

Student Handbook 2011 - 2012



ARISE ACADEMY
CHARTER HIGH SCHOOL

1108 Market Street
Philadelphia, PA 19104
Telephone numbers

This Handbook Belongs To:

Name: _____

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CEO's Message

Dear Arise Family,

I hope you have had an excellent summer and that you return to Arise ready for a new school year. It has been a pleasure being part of our summer school program and meeting and working with many of you and I am excited to be a part of what we will accomplish together this year.

Arise Academy Charter High School is a small school by design which allows us to provide highly individualized services to each of our students. We will work to support your personal growth within the classroom and we will work hard to help you become the adult you wish to be. All that we ask of students is that you come to school and you try hard. You work hard for the school and the Arise family works hard for you.

At Arise we value community—we believe that all students and all staff have a central responsibility to care for each other and to work together to make our school and our community stronger and more vibrant. Community will be the central theme this year at Arise.

This year will feature a number of changes at Arise. We have expanded the school day from 7:45-3:30 and we are adding a daily morning literacy block to the school program. In addition, we are offering more options for students including partial day schedules and twilight school for students who require a flexible program and an instrumental band and music course, a gospel choir, a range of sports and additional activities. The school will be open later and there will be opportunities for students who have missed class time to make up for what they have missed after school. This year we will also be asking students to follow the attached dress code and wear appropriate clothing.

This student handbook is a living document. We will continue to work with students, staff, and all of our partners to improve all of our practices and procedures so that they serve our community needs. We welcome feedback on anything contained in this document or in any of our policies and procedures and we look forward to working closely with the entire Arise family to continue to improve our school

I look forward to working with each you this year to ensure your success, as well as working with you to work towards the success of the entire school. Do not hesitate to call the school at 215-563-1656 if you have any questions or needs.

With Peace and Purpose,

Gabriel Kuriloff, CEO

ARISE ACADEMY CHARTER HIGH SCHOOL

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Arise Academy Charter High School Calendar for 2011-2012

August 22 – 26, 2011	All Staff Only – Social and Emotional Care: Sanctuary Training
August 29 – September 2, 2011	All Staff Only – Organization and Professional Development Days
September 5, 2011	Labor Day – Administrative Office and School Closed
September 6, 2011	First Day of School for Students
September 29 – 30, 2011	Rosh Hashanah – Administrative Office and School Closed
October 5, 2011	Back-to-School Night 5 to 7 P.M.
October 10, 2011	Columbus Day – Administrative Office and School Closed
October 19, 2011	Staff Only – Professional Development Day
November 11, 2011	Veteran’s Day – Administrative Office and School Closed
November 24 - 25, 2011	Thanksgiving Holiday - Administrative Office and School Closed
December 24 – January 2, 2012	Winter Recess – School Closed
January 2, 2012	Winter Recess – Administrative Office and School Closed
January 16, 2012	Dr. Martin Luther King Day – Administrative Office and School Closed
February 2, 2012	Staff Only – Professional Development Day
February 20, 2012	President’s Day – Administrative Office and School Closed
April 2 – April 6, 2012	Spring Recess – School Closed
April 24, 2012	Administrative Office and School Closed
May 17, 2012	Arise Prom
May 28, 2012	Memorial Day – Administrative Office and School Closed
June 12, 2012	Graduation
June 14, 2012	Last Day for Pupils
June 18 and June 19, 2012	Last Day for Staff – Organization Days (2)
July 5 – August 10, 2012	Summer Program

Mission Statement

“Arise Academy Charter High School will provide a high caliber academic program combined with the high quality on-site support services for foster care youth, ages fourteen to twenty-one, who are moving toward emancipation. Staff and administration will focus on assisting students in reaching their full potential. Arise Academy students will learn and grow in an atmosphere of mutual respect and appreciation for individual talent. Its students will realize the intrinsic value of education and family, and will become part of a community of life-long learners. Arise Academy will prepare students to take their place in society as responsible workers or students of higher education.”

