspond to their gender identity. Students who desire more privacy may be provided with access to a single-stall restroom or alternative changing area. No student will be required to use a single-stall restroom.
- Students may also dress in accordance with their gender identity. Schools may not adopt dress codes that restrict clothing or appearance on the basis of gender.

The policy also addresses participation in physical education classes, intramural sports, interscholastic competitive sports teams, training and curriculum.

## **ANTI-DISCRIMINATION POLICY**

CAP admits students of any race, sex, color, religion, sexual orientation, national or ethnic origin, or disability, to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, sex, color, religion, sexual orientation, national or ethnic origin, or disability, in the administration of its educational policies, its admission policies, or in any school-administered program.

## **TITLE IX**

CAP’s responsibilities under Title IX of the Education Amendments of 1972 and the Violence Against Women Reauthorization Act of 2013. Title IX prohibits discrimination on the basis of gender in educational programs and activities that receive federal financial assistance. CAP will consider and investigate student-related concerns of sexual harassment, sexual assault, sexual misconduct, relationship (dating or domestic) violence and stalking involving students, regardless of whether the alleged conduct

occurred on or off of campus and regardless of the gender of the parties involved. Please refer to the Appendices for the full policy.

## **TITLE X, MCKINNEY-VENTO**

In compliance with the McKinney-Vento Homeless Assistance Act 42 U.S.C. 114341 et seq, the following procedures are implemented at Community Academy of Philadelphia, CS to ensure that homeless children and youths are identified and offered support and educational stability. The goal is to ensure that each homeless child and/or youth enrolled at CAP be given equal access to the same free, appropriate public education as other children and youth and that they have access to the educational and other services that they need to enable them to meet the same challenging academic achievement standards to which all student are held.

## **TRUANCY POLICY AND PROGRAM DESCRIPTION**

Daily attendance in school is required for learning and it is the law. All student single-day student absences require a note from parent/guardian explaining the reason for the absence. Any multiple-day absences require a note from a doctor, clinic, court, funeral director, etc. explaining the reason.

*What happens if you are charged with violating the Pennsylvania School Compulsory Education Attendance Law?*

1. All children of “compulsory school age,” **between the ages of 6 and 18**, must attend school in Pennsylvania. **Note: these age parameters are effective as of the 2020-21 school year.** All students are required to attend school no later than age 6 and until age 18 or graduation, whichever occurs sooner. These requirements apply across Pennsylvania.
2. As a parent, guardian or person in a parental relationship who is responsible for a child between the ages of 6 and 18, you are liable for making sure the child attends school regularly.
3. This section holds every parent or guardian of a school-age child responsible for the child’s attendance at school. If a child is found to be truant, his or her parent or guardian can be subjected to the following; additionally, at the discretion of the judge the fines and jail time may be imposed on the student, as well as, loss of driving license privilege\*\*.:
  - a fine up to \$300 for first offense and up to \$500 for second and \$750 for third and subsequent offenses, together with court costs and upon default of payment subjected to county jail up to 3 days.
4. In Pennsylvania, truancy is defined as when a child of compulsory school age is absent from school for three or more days without a valid excuse.
5. Before bringing an action against a parent or guardian under this act for habitual truancy, the school must give the parent or guardian written notice of the violation within 10 days of the violation and offer a Mandatory Attendance Improvement Conference. The notice comes from the school attendance officer. If a child is truant again, the parent does not have to receive additional notice to be held liable.

**The following is the policy of the Community Academy:**

- Truancy is any unexcused absence by compulsory school age children.
- Pennsylvania School Code: The Commonwealth of Pennsylvania’s definition of habitual truancy is six (6) or more illegal absences\* by a compulsory-aged child.
- Students will not receive exclusionary consequences for truant behavior

- An attendance meeting will take place prior to any referral to a legal entity

**Community Academy of Philadelphia's Corrective Protocol:**

- Notify the Parent/Guardian to make him/her aware of his/her child's absence.
- Notification will be provided in a language other than English, if preferred by the parent.
- Identify the barriers that are preventing the student from coming to school.
- Provide truancy prevention protocols below:

**Truancy preventions protocols:**

- At every illegal/unexcused absence a telephone call is made to the parent/guardian. Parents must submit an absence note to the school within three days of the child's unexcused absence. After 3 days, the School Principal/Designee will make a determination if the note will be accepted. If the note has been accepted, the Attendance Specialist will make the corrections in PowerSchool.
- At the *3rd unexcused absence* the C-31 (Three Day Legal Notice) will be sent to the Parent/Guardian within 10 days to make him/her aware that the child has missed 3 days (consecutive/nonconsecutive) of school. Parents/Guardians are invited to meet to with the school social worker to discuss any problems that may have affected attendance or communication with the school.
- At the *6th unexcused absence*, the Truancy Officer/Designee must create an attendance plan for the student. Notice will be sent to the Parent/Guardian within 10 days to make him/her aware of the habitual truancy and set the date of Mandatory Conference. The Truancy Officer/Designee shall offer a meeting, Mandatory Attendance Improvement Conference, with the parent/guardian of the child to inquire about the truancy and come up with a plan to help remove any barriers to the student's attendance. Any interested parties, including but not limited to, grandparents, aunts, uncles, advocates, service providers, mentors, etc., as well as, school personnel may attend this meeting to provide input. Meetings will be held in the preferred language of the parent; a translator will be provided. Please request.
- When appropriate, CAP may convene the IEP team of a student with a disability to review attendance issues.

**Referrals for habitual truancy:**

- Parents/guardians and the student shall be referred to CAP's school social worker for internal remediation through the truancy prevention protocols above.
- Students under 15 years of age may be referred to the District Attorney's Office and/or the Department of Human Services (DHS), and the school may file a citation against the parent in Truancy Court and/or Magistrate's Court.
- Students 15 years or older shall be referred to CAP's school social worker for internal remediation through the truancy prevention protocols above. If the student refuses to participate in the CAP truancy prevention protocols or continues to be truant, he she may be referred to District Attorney's Office and/or DHS. Students may also be referred to Truancy Court and/ or Magistrate's court.
- CAP shall make truancy reports to the School District of Philadelphia Office of Attendance and Truancy as required by the Charter School Office.
- All students who are habitually truant shall be reported to the PA Department of Education.

**Consecutive Absences:**

- In accordance with Act 138, any student who accumulates 10 or more consecutive absences may be dropped from roll.

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\*Absences do not have to be consecutive or "in a row;" absences may be scattered.

\*\* See school social worker if student needs record expunged, license required for work, or reinstatement of license after completing court required remediation and/or graduation from high school.

Note: Should circumstances related to school closures or health-related concerns enact modifications to the school schedule, format, etc., CAP will follow the requirements set forth by the PA Department of Education as they relate to student attendance, truancy, absent notes, etc.

## **CELL PHONE POLICY**

### **A. Cell Phones**

Possessing a cellular telephone on school property is a privilege, not a right. See 7<sup>th</sup> and 8<sup>th</sup> Grade Policy on website. The privilege of bringing a cellular phone is given to students ONLY for the purpose of providing a convenient way for parents and students to communicate to and from school.

The following rules pertain to cellular telephones and the failure to follow these rules may result in disciplinary action as per the Code of Conduct § V.A.18.

- a) Cell phones MUST be turned OFF PRIOR to entering the building and must be KEPT OFF in lockers during the school day until they exit the building. Students who disregard this policy will have their cell phones confiscated. All confiscated phones will be returned ONLY to a parent/guardian
- b) Cell phones MAY NOT be used in school or on school grounds until 4:00PM, when the Main Office is closed. Cell phones should be used after 4 PM in the lobby or outside. No cell phones can be used in the gym.
- c) Using cell phones to record at ANY time is prohibited.
- d) Before a cell phone can be brought to school it must be registered with the Student Climate Ctr/Behavior Support Suite. Failure to register a cell phone may result in disciplinary action and confiscation of the cell phone. The registration form must be signed by both the student and the parent/guardian. Registration forms can be obtained in the Office.

## **CODE OF CONDUCT in Grades K – 2**

To support the creation of a safe learning environment for all members of the school community.  
To provide clear and explicit expectations for social behaviors in all school settings.  
To provide administrators with interventions that address students' disruptive behaviors.

### **Behavioral Expectations:**

Motivate students to live up to the expectations through positive reinforcement.  
Use good judgment to prevent minor incidents from becoming major problems.

**Consequences for Violating the Code of Conduct:**

Kindergarten through second grade students may not be suspended unless they commit a violent crime.

**Corrective Actions:**

Students will report to the school counselor for one on one time.

Student positive behavior plan, which may include Daily reports/self-charting

Parent contact through a phone call or personal meeting.

If the behavior persists, a parent meeting is mandatory.

**CODE OF CONDUCT/DISCIPLINARY CODE Grades 3 – 12**

CAP students are expected to be responsible citizens who are considerate of classmates, who are respectful, courteous and attentive to teachers/staff and who comply with school policies and directives. CAP's Code of Conduct/Disciplinary Code ("the Code of Conduct") establishes policies, rules and expectations for all CAP students. Failure to abide by the Code of Conduct will result in CAP taking disciplinary action against the student.

A student may be held responsible for the conduct of friends or family who drop off the student in the morning or pick him/her up after school or hang around the building. Thus, students should advise friends and family that loud music, obscene or offensive language, and displays of threatening behavior may result in disciplinary action against the student.

Any middle or high school student may leave class to report to the School Office a violation of this Code of Conduct, to discuss a problem, prevent a problem or explain a behavior. Upon leaving class, the student must report directly to the main office and may speak to the Principal, Vice Principal/Dean of Students, or Social Worker/Counselor.