The 7 Commitments

- Non-Violence
- Emotional Intelligence
- Social learning
- Open Communication
- Social Responsibility
- Democracy
- Growth and Change

Vision

Our vision is:

- To build a “School of Excellence” that provide services for foster care youths who are moving toward emancipation
- To provide a sense of normalcy engendered by caring, supportive, and knowledgeable adults who are committed to the care and education of our students.
- To develop in the student a sense of their own value and worth.
- To develop a community school that will provide parents/guardians/court designees with opportunities to actively participate in their students’ education, gain new skills, and engage in learning experiences that they can share with others.
- To build a “state of the art” facility that will provide an environment for all students that is safe and allows all students to develop: morally, intellectually, culturally, and socially, to their fullest potential
- To build a “state of the art” facility that will provide an environment for all students that is safe and to develop morally, intellectually, culturally and socially to their fullest potential

School Hours

7:15 am – 3:30 pm	Monday through Friday
7:15am – 2:00 pm	Every other Wednesday



Arrival Time

Supervision of the school grounds begins at 7:15 am each day. Students should not arrive prior to that time. During inclement weather students will be admitted into the building at 7:00 am.

Late Arrival

Students arriving after 7:45 am will be considered tardy and must report to the office for a late pass. Parents of students with repeated tardiness will be notified in writing.

Attendance

Arise Academy Charter High School is committed to providing its students with a quality education. Critical components of achievement are regular and prompt attendance. In order to gain maximum success in achievement and mastery of academic skills, students must attend school every day. The Pennsylvania State Compulsory Attendance law which requires that:

- Students attend school every day on time.
- Legal caregivers notify the school immediately when your student misses instructional time.
- Students returning to school after an absence must bring in a written statement, signed by the legal caregiver, explaining the reason for the absence within 1 week of the said absence.
- All absences not accompanied by a written statement from a doctor, practitioner, court, or funeral will be coded as an unexcused absence.
- Unexcused absences in excess of 25 will be considered for retention. Each case to be determined individually and in accordance with due process.

A student who is absent from or late to school without a valid reason is considered truant. If your child is absent unlawfully (truant) the following events will take place:

- Legal caregiver will receive a telephone and written notification, be invited to attend a parent teacher conference, or be invited to participate in a Family Support Team (FST) meeting.
- A referral will be forwarded to the Department of Human Services, Office of Truancy and Delinquency Prevention and Truancy Court.
- The student as well as the legal caregiver may be compelled to comply with the procedures and orders of the Family Court's Truancy Program.
- Legal guardians may be subject to fines, community service, or parenting classes.



Request for Early Dismissal

Doctor and other appointments should be scheduled outside school hours and on school holidays, whenever possible. If a student needs to be dismissed early, he/she should bring a note to the main office stating the time, reason, and the person responsible for picking up the student listed.

The person responsible for picking up the student must report to the office to verify the dismissal, and sign to take responsibility for the well being of the student. Students will only be released to persons authorized on the student information sheet. Parents/Caregivers requesting to pick up a child early from school due to illness must have been contacted by the school. Students will not be permitted to contact parents on their own accord. Students and caregivers are reminded to use the proper avenues and protocols. Students will not be released to persons less than 18 years of age. The school reserves the right to ask for identification of any person requesting an early dismissal. **Please keep your emergency contact information current:**



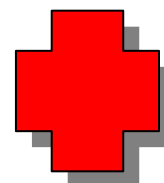
Emergency School Closings



- AACHS normally follows the School District of Philadelphia for school emergency closings.
- Legal caregivers are to listen to KYW radio or television for school emergency closings. Our school number is 1324.
- Students who normally walk home will be dismissed at the time announced by KYW Radio and Television communications..
- Legal caregivers must make emergency arrangements for their children.
- The school must have accurate emergency contact information. Please help us by providing us with this vital information. Contact us immediately with any changes.
- Listen to KYW radio, television, or call the school at 215-563-1656, for further information.
- After a closure during normal operating hours, all after school and evening programs will also be cancelled.