The consequences for a student who endangers school safety or disrupts the educational experience are set forth in detail below.

**A. Scope of Rules of Conduct:** Students shall abide by the Code of Conduct in all of the following areas:

- a) On school grounds, including the territory to K Street, during the school day or immediately before or after school hours;
- b) On school grounds at any other time when the school is being used by a school group;
- c) On or off school grounds at any school activity, function or event;
- d) Traveling to and from school, including actions on any school bus, van or public conveyance;
- e) Away from school if the misbehavior results from or leads to in-school misbehavior that substantially disrupts school operations or interferes with the rights of others in the school

community, including but not limited to fighting, threats, harassment, or stalking through the use of telephones, social networks or e-mail.

**Consequences for Violating the Code of Conduct:** Disciplinary action for violation of any provision of the Code of Conduct depends on the type of misbehavior of the student and the level of disruption of the school environment. Violations are divided into Level 1 Offenses, Level 2 Offenses and Level 3 Offenses. Each level carries with it a different set of possible disciplinary actions, as described below. In addition to the possible disciplinary actions, CAP may require:

- D. Mandatory counseling for a student
- E. Consequences for Breaking the Law: In addition to pursuing disciplinary action for a violation of the Code, CAP may notify the Philadelphia Police Department and detain the student while waiting for the police.

**Level 1 Offenses/Corrective Actions:**

F. **Level 1 Offenses:** Each of the following constitutes a Level 1 offense which will result in a Level 1 corrective action:

1. *Disruption of school:* A student shall not use language in any classroom, lunchroom, hallway, yard, or school-related venue, school publication, bulletin board, public address system, or on a book bag, book, button, his/her body, etc., that substantially disrupts school operations or interferes with the rights of others by, for example, being profane, obscene, racist, sexist, homophobic, intentionally disruptive, libelous or offensive to other students, faculty or the community.
  - a) A student may be disciplined for urging other students or outsiders to use such language.
  - b) An excuse by the student that he/she was “only kidding” or that “we use this language all the time” is not acceptable.
2. *Disrespect of teachers and adult personnel:* At no time may a student express with words, gestures, or body language disrespect for a teacher, security officer, adult supervisor, employee or volunteer of CAP, or, while at a school-related activity, any adults taking part in the activity. CAP teachers or staff will make the determination as to whether the words or actions are disrespectful.
3. *Verbal Argument:* A student shall not engage verbally in a disruptive and confrontational argument with another student.
4. *Encouraging Fighting:* A student shall not encourage a fight or the continuation of a fight, including through gossiping and spreading rumors.

5. Three (3) or more class disruptions: A student who continuously disrupts class, disrespects teachers, and distracts other students from learning may be removed from class to the Student Climate Ctr/Behavior Support Suite to do class work and will also receive a detention after school. Repeated infractions will be subject to Level 2 corrective action.
6. Identification Cards: Each student in grades 7–12 must display a school ID when on school property or at any school function. For certain school functions, a waiver of this rule may be obtained from the Principal or his/her designee. If an ID is lost, a replacement must be purchased at the school store. IDs must be worn with the lanyard (breakaway string) with the school logo. Students may not alter, cut, puncture, or add anything to school IDs, including stickers, pen marks, etc. Replacement lanyards are available at the school store.
7. Damage, destruction, graffiti, or theft of school or private property: A student shall not – either on school grounds or during a school activity or school function, school event off-campus, coming to or from school or resulting from school – cause or attempt to cause material damage to school or personal property, or attempt to steal school or personal property. Damage resulting in a cost of more than \$50.00, repeated damage or theft, shall be considered an act of serious misconduct.
8. Smoking on school grounds: A student shall not smoke in any part of the building. The City Fire Code prohibits it. Common sense and health concerns also dictate that no smoking is permitted in CAP buildings. Additionally, no smoking is permitted on school grounds; this includes the schoolyard, and the steps or sidewalk on any side of the building. No student may have in his/her possession any cigarettes or tobacco products.
9. Disobedience to the lawful instructions of a teacher: A student shall not disobey the lawful instructions of a teacher, administrator, teacher's aide, day care worker, security officers or any adult staff member or volunteer of CAP.
10. Skipping Detention: A student who skips detention may be given double detention or be suspended.
11. Book bags and uniforms: A student must carry his/her book bag to and from school every day. Book bags must be clear and plastic for students in grades 5–12. Book bags and uniforms may not be left in the school overnight. Students with approved after-school jobs or volunteer work may request in writing a limited modification of this rule from the Principal; the written modification and conditions will be placed in the student's file.



12. Defaced or obstructed books or book bags: Students may not have any pictures preventing clear view of inside of book bags. All obstructions must be cleared or removed or they will be confiscated.
13. Graffiti, unreadable, sloppy notebooks, or bags, etc.: A student shall not deface his/her books, notes, or book bags, particularly, but not limited to, graffiti or references to drugs, drug corners or gangs, sexual conduct, or other illegal activities.
14. Notes/Note passing/Inappropriate Written Material: A student may not pass notes of any nature while in the school building. A student may not have in his/her possession any written or inappropriate materials (including material in e-mails, Facebook, Instagram, Twitter, IM's, etc.) referencing violence, weapons, sex or drugs. All notes and inappropriate written materials will be confiscated.
15. In school in a visible state of intoxication or "high": A student may not arrive at or become intoxicated or "high" in school, at a school activity, or coming to or leaving from school. The initial determination will be done at the discretion of the Principal and/or CEO in consultation with the Vice Principal/Dean of Students and/or Social Worker, Psychiatrist or Nurse. A drug screening at a licensed medical doctor's office or hospital may be required at the parent's expense.
16. Overt signs of sexual affection: A student shall not express in the school building, on school grounds, on a school-sponsored trip or at any school activity overt sexual affection; this includes, but is not limited to, kissing, hand holding, notes, etc. The prominent display of "hickey's" or passion marks is prohibited and any passion marks are discouraged.
17. Uniform/dress code violations: A failure to abide by CAP's Uniform Rules and regulations is a violation of the Code of Conduct.
18. Eating or drinking in classrooms: Eating or drinking is not permitted in classrooms, the lobby, or hallways, before class (except during the NSLP breakfast and lunch), during class, or after class. Eating is permitted only in the cafeteria during designated lunch periods and after school. Students may not leave trash or food in the cafeteria.
19. Leaving school building without permission: No student may leave the school premises without the permission of the CEO, Principal, or Vice Principal. (Early dismissals must be obtained at each School Office: elementary school or high school). No student may leave school during the lunch period.
20. Out-of-Bounds: No student may be in any part of the building or grounds (including bathrooms, lockers, classrooms other than the one in which they are being taught, library, computer lab, day care, schoolyard, etc.) unless specifically scheduled to be there or has received permission from an appropriate authority. Any student exercising his/her right

to see the Principal, Vice Principal/Dean of Students or Social Worker/Counselor must report immediately to the main School Office.

21. Possession of prohibited items: A student may not have in his/her possession, in a school bag or coat, or in a locker any of the items listed below. All items marked with an asterisk will be confiscated and, usually, destroyed. In the case of weapons, such items may be turned over to the police or will be held for one year as evidence and then destroyed.
- a) Smart watch for all grades. Cell phones are prohibited in grades K - 6;
  - b) Radios, iPods, iTouch, or tablets, beeping (or any sound emitting) watches/devices, or sports equipment;
  - c) Electronic games or lasers;
  - d) Permanent markers, paint pens or spray paint;\*
  - e) Pornographic, obscene or suggestive material;\*
  - f) Racist, sexist, homophobic, and/or other material offensive to any ethnic or religious segment of the community;
  - g) Any weapon or sharp object including scissors;\*
  - h) Gum in any area and food or beverages in unauthorized areas;\*
  - i) Items associated with drug use, such as blunts, “roach clips,” pipes, rolling papers, “baggies”, etc.;\*
  - j) Cigarettes or tobacco products, including electronic smoking devices;\*
  - k) Mace containers/pepper spray or stink bombs;\*
  - l) Cameras, camcorders or other electronic recording devices (unless student has written permission from the Principal in the case of a special event, etc.);
  - m) Any items associated with underage drinking;
  - n) Open and glass bottles of any kind;
  - o) Any other item(s) that from time to time may be added to this list by the Principal.
22. Posting Materials: No student shall post or share on the Internet any materials that are inappropriate or that causes or may cause a substantial disruption in school. No student may post, sell, solicit or distribute materials in school without permission of the Principal.
23. Required Materials: Students must come to school with all materials required by their respective teachers.
24. Refusal to Permit Search of Belongings: As stated above, students must permit school personnel Principal to search their lockers, book bags and belongings. Refusal to cooperate can result in disciplinary action.

**G. Level 1 Corrective Actions: Any of the following disciplinary measures may be taken against a student for any Level 1 violation:**

1. Interview with the Principal or Vice Principal/Dean of Students;

2. Temporary assignment to a “cooling off” area, or temporary disciplinary assignment within the school;
3. Before/after school detentions;
4. Suspension of privileges, including lunchroom and extra-curricular activities;
5. Letter or phone call to parents;
6. Mandatory parent meeting with Vice Principal/Dean of Students;
7. Referral to mandatory counseling;
8. Referral for mandatory drug screening, and/or to a substance abuse program;
9. Restitution;
10. For Rule 17 regarding clothing, see the Uniform Rules and Regulations § III.
11. For Rule 17 regarding accessories (*e.g.*, hats, buttons, earrings, etc.), accessories that violate that Uniform Rules and Regulations will be confiscated and returned to the student at the end of the day; for repeated offenses, Corrective Action 14 below may apply;
12. Items confiscated will only be returned personally to a parent. If the parent refuses to come to school within 30 calendar days during normal working hours to pick up the item, the item will be destroyed or donated to a local charity or organization. Note: The school does not accept responsibility for confiscated items.
13. Suspension.