Emergency Response Codes



Due to the heightened awareness of security the following School Emergency Codes have been put in place to ensure the safety and protection of both students and staff.

- Code Blue:** Go to your classroom. Listen for further directions.
- Code Yellow:** Lock doors
- Code Orange:** Evacuation; Teachers will follow the Fire Drill Procedures
- Code Red:** Shelter in Place; Teachers are to take the students to their designated area or classroom. No one will be allowed to enter or leave the building.

These code alerts will be delivered over the public address system, when appropriate or delivered by designated persons.

Special Education

The purpose of screening is to fulfill the Arise Academy Charter high school's duty under federal law to establish and implement "...policies and procedures to ensure that ... (a)all children with disabilities ... regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated..."

Upon acceptance to AACHS, information is collected on students from immediately available data sources that are critical indicators of student progress. Sources include: cumulative records, enrollment records, report cards, and medical records.

Description of Special Education Programs

Arise Academy Charter High School has developed policies in accord with federal and state regulations and guidelines to insure the provision of a free appropriate public education to all school-aged children, including those with disabilities. Arise Academy Charter High 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 educational or early education benefit and progress and designed to conform to an Individual Education Program (IEP)

Related services available to students include transportation and developmental, corrective and other supportive services that help an eligible student benefit from special education. Examples include: speech pathology and audiology, psychological services, physical and occupational therapy, social work services, school health services, early identification and assessment, medical services for diagnosis or evaluation, parent counseling and education, recreation counseling services, rehabilitation counseling services and assistive technology services.

Children Served In Special Education Programs

Special education services are available to children who have one or more of the following physical or mental disabilities:

- autism
- deaf/blindness
- deafness
- emotional disturbance
- neurological impairment
- hearing impairment
- mental retardation
- multiple disabilities
- orthopedic impairment
- other health impairment
- specific learning disability
- speech or language impairment
- traumatic brain injury; and
- visual impairment/ blindness

Description of Accommodations for Protected Handicapped Student

Under Section 504 of the Rehabilitation Act of 1973, and under the Americans with Disabilities Act, some school age children who do not meet the eligibility criteria outlined above might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical impairment that substantially limits or prohibits participation in or access to an aspect of the school program. Children may qualify for special services to ensure equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual child.

Legal Caregiver Involvement

We are proud of our legal caregiver participation throughout the school year. Many legal caregivers participate daily in various school activities. We encourage legal caregivers to volunteer. Legal caregivers wishing to volunteer must contact the school office or classroom teacher in advance of their coming to assist. The key to student success is the active participation of legal caregiver in the school. We welcome legal caregivers at Arise Academy Charter High School and hope to see you often.

Parents/Guardians/Court Designees are an integral part of the Family Support Process. In addition to teacher referrals, legal caregivers are encouraged to express their concerns about student progress. At times, legal caregivers share information at the start of their student's enrollment at AACHS. When this does not occur, legal caregivers are able to express concerns to appropriate school staff throughout the academic year. Legal caregivers suspecting that a child may have a disability and need special education can request a screening or evaluation at any time by contacting the school CEO. Screening of children using immediately available data sources such as health records, parent interview and history, functional vision and hearing evaluations, speech and language screenings are completed on request and as noted above. If the screening leads to a recommendation for evaluation, the multi-disciplinary team will conduct the evaluations. No evaluations may be conducted without written parental permission. Contact our school principal for further information.

Parent/Guardian/Court Designee/Teacher Communications)

Parent/guardian/court designee/teacher communications are vital to the educational success and experience of your student. Together we form a team that focuses on your student's needs, concerns, and growth. We invite you to participate in the process through your inquires at any time. Teachers are eager to meet with you to discuss your student's progress or any concerns you may have about class procedures. To request a meeting, please send a note with your student or leave a message for the teacher at his/her voice mail. A list of voice mail numbers will be provided to all families. Please include your telephone number and the time of day when you can be reached and the teacher will contact you as soon as possible.