#### **Level 2 Offenses/Corrective Actions:**

##### **H. Level 2 Offenses: Each of the following constitutes a Level 2 offense which will result in Level 2 corrective action:**

1. Repeated school violations: A student shall not repeatedly fail to comply with the provisions of the rules as expressed in Level 1 Offenses above, Academic Policies, or with any other reasonable directions of the Principal, Vice Principal/Dean of Students, teachers, or other authorized school personnel at any time when the student is properly under the authority of school personnel. Any student acquiring three (3) suspensions in an academic year, and on any one suspension thereafter if re-instated, is subject to expulsion for cause. Any student who has been expelled from the School District of Philadelphia and repeats the same category of offense while at CAP, *e.g.*, fighting, weapons violation, possession or sale of a controlled substance, etc. is subject to expulsion for cause, even if it is a first offense at CAP.

2. Recklessly endangering or threatening/intimidating school personnel, students or other persons: A student shall not recklessly engage in conduct which places or may place any school employee, fellow student or other person, *i.e.*, visitor, etc., in fear of danger of bodily harm. Nor shall a student attempt to by physical menace or threat (oral or written) put a school employee, fellow student, or other person in fear of imminent bodily injury, including but not limited to, drawings of weapons, inappropriate actions, etc.
3. Weapons on school property: No student shall possess on his/her person, in his/her school bag, or in any storage space provided by the school (*e.g.*, locker), or carry with him/her on any school-sponsored trip or activity, any weapon capable of causing bodily harm. For weapons capable of causing death or serious bodily injury, see also Level 3 Violations.
4. Violation of Fire Drill Instructions: No student may impede the safe exit of students in a fire drill or other emergency situation. This includes, but is not limited to, disruption of fire drill by talking, disobedience or inattentiveness. No student may make a false report of an emergency situation. Students with children in the day care may not leave their assigned exit protocol in order to go to the day care. (Student/parents must be familiar with the exit protocol for the day care.)
5. Fighting: No student may fight, push, strike, hit or use violence, in any manner, against a fellow student, nor may any student encourage another student to use violence. No student may restrain another student to allow the student to be hit or be a “second person in” a fight. A student shall not by use of force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally or recklessly cause the substantial disruption or obstruction of the lawful mission, purpose, or function of the CAP.
6. Hazing: Hazing of any sort is forbidden at all times (*See* Anti-Bullying/Anti- Hazing Policy).
7. Bullying: Bullying of any sort is forbidden at all times (*See* Anti-Bullying/Anti- Hazing Policy).
8. Homophobic Slurs: Any homophobic statements relating to gender or sexual orientation, verbal or written are prohibited.
9. Sexual Harassment: The creation or maintaining of a sexually hostile environment and/or any sexual “quid pro quo” is forbidden. This may include but is not limited to making such comments verbally or in writing, displaying obscene, homophobic, or sexually suggestive photos, drawings, language, signs, gestures, tattoos, etc.
10. Detainment or Obstruction: Physically detaining or restraining any other person or removing such person from any place where he/she is authorized to remain, or in any way obstructing the free movement of persons or vehicles on school premises or at school activities is forbidden.

11. Inciting Disorder: Participating in or inciting a riot or an unauthorized or disorderly assembly is forbidden. This includes, but is not limited to inviting, bringing or otherwise assembling family, friends, etc. to school to fight, harass or otherwise threaten other students.
12. Encouraging Others to Violate Rules: Willfully encouraging others to commit any of the acts which are prohibited by this Code of Conduct is forbidden.
13. Aggressive Arguing: Arguing between or among two (2) or more students that clearly exceeds Level I Offense # 3, because of minor physical or accidental contact, such as pushing or bumping; aggressive foul language, including homophobic slurs; aggressive disrespect to adults; or disruption may be in the judgment of teachers or other CAP staff greater than that usually associated with Level I Offense # 3. Though a Level II violation, this provision covers actions not usually associated with a violation of the Safe Schools Act (Act 26, see below at p. 51, § X.) Repeated cases (three or more) of AA may result in referral to expulsion due to the chaotic disturbance to safety in carrying out the educational program and the violent atmosphere created in the classroom and school building and activities.
14. Violating the Law: Violation of any local, state, or federal law is prohibited. Any such conduct will result in an appropriate disciplinary action.
15. Theft: A student may not steal money or property from a student, faculty/staff member or visitor.
16. Use of Cellular Phones: Use of cellular phones and are prohibited except as provided in the Cell Phone Policy.
17. Network and Internet Acceptable Use Policy Violations: A failure to abide by CAP's Network and Internet Acceptable Use Policy is a violation of the Code of Conduct.

**I. Level 2 Corrective Actions: Any of the following disciplinary measures may be taken against a student for any Level 2 violation:**

1. Any corrective action stated in Level 1 Offenses;
2. Suspension and/or a contract;
3. Restitution;
4. Referral to mandatory counseling, mandatory drug screening, and/or to a substance abuse program;

### **Level 3 Offenses/Corrective Actions**

**J. Level 3 Offenses: Each of the following constitutes a Level 3 offense which will result in a Level 3 corrective action:**

1. Indecent assault or indecent exposure: A student shall not touch any other person or cause another person to touch him/her on any intimate or sexual part of the body for the purpose of arousing or gratifying sexual desire in either person or to intimidate the other person. Further, a student shall not expose his/her genitals under circumstances likely to cause affront or alarm to others. *See also* Aggravated Offenses below.
2. Assault on school personnel: A student shall not cause or attempt to cause physical injury to any school employee, nor shall any student make threats to cause physical injury to any school personnel.
3. Possession of a weapon capable of causing death or serious injury: A student shall not possess on his/her person, in his/her personal effects, or in any storage area provided by the school, any weapon capable of causing death or serious injury. Such weapons shall include, but are not limited to, fire arms, knives, cutting tools, nunchakus, razors, box cutters, BB guns, stun guns, throwing stars, baseball bats, scissors or explosives, incendiary devices or any or any other implement or tool capable of inflicting death or serious injury.
4. Aggravated Offenses: A student shall not engage in or attempt to engage in conduct or encourage others to engage in conduct which threatens the health, safety or welfare of any members of the school community. Conduct in violation of this rule shall include, but is not limited to:
  - a) Deliberate assaults on school personnel where injury results or where a substantial likelihood of serious injury was present, including but not limited to use of a weapon;
  - b) Sale or distribution of any narcotic, hallucinogen, amphetamine, barbiturate, steroid, growth hormone, marijuana, alcoholic beverage or intoxicant. Possession of any of the above substances in a quantity inconsistent with possession for personal use, or under circumstances indicating that possession was with the intent to sell or deliver, is subject to the same disciplinary penalties as are actual sale or delivery;
  - c) Arson;
  - d) Rape, molestation or involuntary deviate sexual intercourse;
  - e) Robbery or extortion;

- f) Assault on another student or school visitor which results in serious bodily injury or involves the use of a weapon;
  - g) Vandalism which results in damage to or destruction of school property, which substantially disrupts the school from carrying out any of its primary educational responsibilities or programs;
  - h) Retaliation or threat of retaliation against a school employee, witness or other person for his/her part in any school investigation, academic or disciplinary proceeding, or in the course of his/her lawful responsibilities, in which the student's or student's parent(s)' conduct takes the form of intentional assault, threats of bodily injury or death, repeated telephone, written, e-mail and/or verbal or physical harassment or stalking, or property damage;
  - i) Theft of money or property from student, faculty/staff, or visitor valued in excess of \$50.00;
  - j) Racist, sexist, or homophobic statements verbal or written, displays, tattoos, or other actions designed to cause severe psychological or physical harm to intimidate students, faculty/staff or visitors.
5. Possession of Drugs, Alcohol, Other Illegal Substances and/or Drug Paraphernalia: A student shall not possess on his/her person, in his/her personal effects, or in any storage or other area in the school any illegal substances of any nature including prescription medications not prescribed to student or any items associated with drug use, such as blunts, "roach clips," pipes, rolling papers, "baggies," etc. A student also shall not use or be under the influence of any narcotic drug, hallucinogenic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.

**K. Level 3 Corrective Actions: Any of the following disciplinary measures may be taken against a student for any Level 3 violation:**

- 1. Any corrective action stated in Level 1 or 2 Offenses;
- 2. Expulsion;
- 3. Notification to the Philadelphia Police Department.

**Discipline Process:**

- L. Primary Goal:** CAP's goal when disciplinary situations arise is to resolve problems in an informal manner and to create a plan to keep the student in the school. To this end, in the event a student receives a suspension or expulsion of any kind (discussed below), the student's parent will be given the opportunity for a meeting with the Dean of Students or Principal in which the administrator and parent will attempt to resolve the situation

informally and to create a plan to keep the student in school and out of suspension. In the event the situation, cannot be resolved in such a meeting, the informal and formal hearing processes set forth below will occur.

**M. In-School suspension:** A student may be suspended “In-School” in the Student Climate Ctr/Behavior Support Suite with a follow-up detention. “In-School” suspension results in the exclusion of classes (but not school work), the lunchroom activities and all other privileges, but requires daily attendance in school. Any student that is absent when they are “in-school suspended” will receive an unexcused absence.

1. Before a student is disciplined with an In-School suspension, he/she will be given an opportunity to be interviewed. A student’s parents/guardians will be informed in writing of the In-School suspension and asked to attend a reinstatement meeting at the school. A parent/guardian must call within 24 hours of the suspension. If the parent/guardian does not call to make an appointment, the student will be given an unexcused absence if the In-School suspension exceeds three days due to lack of reinstatement.
2. However, prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. In such cases, the notice and opportunity to be heard will take place as soon as possible after the suspension.
3. If behaviors persist and after three (3) In-School suspensions, a student may be recommended for an out of school suspension. Parents will be personally informed that such decision is under consideration and must meet with the Principal or his/her designee.
4. Students are required to make up all class work and tests missed during a time of suspension. This shall, in all likelihood, require make-up work after school. The time period to make up all missed work may not exceed one (1) week from the date of reinstatement.
5. ***Reinstatement Criteria:*** In order to ensure a clear partnership with the family, the student is suspended until a parent/guardian appears for an appointment at school for a reinstatement meeting with the Vice Principal/Dean of Students and/or Principal and the student meets the following conditions:
  - a) Provides an explanation for the infraction;
  - b) Acknowledges responsibility for the behavior;
  - c) Accepts any punishment given; and
  - d) Agrees to additional conditions imposed, if any.

**N. Out of School suspension:** A student may receive an Out of School suspension, *i.e.*, exclusion from school and/or a school activity for a period of three (3) school days or less:



1. Before a student is disciplined with an Out of School suspension, he/she will be informed of the reasons for the suspension and given an opportunity to respond and explain the situation.
2. However, prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. In such cases, the notice and opportunity to be heard will take place as soon as possible after the suspension.
3. A student's parents/guardians will be informed in writing of the Out-of-School suspension and asked to attend a reinstatement meeting at the school.
4. In the case of an Act 26 violation or a pattern of problematic behavior that is a danger to the school community, expulsion may be recommended. Parents will be personally informed that such decision is under consideration and must meet with the Principal or his/her designee.
5. Students are required to make up all class work and tests missed during a time of suspension. This shall, in all likelihood, require make-up work after school. The time period to make up all missed work may not exceed one week from the date of reinstatement.
6. ***Reinstatement Criteria:*** In order to ensure a clear partnership with the family, the student is suspended until a parent/guardian appears for an appointment at school for a reinstatement meeting with the Vice Principal/Dean of Students and/or Principal and the student meets the following conditions:
  - a) Provides an explanation for the infraction;
  - b) Acknowledges responsibility for the behavior;
  - c) Accepts any punishment given; and
  - d) Agrees to additional conditions imposed, if any.

**O. Long-Term Suspension:** an exclusion from school and/or a school activity for a period of four (4) to ten (10) school days. Where a suspension exceeds three (3) days, a student and his/her parents have the additional right to an informal hearing. The purpose of the hearing is to give the student an opportunity to explain the circumstances of his/her violation of the Code of Conduct and to bring forth relevant information, if any, to show why he/she should not be suspended. The informal meeting may be used as an opportunity for a discussion on how to prevent future incidents of misconduct. The informal hearing shall be in accordance with the following procedures:

1. A student's parents/guardians will be informed in writing and/or in person of the reasons for the long-term suspension;

2. CAP will provide the parent/guardian with sufficient notice of the time and place of the informal hearing. The date offered will be within five (5) days of the suspension;
3. At the informal hearing, a student has the right to question any witnesses present at the hearing;
4. The student also has the right to speak and present witnesses on his/her own behalf at the hearing;
5. At the hearing the CEO acts as the finder of facts and as the decision-maker and will render a decision at the meeting or within 24 hours.
6. Students are required to make up all class work and tests missed during a time of suspension. This shall, in all likelihood, require make-up work after school. The time period to make up all missed work may not exceed one week from the date of reinstatement.
7. ***Reinstatement Criteria:*** If a student has been suspended Out of School for discipline, he/she will be excluded from school until the parent/guardian is present for the reinstatement meeting, or if an Act 26 violation occurs or other recommendation for Intent to Expel, until the Intent to Expel hearing (*see* Intent to Expel). This appointment should be made within three days, and unless otherwise determined by the Principal, may be made for the same day. The school may allow, for Level 1 offense hearings, an alternate adult representative with a signed letter from the parent or guardian that gives consent and can be verified by the School Office. A student may be expelled if his/her parent/guardian refuses or delays the student's return. If the reinstatement meeting, by appointment, is not held within one (1) week, the student may be expelled from CAP. Reinstatement meetings will not take place if the student is not in uniform.

**P. Expulsion:** an exclusion from CAP by its School Board for a period exceeding ten (10) school days, which may be (but does not need to be) a permanent expulsion from the school's roll. A formal hearing will be held in all expulsion actions and shall be in accordance with the following procedures:

1. A student's parents/guardians will be informed in writing by certified mail of the charges made against the student and the decision of the CEO from the Intent to Expel hearing;
2. CAP will provide the students and his/her parent/guardian with at least three (3) days notice of the time and place of the formal hearing. The hearing notice will include a copy of this Code of Conduct;
3. The hearing shall be held within fifteen (15) days of the hearing notice unless mutually agreed between the parties.
4. The hearing shall be before the CAP Board of School Directors, a panel of the Board, or a hearing officer appointed by the Board. A representative of CAP shall act as presenter

of facts and state the reason(s) for recommendation. The Board shall make a final decision as to whether to expel the student.

5. A student may be represented by legal counsel in the expulsion hearing at the family's own expense. A student may also have a parent/guardian attend the hearing;
6. The hearing shall be in private unless the student or parent/guardian requests a public hearing;
7. The student has the right to receive the names of the witnesses who will testify against him/her as well as any statements or affidavits of those witnesses;
8. The student has the right to request that the witnesses appear in person and to answer questions;
9. The student has the right to testify and present witnesses on his/her own behalf;
10. CAP will have a written or audio recording of the hearing made. The student is entitled to a copy of this recording at his/her own expense;
11. A final decision of the Board will be mailed to the student and his/her parent/guardian within 72 hours. Notice of a right to appeal the results of the decision will be provided to the student with the decision.
12. If a student is expelled from CAP, he/she may not return to CAP and must, if 18 years or younger, register in another school.
13. Appeals of expulsion decisions may be taken to the Pennsylvania Court of Common Pleas.

**Special Education Students:** If a student who has committed an infraction of the Code of Conduct and who is subject to suspension or expulsion as set forth above is eligible for special education, CAP must determine whether the contemplated action would be a change in placement.

**Q.** **Definition of “change in placement.”** An intended disciplinary exclusion is a change in placement when:

1. The disciplinary exclusion is for more than ten (10) consecutive days;
2. The disciplinary exclusion, when added to other disciplinary exclusions in the same school year will exceed fifteen (15) school days;
3. The disciplinary exclusion involves a student with an intellectual disability (for any length of time).

**R.     **Manifestation Determination****

A manifestation determination meeting is required by the Individuals with Disabilities Act (IDEA) when considering the exclusion of a student with a disability that constitutes a disciplinary change of placement. CAP will follow the procedures required by the Individuals with Disabilities Education Act and by Chapter 711 of the Pennsylvania Code, and as set forth in the Basic Education Circular issued by the Pennsylvania Department of Education entitled “Disciplinary Exclusions of Students Who Are Eligible for Special Education.” A meeting is convened with the parent/guardian, LEA representative, Special Education Staff, and any other relevant participants of the Individualized Education Program (IEP) team within three days. During the Manifestation Determination meeting, the IEP team shall review the student’s most current evaluation and the student’s IEP and placement to determine whether the student’s misconduct is related to the student’s disability.

The IEP team must answer the following questions:

1. Was the behavior caused by, or directly and substantially related to, the student’s disability?
2. Was the behavior the direct result of the LEA’s failure to implement the IEP?

School personnel may remove a student to an interim alternative educational setting for not more than 45 school days, if the child:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of an LEA;
2. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of an LEA; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of an LEA.

### **Execution and Interpretation of These Rules**

- a. The first line of execution and interpretation of the Code of Conduct is always the individual classroom teacher or supervising adult. All adult employees and volunteers are charged with the carrying out of these rules.
- b. The Principal of each school is the primary disciplinarian and shall be responsible for the execution of the Code of Conduct, Uniform Rules and Regulations, and Academic Policy through reviewing and interpreting actions referred to him/her and is the school official responsible for the meting out of approved corrective actions.
- c. The CEO of CAP shall be the final decision maker and sole final interpreter of the Code of Conduct (except for expulsion determinations, where the final decision will be made by the Board), Uniform Rules and Regulations, and Academic Policy.

### **Pennsylvania Laws Relevant to Code of Conduct**

- S. **The Safe Schools Act (Act 26 of 1995, amended by Act 30 of 1997).** The Safe Schools Act creates a mandatory one-year expulsion for the possession of weapons on school property, including buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in a school as to whether the child has previously been

suspended or expelled from another school. The Act also requires schools to maintain records on acts of violence and weapons possession and to forward student discipline records when a student transfers to another school.

- T. **Truancy Act (Act 29 of 1995, amended by Act 138 of 2016).** The Truancy Act provides for a \$300 fine and allows the court to impose parent education classes and community service sentences for parents of a truant child who do not show that they took responsible steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. The Act also provides a truant student may lose his/her driver's license for 90 days for a first offense, and 6 months for the second and any subsequent offense.
- U. **Delinquent v. Criminal Acts (Act 33 of 1995).** Act 33 provides that any person age 15 or older who commits a violent crime and either (a) committed the crime with a deadly weapon or (b) has previously been adjudicated delinquent for a violation crime, will automatically be tried as an adult in the criminal justice system.
- V. **Blood Alcohol Content of Minors (Act 93 of 1995).** Act 93 establishes a summary offense with a fine of \$100 for any person under the age of 21 who operates a motor vehicle with any alcohol in their blood stream. The new summary offense is in addition to the loss of driving privileges and other sanctions allowable under current drunk driving laws.