Confidentiality of Records

Arise Academy Charter High School protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other Federal and state laws. Arise Academy Charter High School requires educational records for all students, which include, but are not limited to **Directory Information**: This information includes records of students that would not be considered harmful or an invasion of privacy if disclosed.

This Directory Information includes, but is not limited to, the student's name, address. Telephone number, date and place of birth, field of study, participation in officially recognized student activities, dates of attendance, degrees, awards received, and the most recent previous educational agency or institution attended. Directory Information may be released without parent/guardian consent. Therefore, if there is a reason why this information should not be released, please contact the school.

Special Circumstances Affecting Parental Access

Federal regulations give both natural parents the right to access their child's education record unless there is a court order, state statute or legally binding document specifically prohibiting access. Absence of a court order or similar decree to the contrary, a school district must comply with a parent's request and grant access within forty-five (45) days. If the child is a special education student, however, the school district must comply within thirty (30) days of the request. This thirty or forty-five day period is not designed to unnecessarily delay parental access, but rather to allow the school district time to make an informed decision regarding the request for access.

As part of the notice of a parent's right to access, the public school entity has the responsibility to inform all parents of provisions affecting parental access, and request verification of any court order denying either parent access to the records. It should be clearly stated to parents that it is the responsibility of the parent seeking to deny access to the records to provide the school district with a copy of the court order or other document that limits or controls access to student records. Because the burden is on the parent wishing to deny access, in the absence of an order or other document, the public school entity must presume that a requesting natural parent has the authority to inspect and review the child's education record. Conversely, if there is a court order barring access by the non-custodial parent, then the public school entity may neither confirm nor deny that the child is enrolled in the district and it must advise the parent that no information will be released until the order terminates.

According to the regulations, public school entities may require parents to put in writing their request to inspect, review or copy their child's education records. In cases where the request for access to records is made by a non-custodial parent, the public school entity has the responsibility to verify the person's identity and notify the custodial parent of the request. If a parent seeking to deny access does not respond to the school's request for information within the thirty or forty-five day time-frame, the school must grant the request.

Access of Records

Both federal and state law require public school entities to maintain a list of all persons who have requested or obtained access to personally identifiable information contained in the student's education record or the student's special education records. The list must include the name of the party making the request and the basis upon which the party claims the right to access the information. In the case of special education records, the list must also include the date access was given. The list must be made available to the student's parents upon request.

Release of Confidential Information

Arise Academy Charter High School does not permit access to or release of personally identifiable information without the written consent of the legal caregiver or eligible student. Legal caregiver consent will be obtained prior to disclosing identifiable information to anyone not entitled to it under law.

Consent means that legal caregiver has been fully informed regarding the actual required consent, in their native language or normal mode of communication. They understand and agree in writing to the activity and they understand that consent is mandatory and may be revoked at any time.

When the consent of parents/guardians/court designees or eligible students is required for the release of education records, the consent must:

- 1) Be in writing, signed, and dated;
- 2) Specify the education records to be released and to whom; and
- 3) Specify the reasons for the release of the records.

Written parental/guardian/court designee consent may be obtained from either parent if they are separated or divorced, subject to any agreement between the parents or to a court order regarding the rights of parents.

Confidential information provided to Arise Academy Charter High School on the condition that it is not to be given to anyone else, is assured confidential and not shared, and unless withholding the information is considered potentially harmful to the student or others. If the confidential information has to be shared with others, the matter must be discussed with the person who supplied the information, and every possible support must be given to the person to handle the situation created by the disclosure of the information.

Confidential information acquired by school personnel may be disclosed in any legal proceeding or trial without the consent of the parent or eligible student (i.e. student who has attained eighteen years of age or is attending an institution of post secondary education. An eligible student has the same rights accorded to parents or guardians).

In the case of a student whose legal guardian is an institution, a person independent of the institution is to be named to provide written parental consent, a Surrogate Parent.

Releases Without Parental Consent

Arise Academy Charter High School may release education records without the consent of the parent or eligible student:

- 1) To parents of a dependent pupil, with
 - a. Furnished proof of the dependent status;
 - b. An income tax record or a notarized affidavit attesting to the dependent status of the pupil.
- 2) To appropriate persons in connection with an emergency if the information is necessary to protect the health or safety of a student or other persons. The following factors must be considered:
 - a. The seriousness of the threat to the health or safety of the student or other persons;
 - b. The capability of the persons to whom the records are released to deal with the emergency;
 - c. The urgency of dealing with the emergency without delay.
- 3) To other school districts to which the student transfers;
- 4) In response to a student's application for financial aid; e.g. Social Security benefits;
- 5) To State and local officials or authorities to whom such information must be reported; e.g. cases involving child abuse;
- 6) To organizations conducting studies for educational agencies for the purpose of developing predictive tests, administering student aid programs, or improving instruction. Personal identification of students is not permitted;
- 7) To accredited organizations;
- 8) To state education authorities auditing and evaluating federally supported education programs;
- 9) To the Secretary of the Department of Health, Education, and Welfare;
- 10) To authorized representatives of the Controller General of the United States;
- 11) In compliance with a judicial order or subpoena, provided that parents or eligible students are notified in advance of the release.

Parent/Guardian/Court Designees Rights to Educational Records

- Legal caregivers have the right to inspect and review the student's educational records. Arise Academy Charter High School will comply with a request to inspect and review educational records without unnecessary delay regarding an IEP or any due process hearing, but in no case more than thirty (30) days after the request has been made.

- Legal caregivers have the right to ask for an explanation and interpretation of the records.
- Legal caregivers have the right to request copies of the records. While Arise Academy Charter High School does not charge a fee to search for records, it may charge a fee as long as it does effectively prevent the parent from exercising their right to inspect and review the records.
- Legal caregivers have the right to appoint a representative to inspect and review their student's records.
- If any educational record contains information on more than one child, legal caregivers have the right only to inspect and review information relating to their child.

Domestic Violence

In cases where domestic violence or other family conflicts are suspected, Arise Academy Charter High School will make all attempts to verify the requester's identity and address. It is our policy to never give student enrollment or record information over the phone. As a reminder, a request for student record information, including the child's enrollment information or home address, need not be complied with immediately, but can be delayed until the custodial parent has been notified of the request and has had the opportunity to acquire or produce a court order restricting access. This delay cannot exceed forty-five days (or thirty days when the child is a special education student), and should only occur if necessary to assure an informed decision regarding access to the student's education record.

Finally, in all cases involving family conflict, Arise Academy Charter High School will do everything possible to ensure that the rights of all family members, parents and children alike, are protected.

Child Abuse and Neglect

It is the policy of Arise Academy Charter High School that all of its employees are to be aware of, and comply with, the Child Protective Services Law of the Commonwealth of Pennsylvania. This law makes it mandatory for Arise Academy Charter High School employees to report suspected cases of child abuse and/or neglect to the CEO, who must file a report with the Department of Human Services. Compliance with the laws of Pennsylvania and the policies of Arise Academy Charter High School will serve to protect everyone concerned.

Back To School Night

A "Back to School Night" is held on October 5. This will allow you to meet the teacher and get a brief overview of the curriculum, routines of the class, plus other valuable information. Formal parent conferences are scheduled for report periods 1, 2, and 3. Parents/guardians/court designees are encouraged to contact their child's teacher whenever they have a question concerning their child.