### **NETWORK AND INTERNET ACCEPTABLE USE POLICY**

CAP's local-area network (CAP network) provides faculty, staff, and students with access to an assortment of instructional technology resources. The CAP network is defined as any part of and all of the electronic equipment and accessories used to provide computer resources to CAP's faculty, staff, and students.

Before using the CAP network or any CAP-provided computer resource, a signed form stating that you have read and understand this Network and Internet Acceptable Use Policy must be on file for the current academic year for all students and staff. For students, the form must also be signed by a parent or guardian.

#### **A. Purpose**

The purpose of the CAP network is to advance and promote educational opportunities, innovation and educational excellence, and to provide students and teachers access to a worldwide array of educational resources. Access to the resources on the network improves learning and teaching through research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials. The Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h), concerns access in schools and libraries to the Internet. Among other things, it calls for schools and libraries that receive discounted Internet access through the E-Rate program to have in place appropriate electronic filters to prevent children from using school Internet resources to access certain prohibited materials, including material that is obscene, material

that contains child pornography, and material that is harmful to minors. It is the policy of CAP to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the CIPA.

### **Supervision, Monitoring, and Training**

Access to the CAP network and the Internet is a privilege, not a right, extended by CAP to staff, students, and others for the purposes stated above. CAP has the right to restrict or terminate network access, and/or take disciplinary action, up to suspension or expulsion (students) or dismissal (staff) if an individual violates this policy.

CAP reserves the right to monitor all use of its network, including, but not limited to: e-mail, instant messaging, and online activities. Network storage areas will be treated like school lockers that can be inspected at any time. Network administrators may review communications to maintain integrity system-wide and ensure that students and staff are using the system in a responsible manner. Users should not have any expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or external drive connected to the network. The CAP system reserves the right to examine all data stored on diskettes, drives or devices involved in the user's use of the CAP network.

It shall be the responsibility of the CAP staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

CAP is committed to educating its students about appropriate online behavior. CAP will provide age-appropriate training for students who use the CAP network on appropriate behavior when interacting with other individuals on social networking websites and in chat rooms as well as cyber-bullying awareness and response.

### **Internet Safety Policy**

In accordance with the CIPA, this document serves as CAP's Internet Safety Policy. CAP has software in place that blocks and filters inappropriate materials, including Internet sites that are obscene, contain child pornography, or contain material that is harmful to minors, as those terms are defined in the CIPA. As mandated by CIPA, such filtering software is in place on all computers accessing the Internet through the CAP network. The filters may be turned off temporarily for academic or research use by staff members with the approval of the Technology Department.

Misuse of the Internet slows Internet access and is unsafe for students. The Technology Department filters the Internet; students caught attempting to bypass the filters will be subject to disciplinary action. *See* Code of Conduct § V.A.19.

## **Online Safety Rules**

The following are basic safety rules for engaging in online activities:

- W.** Students should never reveal any identifying information such as last names, ages, addresses, phone numbers, or pictures, unless approved by a teacher to meet a course requirement;
- X.** Students should immediately tell their teachers, if they have received a message that they believe is inappropriate or that makes them feel uncomfortable;
- Y.** Staff members should immediately tell their supervisors if they have received a message that they believe is inappropriate or makes them feel uncomfortable; and
- Z.** Users should never share a password or use anyone else's password. If a user suspects that someone has discovered his/her password, he/she should change it immediately and notify his/her teacher, if a student, or supervisor, if a staff member.

## **Appropriate Network Usage**

The CAP network shall be used in a manner consistent with this policy, the administrative rules for using the network, and with the school's Code of Conduct.

Users are expected to conduct themselves in a responsible, ethical, and polite manner while using the network. Although CAP has taken precautions to eliminate inappropriate material, it is recognized that it is impossible to restrict all access to all inappropriate materials. Staff and student access to the Internet is provided with the understanding that some material that can be accessed through the Internet may be inaccurate; and that some sites may contain material that is deemed contrary to fact or inappropriate for classroom use. **Access to such resources will not be permitted.** If such inappropriate material is inadvertently encountered, it shall be the user's responsibility to log off the page immediately and report the incident.

To the extent practical, steps shall be taken to promote the safety and security of users of the CAP network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

This policy does not attempt to articulate all required or proscribed behavior by users of the network. In any specific situation, we rely upon each individual's judgment of appropriate conduct. To assist in such judgment, the following general guidelines are offered:

- The CAP network is to be used for educational purposes only. All use of the Internet must be in support of the educational goal of CAP.

- Sending, receiving, and/or accessing materials that are obscene, pornographic, or offensive is prohibited.
- Any use for illegal activity is prohibited. Examples of prohibited activities include but are not limited to the following:
  - Attempting to gain unauthorized access to the CAP network or to use CAP network to gain unauthorized access to other computer systems.
  - Going beyond your authorized access, even if only for the purposes of “browsing.”
  - Attempting to disrupt the computer system or destroy data by spreading computer viruses or by other means.
  - Electronic vandalism of equipment or online content.
- Any use for political or commercial purposes is prohibited.
- Use of non-school sponsored social media is prohibited.
- Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited.
- Electronic mail accounts are provided to staff in support of the instructional program and its support services.
- Users should not download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the CAP Technology Department.
- No profane, abusive, or impolite language should be used to communicate on the network or on the Internet.
- Users must respect others’ privacy and intellectual property. Users are responsible for citing sources and giving credit to authors during the research process. All communication and information accessible via the network should be assumed private property.

### **Student Email Accounts**

Students may be provided with electronic mail accounts on a CAP-owned Internet domain (@capstudents.org). Student use of such accounts must comply in all respects with this Network and Internet Acceptable Use Policy and all other CAP policies including, without limitation, CAP’s Anti-Bullying/Anti-Hazing Policy. In addition, student e-mail use should comply with the following requirements:

- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Use of the CAP e-mail system is a privilege.



- It is the responsibility of students to maintain the confidentiality of the student e-mail account information. Students will not share usernames, passwords, or other account information.
- Students will report any possible unauthorized use of their accounts to a teacher or other school official immediately.
- All student electronic mail accounts are the property of CAP.
- Electronic mail sent or received by the CAP e-mail system is not confidential. Although CAP does not make a practice of monitoring electronic mail, the school reserves the right to retrieve the contents of student mailboxes for any reason, including the conduct of internal investigations or compliance with investigations of wrongful acts by law enforcement.
- Student e-mail accounts will be deleted from CAP's systems upon graduation or leaving the school. Violation of this policy or other disciplinary action by CAP may also result in deletion of the student's e-mail account.
- Communication through CAP's e-mail system will exhibit common sense and civility. It will abide by the CAP community's mode of acceptable behavior.
- Students are responsible for messages sent from their accounts.
- Students will report any unusual activities such as "spam" communications, obscene e-mail, attempts by adults to lure them into dangerous behaviors, and the like to a teacher or administrator.
- Students should not forward chain letters, jokes, or graphics files.
- Student subscriptions to listservs, or any automated message service are permitted for students only with prior approval from a teacher.
- Students will not identify their telephone number or home address in any e-mail correspondence.

### **Responsibilities**

Users have the responsibility to respect and protect the rights of other users in our network community and on the Internet, and in compliance with the laws of Pennsylvania and the United States.

CAP makes no guarantee that the functions or services provided by or through the CAP Network will be error-free or without defect. CAP is not responsible for any damages suffered, including but not limited to loss of data or interruptions of service. CAP is not responsible for the accuracy or quality of the information obtained through the network. CAP is not responsible for credit card fraud/theft or other damage whether monetary or otherwise incurred as a result of Internet access provided to CAP.

## **Consequences**

If a user is found in violation of this policy, the consequence will be consistent with the CAP Code of Conduct. *See* Code of Conduct § V.A.19. The consequences imposed may include:

- Suspension or revocation of network privileges and/or computer access;
- Suspension from school (students); and/or
- Dismissal (staff).

Where appropriate, CAP will advise appropriate law enforcement agencies of suspected illegal activities conducted through the CAP network.

## **Warranties and Indemnification**

CAP makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. CAP shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student or his or her parent(s) or guardian(s) arising out of the student's use of the CAP network or the Internet under this Policy. By signing this Policy, students and their parent(s) or guardian(s) are taking full responsibility for the student's use and agree to indemnify and hold CAP and all of its administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the student's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with CAP in the event of CAP's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the CAP network.

## **Chromebook User Agreement**

In exchange for Community Academy of Philadelphia, CS allowing the Student to use and possess a CAP-owned Chromebook, or any loaner or replacement Chromebook provided at the discretion of the school, I agree to the following:

1. The Student and Parent/Guardian understand and agree the Chromebook and charger are the property of the Community Academy of Phila. and the Student has no right to alter, install, or remove any hardware or non-approved apps or extensions on the Chromebook.
2. Student and Parent/Guardian acknowledge the Acceptable Use Policy and understand and agree to abide by the procedures and rules set forth in these Policies and this Agreement.
3. The Student will not permit individuals other than school personnel to access the Chromebook. Student passwords may not be shared with others. The Student must follow all copyright laws. The Student shall not use or allow the Chromebook to be used for any illegal reasons
4. The Student and Parent/Guardian agree the Chromebook is deemed to be in the custody of the Student from the time the Student receives the Chromebook until the time the Chromebook is returned to a designated school representative. If the Chromebook is lost or stolen, the Parent/Guardian and Student must immediately notify the Dean of Students of the incident along with all relevant details. In addition, a police report will be filed by the Dean of Students or an Administrator within 48 hours of the occurrence.