Walking Students

Student conduct and safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents/guardians/court designees on these matters. Legal caregivers should discuss the safest route to school emphasizing the use of sidewalks and not trespassing on private property. Again, students should not arrive at school before 7:30am. Once they arrive, students are to stay on the school property. **Those students leaving the school property without permission will be subject to disciplinary action.**

School Climate

Maintaining a safe, orderly environment for our students is an important part of providing quality education. An orderly school climate begins with our positive approach to student discipline, such as: individual recognition for good behavior, “Students of the Month” awards, etc.

If students are to learn, the observance of appropriate behavior is of utmost importance. Therefore, we expect an orderly school atmosphere. Students are expected to show consideration and respect for themselves and others. Students are expected to behave in an appropriate manner. Please review the discipline and code of conduct with your student.

DISCIPLINE AND CODE OF CONDUCT

An effective instructional program requires an orderly environment in which students and employees know and abide by reasonable standards of socially acceptable behavior and respect the rights, person and property of others. All students in the school are entitled to share in its educational and related programs to the extent of their abilities without regard to race, color, gender, sexual orientation, national origin, religion or handicap. Every student is expected to behave at school and in school-related activities in accordance with public laws, school rules and lawful directions of assigned staff, and to deal fairly and courteously with fellow students, staff and the public.

Staff members of this Board having authority over students shall have the authority to take such reasonable actions as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the school or threatens the health and safety of others.

The Board prohibits the use of corporal punishment as a disciplinary measure. Corporal punishment shall be defined as punishment applied to the body of the offender.

Multiple Pathways

Arise Academy Charter School was established to meet the intense educational, social, emotional and behavioral needs of disenfranchised youth. Our students face some of the most pressing personal and educational challenges of any students in our city. Our culture system is predicated on a “fair isn’t always equal” model, but we acknowledge that these are no excuses for meeting expectations and following set rules of conduct. We as a community must foster growth and understanding, positive socialization, and healthy relationships. At the same time, accountability is an essential tool for learning about real world dynamics. Our system is also to be used as an evaluative system for addressing specific needs of our students.

Individual Rewards and Consequences

Rewards and consequences are established for the purpose of reinforcing rules & expectations, creating a structured environment, and promoting consistency. As a school we understand that various people bring to school a set of values and ideals, however, we also understand that there are certain universal principles that help guide us in the world of education. It is the reverence

for these percepts, which require students and staff alike to adhere to and strive toward the Code of Conduct for Arise Academy Charter School.

<u>Violations</u>			
Level 1	Level 2	Level 3	Level 4
Disruption Offensive Language Disrespect Dress Code Contraband (cell phone, gum, ipods, or other electronics, etc) Littering Food/gum/drink in class	Repeated Level 1's Cutting: extended bathroom breaks; leaving without a pass, detention Explicit disrespect towards staff/student(s) Pre-fight (no physical action) Refusal/Defiance	Tobacco Gambling Fighting Bullying/cyber-bullying Petty Theft (< \$150) Walking out of ISI Simple Assault	Repeated violations Theft/Damage (>\$150) Severe Threats/Repeated Bullying Voluntary Sexual Acts Assault Weapons possession Drug/Alcohol possession/distribution Harassment Fight with several participants Indecent exposure False alarm (fire, bomb, etc) Endangerment to life
<u>Disciplinary Actions</u>	<i>(as deemed necessary)</i>	(all suspensions require a conference with caregiver)	
Level 1	Level 2	Level 3	Level 4
Teacher 1-on-1 Detention	1 st Offense ISI Time ISI Friday Detention 3 rd offense Overnight Suspension 4 th Offense 1 day suspension	1-3+ Day Suspension	Indefinite suspension until scheduled disciplinary hearing/Teaming/Expulsion hearing
<u>Restorative Measures</u>	<i>(examples, but not limited to)</i>	<i>TBD by teacher and Dir. Of Student Services, et al.</i>	<i>Worked in conjunction with or in lieu of punitive measures</i>
Level 1	Level 2	Level 3/4	Questions to ponder
Apology for behavior ✓ In writing Cleaning Dress Policy analysis and debrief	Community Service Mediation Written Apology Credit Recovery Research project Observation analysis Prepare a lesson A video-taped role play to post on youtube.com	Community Service as recommended outcome from Teaming Community Apology	What is the harm that was done? How can that harm be prepared? Who is responsible for the harm? Who was harmed?