5. Student and Parent/Guardian understand and agree they are not to attempt any repairs on the Chromebook and that a damaged Chromebook must be returned to CAP for repair and/or service.
6. The Student understands and agrees that at the end of the school year or upon request from any school official, the Chromebook will be returned to CAP in the same condition the Chromebook was originally provided, except for normal wear and tear as determined by CAP. Any failure to return the device to CAP in a timely manner or the continued use of the Chromebook for non-school purposes without CAP's written consent may be considered unlawful possession of CAP property and CAP may pursue legal remedies to obtain the Chromebook or its value.
7. Student and Parent/Guardian understand and consent that CAP reserves the right to monitor any user's utilization of CAP's technology resources. Users have no expectations of privacy while using CAP technology resources whether on or off CAP property. CAP may monitor, inspect, copy, and review any and all usage of CAP technology resources including information transmitted and received via the internet to ensure compliance with this and other CAP policies, and state and federal law. All e-mails and messages, as well as any files stored on CAP technology resources may be inspected at any time for any reason. CAP may decrypt and inspect encrypted internet traffic and communications to ensure compliance with this policy.
8. Student and Parent/Guardian understand and agree if CAP determines the Student failed to adequately care for the Chromebook or violates CAP rules, policies, or this Agreement, CAP may terminate the Student's ability to use the Chromebook outside of school, if applicable, or even the use of the device at all and the CAP may immediately repossess the Chromebook. CAP may refer the matter to the appropriate authorities for civil, criminal and/or juvenile proceedings and/or impose consequences as per the Student code of conduct. Parent/Guardian will be notified if the Student fails to adequately care for the Chromebook or violates CAP rules, policies, or this Agreement.
9. Student and Parent/Guardian understand that all communication within the G Suite apps, including email, must be limited to CAP teachers and students. CAP provided apps and email must not be used to communicate with parties outside of CAP unless for a pre-approved educational reason.
10. Withdraw: Students who withdraw or leave CAP and do not return a CAP issued Chromebook will be subject to a fine and possible reporting to the local law enforcement as having possession of school property. The Chromebook will be remotely disabled and all functionality removed.

### **UNIFORM RULES AND REGULATIONS**

***“For the apparel oft proclaims the man.”***

***–William Shakespeare***

The following represents an extension of the Code of Conduct. *See* Code of Conduct § IV.A.22. Uniforms are mandatory for all students regardless of age. No student may attend class out of uniform unless a waiver has been obtained from the CEO. Waivers of certain Uniform Rules and Regulations for medical or religious reasons may be requested in writing from the CEO or the Division Principal.

All official uniforms may be purchased at Cramer's Kids. If a student wishes to purchase a uniform elsewhere or needs assistance in acquiring a uniform, contact school officials for advice. Only purchases made at the official school uniform provider, Cramer's Kids, guarantees that the uniform is acceptable.

#### **A. Grades K–8**

##### **AA. Uniform regulations for female students in grades K through 8:**

1. **Jumper/Pants:** Grey jumper, any shorts worn under jumper may not be visible. Length should be no shorter than approximately 2" above the knee. Females may also wear the uniform for females in grades 7–8, only if they choose to wear pants. Females may wear

either female pants, if available in a size that fits, or pants for males; if they wear pants for males, they must wear the shirt, tie and sweater as defined below.

2. **Sweater/Blazer:** Students may wear a navy-blue cardigan sweater with the school emblem on the left breast. Students may also purchase school sweaters with the name already on them. School sweaters (optional blazers in grades 7 and 8) must be worn from September 1 through June of each school year.
3. **Shirt:** White peter pan collar, unless wearing pants (see above). No tee shirts, turtlenecks, or underclothing should be visible through the shirt.
4. **Knee Socks/Stockings:** Navy blue, white or grey knee-high socks or tights. Students may not wear thigh-high stockings or any stockings the tops of which are visible below or near the skirt line. Stockings may be worn for warmth with the same color knee-high socks (anklet socks are never permitted). No pants, warm-ups, “footies” or Spandex may be worn.
5. **Shoes:** Willits classic navy saddle shoes/Willits honor roll navy saddle shoe

**BB. Uniform regulations for male students in grades K through 8:**

1. **Sweater/Blazer:** Students may wear a navy-blue cardigan sweater with the school emblem on the left breast. Students may also purchase school sweaters with the name already on them. School sweaters (optional blazers in grades 7 and 8) must be worn from September 1 through June of each school year.
2. **Shirt and Tie:** White dress oxford shirt with long sleeves or short sleeves, tucked in, and school tie. No tee shirts, turtlenecks, or other clothing should be visible through the shirt. School ties are available for purchase at the School Store. Ties purchased elsewhere may not be acceptable; check with school officials if purchasing ties elsewhere.
3. **Pants:** Heather Gray Gusto dress pants; no jeans, chinos, or other casual pants. Pants must be worn with a plain (no studs, ornamentations or decorations) black belt with standard size buckle and properly worn at the waist.
4. **Shoes:** Black Sketchers school shoes.
5. **Socks:** Dark colored dress socks (*e.g.*, black, dark blue, dark grey).

**Grades 9–12**

**CC. Uniform regulations for female students in grades 9 through 12:**

1. **Blazer:** A navy blue blazer with gold buttons and the CAP emblem sewn on the left breast pocket. These jackets may be purchased from Cramer's Kids; if purchased elsewhere the parent should get pre-approval from the School Office or the Student Climate Center/Behavior Support Suite.
2. **Shirt and Tie:** White dress oxford shirt with long sleeves or short sleeves, tucked in, and school tie. No tee shirts, turtlenecks, or underclothing should be visible through the shirt or at the neck.
3. **Skirt:** Grey skirt with kick pleat (style # 348 – a single large pleat in front and back), not an accordion pleated skirt or pleated-sarong skirt. Any shorts worn under the skirt may not be visible. Skirts should be no shorter than approximately 2" above the knee. Skirts should fit appropriately around the waist and not rolled.
4. **Pants:** Heather Grey pants (style # 2204 executive apparel), no belt. Pants should be tailored at the ankle.
5. **Maternity Tunic:** Grey uniform jumper no shorter than approximately 2" above the knee (style # 778). White dress oxford shirt with long sleeves or short sleeves must be worn with this uniform. While wearing the jumper, tie and blazer must be worn by students.
6. **Knee Socks/Stockings:** White, navy blue, black, grey knee-high or tights with no visible seams or designs. Students may not wear thigh-high stockings or any stockings the tops

of which are visible below or near the skirt line. Stockings may be worn for warmth with the same color knee-high socks; anklet socks are never permitted. No pants (except uniform pants), warm-ups, leg warmers, “footies” or Spandex may be worn.

7. **Shoes:** Willits Classic Navy Saddle or Willits Honor Roll Saddle (please check with the Office to ensure that the correct shoe has been purchased).
8. **Ties:** School ties are available for purchase at Cramer’s Kids or may be purchased at the School Store. Ties purchased elsewhere may not be acceptable; check with the Office if purchasing ties elsewhere.

**DD. Uniform regulations for male students in grades 9 through 12:**

1. **Blazer:** A navy blue blazer with gold buttons and the CAP emblem sewn on the left breast pocket. These jackets may be purchased from Cramer’s Kids; if purchased elsewhere the parent should get pre-approval from the Office.
2. **Shirt and Tie:** White dress oxford shirt, (buttoned) with long sleeves or short sleeves, tucked in, and official school tie.
3. **Pants:** Grey dress pants; no jeans, Chinos, slacks or other casual pants. Pants must be worn at the waist, and the length of the pant leg must end at the heel.
4. **Belt:** Pants must be worn with a plain black belt: no studs, ornamentation, logos, or other decorations. The belt buckle should also be plain and a standard size.
5. **Socks:** Black or navy dress socks.
6. **Shoes:** Sketchers Black Raiders or Willits Black Ivy League (please check with the Office to ensure that correct shoe has been purchased; no exceptions will be made).
7. **Ties:** School ties are available for purchase at Cramer’s Kids or at the School Store. Ties purchased elsewhere may not be acceptable; check with the Office if purchasing ties elsewhere.

**B. Uniform regulations that apply to both male and female students in grades K through 12:**

8. **Gym uniforms:** Community Academy of Philadelphia logo shirt and logo sweat pants, and all- black sneakers. Shirts must be purchased at the School Store and must be the appropriate size, not over or under-sized. Any student out of uniform may not participate in Gym activities and will receive a failing grade for that class.
9. **Jewelry, tattoo, and body-piercing regulations for males and females.** Excessive jewelry is not permitted. Students may wear only one (1) set of earrings smaller than 1” diameter. This is defined as one (1) earring per ear. Students may wear no more than one (1) single-finger ring per hand no larger than ½ inch in any direction. Students may wear only one (1) bracelet per wrist. No gold overlays or ornamentation may be placed on

teeth. Oversized watches and visible necklaces are not permitted; necklaces must be tucked under the shirt. Visible body piercings should be displayed in the most inconspicuous manner consistent with the student's health and safety in school, as well as, overall school climate. Tattoos are discouraged and should be covered whenever possible in school. Any tattoo that refers to a gang sign, or racial, ethnic, or homophobic slur or threat must be covered, as it is disruptive to the school environment and a violation of the Code of Conduct, if visible. *See Code of Conduct § VI.A.4.j.*

10. **Hair and Wigs:** CAP reserves the right to prohibit hairstyles or hair colors that are disruptive to the school environment.
11. **Hats, headbands, ponytails, religious or medical head coverings:** Students should not wear hats in the building. A headband or ponytail tie must be white, black or dark blue with no ornamentation in order to conform with the uniform. Female students wearing a hijab (shemegh) or other religious or medical head covering, or male students wearing a religious cap or covering must also limit the color to the those proscribed here. If for religious or medical reasons per the rules, another color is mandated, the student will provide the division principal with evidence from a religious leader or MD or DO.
12. **Sunglasses:** Sunglasses, including prescription sunglasses, are prohibited inside CAP's building as they limit the student's ability to do detailed work as well as work in other common school limited-light situations, such as computer screens, tablets, etc. If a medical reason is present, contact the nurse for a limited or permanent medical pass.

**B. Additional instructions for both female and male students in grades K through 12:**

1. Unless otherwise notified by the Principal, uniforms are to be worn from the first day of classes through the last day of classes, on all school trips, and at all school functions, including but not limited to Back-to-School Night, Report Card Conferences, Graduations, school ceremonies, a sibling's graduation, sports events, field trips, concerts, plays, etc. Girls wearing pants in cold weather must remove the pants before going to homeroom or class
2. No buttons, pins or ornamentation may be worn on school uniforms, unless provided by or approved by the school.
3. Students cannot wear a hat, cap, or other head covering in school or indoors during any school sponsored activity, regardless whether the student is in uniform. This rule may be waived only for religious or medical reasons; however, the Principal shall require evidence from a Pennsylvania licensed physician to support a waiver request for medical reasons and may request a written statement from parents or guardians to support a waiver request for religious reasons.

4. A student must be in full uniform, including school sweater, when walking in the halls. Students must wear uniform sweaters in classrooms unless permission is given by the teacher to remove them.
5. “Full uniform” denotes that all restrictions, including jewelry restrictions, are in effect.
6. School blazers, or sweaters as appropriate, white dress oxford shirts and official school ties are to be worn always, unless notified in writing of any change by the Principal.
7. Blazers, or sweaters, must be worn in the hallways and assembly areas. Students must wear blazers or sweaters in class unless instructed otherwise by their teacher. Students must wear blazers or sweaters in the lunchroom unless instructed otherwise by the Principal, Vice Principal/Dean of Students, or other faculty or staff.
8. If a teacher gives permission for students to remove their blazer or sweater in class, it must be either placed on the back of the seat or according to the procedure of the teacher.
9. Students must have their names (not initials) in a secure place inside their school sweater.
10. All blazers and sweaters must have the CAP logo patch sewn on them. *See Appendix, Instructions for Wearing Uniforms.* Patches may be purchased at the School Store.
11. School uniforms must be worn to and from school unless an individual student receives a waiver from the Principal. Girls wearing pants in cold weather must remove the pants before going to homeroom or class. Removing pants is not an excuse for being late, nor may pants be worn during class. Class time may not be used for dressing for the outdoors.
12. No outside coats may be worn in class, the lunchroom, or at an assembly.
13. Full uniforms are always required for school trips and other activities outside of school, unless notified otherwise by the Principal. If advised that uniforms are not required for a school trip, then appropriate dress clothes are required. However, other dress code rules, such as those regarding jewelry, etc., still apply.
14. For regulations regarding gym classes, labs, or other unusual circumstances, check with the teacher.
15. A student must wear his/her uniform when conducting school business in CAP’s building, even if, for a legitimate purpose, he/she did not attend school that day.

#### **Corrective Actions for Violations of Uniform Rules and Regulations**

- A. “Out of uniform” is a school violation under the Code of Conduct § IV.A.22. Parents will be notified. Warnings are issued.



- B.** Students who on rare occasion may forget or lose their school sweaters or ties may receive a loaner from the Student Climate Ctr/Behavior Support Suite (grades K–12).
- C.** In some circumstances, a student that has taken advantage of the loaner policy excessive times during a semester, students will receive class work in an alternative setting. This will be reflected in the discipline grade. Violations deemed minor by the Principal or Vice Principal/Dean of Students may receive a one-time, one-day waiver at the discretion of the Administration. If a student has a financial need, please contact the division counselor.

# **APPENDICES**

## **Title IX Policy**

### **I. General Statement Prohibiting Gender-Based Discrimination**

Title IX prohibits discrimination on the basis of gender in educational programs and activities that receive federal assistance. As such a recipient, CAP will consider and investigate student-related allegations and complaints of gender discrimination, sexual harassment, assault, or misconduct, relationship (dating or domestic) violence and stalking involving students, regardless of whether the alleged conduct occurred on or off of campus and regardless of the gender of the parties involved.

CAP seeks to provide an equal educational opportunity for all students and does not unlawfully discriminate against individual students on the basis of sex or gender. Consistent with CAP's Anti-Discrimination Policy, no student shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination on the basis of sex or gender in any of CAP's educational programs or activities.

Any CAP student or employee who discriminates against a student or employee based on gender shall be in violation of this policy. Any retaliation against a person for reporting or participating in an investigation of a report gender discrimination will also be a violation of this policy.

The following policy sets forth the definition of certain terms, the designation of CAP's Title IX Officer(s), the scope of the policy, and the procedures for notifying CAP of concerns or grievances involving gender-based discrimination, sexual harassment, assault, or misconduct, relationship violence, or stalking, the investigation and resolution of the same.

### **II. Definitions**

"CAP Employee" means any person employed by CAP, including agents, contractors and other persons subject to the supervision and control of CAP, as well as any member of the governing board.

"Gender-Based Harassment" means a form of sex-based harassment that is based on gender identity or non-conformity with stereotypical notions of masculinity or femininity, and not necessarily involving conduct of a sexual nature.

"Gender discrimination" means the exclusion, separation, denial of benefits to, or otherwise treating differently any person on the basis of sex, sexual orientation, gender identity, or non-conformity with sex-based stereotypes, unless expressly authorized to do under Title IX or other applicable law. It may also include conduct that creates a hostile environment for students or CAP employees that interferes or limits the individual's participation in, enjoyment of, or benefit from CAP programs, whether physical, verbal, graphic, written or otherwise.

"Sexual Harassment" is unwelcome conduct of a sexual nature, such as unwelcoming sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

“Sexual Assault” is a form of sexual harassment that involves physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual assault includes rape, sexual battery, abuse and coercion.

“Sexual Misconduct” is a form of sexual harassment and involves conduct, whether sex-based acts of verbal, nonverbal or physical aggression, intimidation or hostility, that have the purpose or effect of unreasonably interfering with a student’s or employee’s performance or learning conditions on the basis of gender.

“Relationship Violence” is violence perpetrated against a person’s will or where a person is incapable of giving consent by another individual with whom the victim has a relationship. Relationship Violence can be perpetrated against a victim in a dating relationship or a marriage relationship.

### **III. Designation of Title IX Coordinator**

CAP is committed to maintaining an educational and working environment that is free of unlawful gender discrimination. CAP has appointed a Title IX Coordinator, Sueca Reid, to ensure the School’s compliance with Title IX.

The name and contact information for the CAP Title IX Coordinator shall be listed in the Student/Parent Handbook and on the CAP website.

### **IV. Publication and Distribution of Title IX Policy**

CAP will publish a notice of this Title IX Policy prominently on the CAP website and in various locations throughout CAP buildings. The policy itself will also be published in electronic and printed publications as part of the Student/Parent Handbook and a suitable summary of the policy will be published in other materials distributed to parents, students and employees about CAP’s educational program, services and policies.

The Title IX Coordinator will provide training to employees, parents, and students on Title IX compliance, this policy and the procedures for investigating and resolving complaints of gender discrimination.

### **V. Scope of Policy**

This policy covers gender discrimination, including sexual harassment and gender-based harassment, alleged to have been committed against any student or CAP Employee by another student or another CAP Employee. The policy sets forth procedures CAP has established to ensure compliance with Title IX and the reporting, investigation and resolution of concerns, and grievances of gender discrimination. The policy applies to all of CAP’s academic and nonacademic programs, regardless of where such programs take place.

### **VI. Concern and Grievance Procedures**

Any person who has a concern that he or she has been subjected to gender discrimination as defined in this policy may seek informal resolution of the matter or may submit a formal grievance. Regardless whether the individual seeks to informal resolution or to make a formal grievance, he or she should contact the CAP

Title IX Coordinator to initiate the process. A decision to report a concern and seek informal resolution is not a prerequisite to the filing of a formal grievance.

#### A. Report of a Concern for Informal Resolution

1. Any report of a concern that one has been the victim of gender discrimination as described in this policy must be directed to the Title IX Coordinator. If the complainant is not prepared to file a formal grievance, the complaint will be treated as a Concern for Informal Resolution unless and until the complainant decides to submit a formal grievance. If a complainant is not satisfied with the Title IX Coordinator's resolution of the concern or proposed resolution, he or she may also file a formal grievance.
2. Upon hearing a Concern for Information Resolution, the Title IX Coordinator may engage in any of the following activities in order to investigate the concern:
  - a. Interview the complainant and other individuals involved or implicated by the complainant's report of a concern consistent with CAP policy
  - b. Conduct fact finding through a variety of methods including document collection and review
  - c. Obtain statements from witnesses or other individuals implicated or involved
  - d. Request that complainant present his or her complaint in writing
  - e. Take appropriate intermediate steps to protect a student or CAP employee with a concern regarding gender discrimination, such as reporting the alleged conduct to law enforcement authorities or temporary removal of an alleged perpetrator or complainant from CAP locations
  - f. Any other activity consistent with CAP policies necessary to complete an investigation of the concern
3. To resolve the concern, the Title IX Coordinator may engage in any of the following:
  - a. Provide informal advice to the complainant regarding the concern and need for submission of a formal grievance
  - b. Require the perpetrator(s) involved to obtain counseling
  - c. Require the perpetrator(s) involved to submit to training or provide training to individuals involved
  - d. Conduct a mediation or refer the matter for mediation
  - e. Request that the complainant file a formal grievance
4. The Title IX Coordinator will make every effort to investigate and resolve all concerns within thirty (30) days of the initial report made by the complainant.

#### B. Formal Grievance Procedure

1. All formal grievances regarding a complaint of gender discrimination as described in this policy must be directed to the Title IX Coordinator as soon as practicable.
2. Upon hearing a formal grievance, the Title IX Coordinator may engage in any of the following activities in order to investigate the concern:

- a. Interview the complainant and other individuals involved or implicated by the complainant's report of a concern consistent with CAP policy
  - b. Record the details of the complainant's complaint in writing and ask the complainant to review and sign the statement
  - c. Conduct fact finding through a variety of methods including document collection and review and impartial hearings conducted by the Title IX Coordinator or a designee
  - d. Obtain statements from witnesses or other individuals implicated or involved
  - e. Request that complainant present his or her complaint in writing
  - a. Take appropriate intermediate steps to protect a student or CAP employee with a concern regarding gender discrimination, such as reporting the alleged conduct to law enforcement authorities or temporary removal of an alleged perpetrator or complainant from CAP locations
  - f. Any other activity consistent with CAP policies necessary to complete an investigation of the concern
- 3. Title IX Coordinator Report and Recommendation
  - a. After the Title IX Coordinator has conducted the investigation, he or she will review and analyze all of the evidence gathered.
  - b. The Title IX Coordinator will then prepare a written report documenting the findings of the investigation, including whether a violation of this policy has occurred, and providing a recommendation with regard to the appropriate response.
  - c. If the Title IX Coordinator concludes that a violation of the policy or the Code of Conduct has occurred, the report shall identify the offense and recommended corrective action.
- 4. Final Decision
  - a. The written report will be provided to CEO or his designee, who shall determine whether to adopt the report findings and recommendations.
  - b. The Final Decision with regard to the formal grievance may be appealed to the governing board of CAP.
  - c. The complainant, his or her parents or guardians shall be notified of the decision and his or her right to review the final report, consistent with laws regarding student records and privacy, the right to appeal the Final Decision.
  - d. All requests that a complainant's identity, the report of discrimination, the investigation or the report and final decision be kept confidential will be considered and carried out to the extent possible under the requirements of Title IX and applicable law.
- 5. The Title IX Coordinator and CEO will make every effort to investigate the formal grievance and secure a Final Decision within thirty (30) days of the filing of a formal grievance by the complainant.

## **Annual Public Notice of Special Education Services and Programs**

Community Academy of Philadelphia Charter School provides special education and related services to resident children with disabilities who are ages three through 21 years of age. The purpose of this notice is to describe the types of disabilities that might qualify the child for such programs and services, the special education program and related services that are available, the process by which CAP screens and evaluates such students to determine eligibility, and the special rights that pertain to such children and their parents and legal guardians.

In accordance with IDEA, CAP publishes notice to parents of their rights under the IDEA and their rights under the Family Educational Rights and Privacy Act of 1974 (“FERPA”)

### **CHILDREN SERVED IN SPECIAL EDUCATION PROGRAMS AT COMMUNITY ACADEMY OF PHILADELPHIA CHARTER SCHOOL**

CAP also provides a Free Appropriate Public Education (“FAPE”) to children who need specially designed instruction and have one or more of the following physical or mental disabilities:

- Autism/ Pervasive Developmental Disorder
- Emotional Disturbance
- Deafness
- Hearing impairment
- Specific learning disability
- Intellectual Disability
- Multiple disabilities
- Other health impairment
- Speech or language impairment
- Visual Impairment, including blindness
- Deaf-blindness
- Orthopedic impairment
- Traumatic Brain Injury

### **DESCRIPTION OF SPECIAL EDUCATION PROGRAMS**

Community Academy of Philadelphia Charter School provides appropriate special education programs and related services that are:

- provided at no cost to parents
- provided under the authority of a school entity, directly by referral or by contract
- individualized to meet the educational needs of the child
- reasonably calculated to yield meaningful benefit and progress and designed to conform to an Individual Education Program.

Special education is designed to meet the needs of each eligible student, including specifically designed instruction conducted in the classroom, home, community settings, hospitals, institutions and other settings.

Related services available to students include transportation, speech and language therapy, audiological services, psychological services, physical and occupational therapy, social work services, school health services, medical services for diagnosis or evaluation, parent counseling and education, rehabilitation counseling services and assistive technology services.

## **REFERRAL FOR SCREENING AND EVALUATION**

CAP has established and implemented procedures to locate, identify and evaluate school-age students who are eligible for special education. Those procedures are “screening” and “evaluation”. If a disability is suspected, teachers, other school personnel or parents may refer a child for screening and/or evaluation. Parents suspecting that a child may have a disability and need special education can request a screening or evaluation at any time by contacting their child’s teacher, principal, counselor or Special Education Supervisor, Cassandra McLaughlin.

Except as indicated above or otherwise announced publicly, screening activities take place on an on-going basis throughout the school year. Screenings are conducted at CAP unless other arrangements are necessary. If parents need additional information about the purpose, time and location of the screening activities, they should contact Cassandra McLaughlin, Special Education Supervisor. Screening activities include: reviewing immediately available data sources such as health records, parent interview and history; functional vision and hearing evaluations; determining the student’s response to attempted remediation; and speech and language screenings are completed on request. If the screening leads to a recommendation for evaluation, the evaluation team will conduct the evaluations. No evaluations may be conducted without written parental permission. State and federal law affords many rights and protections to children with disabilities and their parents. A summary of these rights and protections follows. Interested persons may obtain a complete written summary of the rights and protections afforded by the law, together with information about free of low cost legal services and advice, by contacting the special education coordinator or principal of the local public school.

## **RIGHTS AND PROTECTIONS**

**Prior Written Notice:** Community Academy must notify you in writing whenever it proposes to initiate or to change the identification, evaluation, educational program or placement of a child or whenever it refuses to initiate or make a change in identification, evaluation, educational program, or placement requested by a parent. Such notice must be accompanied by a written description of the reasons for the proposal or refusal, the options considered, if any, and the reason why such options were rejected.

**Consent:** Community Academy cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parent. Community Academy may not seek a hearing to override the refusal of a parental consent to an initial placement in special education.

**Protection in Evaluation Procedure:** Evaluations to determine eligibility and current need for special education and related services must be administered in a manner that is free of racial, cultural, or linguistic



bias. Evaluations cannot consist of a single test or assessment and testing must be a valid measure of the psychological, social, emotional or other learning characteristic or behavior that the school is using it to measure. Testing and assessment must be administered in accordance with professional standards and the criteria established by the publisher. It must be administered in the native language of the child.

**Confidentiality:** The records and documents that are part of the evaluation and screening process are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). School districts, intermediate units, and charter schools maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under FERPA. The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees who have access to personally identifiable information. For additional information related to student records, the parent can refer to FERPA.

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a Community Academy student, contact Cassandra McLaughlin at [cmclaughlin@communityacademy.org](mailto:cmclaughlin@communityacademy.org) or 215.533.6700 ext. 1214.

### **MORE INFORMATION**

Detailed printed information about available special education services and programs and Community Academy of Philadelphia Charter Schools policies are available from Community Academy upon request. Anyone interested should contact the Special Education Supervisor, Cassandra McLaughlin at [cmclaughlin@communityacademy.org](mailto:cmclaughlin@communityacademy.org) or 215.533.6700 ext. 1214. Information and communications are in English, but will be provided in the native language or other modes of communication used by parents, if appropriate.

## **Annual Family Educational Rights and Privacy Act (FERPA) Notice Regarding Student Records**

The Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g) is a Federal law that protects the privacy of student education records.

### **Parent/Student Rights**

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 of the day Community Academy of Philadelphia, a Pennsylvania Charter School ("CAP") receives a request for access. Parents or eligible students should submit to the CAP principal a written request that identifies the record(s) they wish to inspect. CAP 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 may ask CAP to amend a record that they believe is inaccurate or misleading. They should write the CAP principal, clearly identify the part of the record they want changed, and specify why it should be changed. If CAP decides not to amend the record as requested by the parent or eligible student, CAP will notify the parent or eligible student of the decision and advise them 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. 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/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/her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CAP to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Directory Information Public Notice**

FERPA requires that CAP, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CAP may disclose appropriately designated "directory information" without written consent, unless you have advised the CAP to the contrary in accordance with CAP procedures. The primary purpose of directory information is to allow CAP 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;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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.

## **Information/Technical Assistance**

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

## **Alma Mater**

Dear Community,  
We will love you eternally,  
We will fight for you,  
Stick by you for always.

We love the comfort that feels like home,  
The protection, the direction we uphold.

We will raise our standards high  
And proclaim that the name Community  
Will be strong.

We love our Community family  
And together and forever we'll maintain  
Our dignity.

Our blue and gold  
Will light our way  
Throughout eternity...

Philadelphia's Community Academy!

# Instructions for Wearing Uniforms

## Right Side

Quarterly Honors  
Pin (ONE ONLY)

CAP Honors  
Society + number  
of years

All clubs, sports,  
EEC, activities, etc.,  
for which an official  
provided. *(Any  
other pin must be  
placed on the  
lanyard or school  
bag as instructed  
by administration.)*

## Left Side

American Flag

Graduation Year

National Honors Society

School Circle Logo  
worn over left pocket  
(if no pocket (girls only),  
then where pocket would pin is  
be)

\* Also placement of pins on Honors shawls at Graduation  
(No Flag Pin or Year Pin is worn at graduation; only pins earned for honors and activities, etc.)

## How To Tie A Full Windsor Knot