Incentive Programs

It can be argued that punitive measures are not always the most effective means of getting people to understand where they have gone wrong. It is our hope that we can incentivize for expectations and positive behavior modification.

- ✓ **Positive Group Contingencies** – groups will be offered varied incentives for reaching or striving toward certain set goals.
- ✓ **Community Awards** – during community/morning meetings Arise will recognize individual students/teachers for positive contributions, improvements, and actions/behaviors. We will give formal certificates for behavior and/or improvement. Each award will be traced back to one particular line in the *Community Pledge*, as to make these affirmations more concrete.
- ✓ **Platinum Card Holders** – Our most prestigious award is for a student to earn Platinum Card status. Each marking period Arise will offer out Platinum Card status for exemplary behavior, academic progress, and attendance. Each teacher will recommend students from the Arise Community. Students will be granted the Platinum Card by avoiding veto. Perks are as follows (but not limited to): keeps cell phone on person, lunch outside, lounge access, no pass needed for travel, dress down days, socials, and not paying for certain prescribed school events like dances.
- ✓ **Students will lose card status with any level 2 or more.**

EQUAL OPPORTUNITY/NONDISCRIMINATION/SEXUAL HARASSMENT

The Board of Trustees requires equal educational opportunity for all students enrolled in the educational programs and activities of the school, including, but not limited to: course offerings, athletic programs, guidance and counseling, and tests and procedures, regardless of age, gender, sexual orientation, race, color, creed, religion, national origin, social or economic status, parenthood, marital status or handicap.

The school shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with school goals and with equal opportunities for students.

Similarly, students shall respect the rights of other students to receive an education in an atmosphere that is conducive to learning and free from discriminatory practices. No student, therefore, shall have the right to abridge another student's rights.

HARASSMENT/INTIMIDATION:

All students shall have the right to a learning environment that is free of intimidation harassment, and hostility.

The forms of prohibited harassment may include, but are not limited to, the following:

- A. Verbal harassment, such as derogatory comments, jokes, slurs, or threats;
- B. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and
- C. Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, gestures, or symbols.

Any individual who is found to be responsible for harassment or other prohibited discriminatory conduct shall be subject to appropriate discipline. The severity of the disciplinary action will be based upon the circumstances of the infraction, and may result, among other things, in suspension or expulsion.

SEXUAL HARASSMENT:

The school recognizes that harassment on the basis of sex is a violation of both federal and state discrimination laws and that these laws apply to employees and students. The school will not provide a learning environment free from sexual harassment and will not tolerate such conduct on the part of any student.

Definitions:

A. Sexual harassment consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1. Submission to such conduct is made a term or condition of an individual's education.
- 2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting such an individual; or
- 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive education environment.

B. Forms of sexual harassment include but are not limited to the following:

- 1. Verbal harassment, such as derogatory comments, jokes, or slurs, sexually-oriented sounds or remarks;
- 2. Physical harassment, such as unnecessary or offensive touching, pinching, patting, grabbing, brushing against another person's body, or impeding or blocking movement; and
- 3. Visual harassment, such as derogatory or offensive pictures, posters, cards, cartoons, graffiti, drawings, or gestures.

If comments, gestures, or actions from any employee or student, including teachers, supervisors or members of management, are perceived to be offensive a complaint should be filed with the principal or the immediate supervisor.

The principal or the supervisor will promptly investigate any complaints of sexual harassment, and will take appropriate corrective action when deemed necessary. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

Any individual who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances of the infraction and could include termination of employment or suspension or expulsion from school.

FIREARMS, WEAPONS, AND DANGEROUS INSTRUMENTS

The Board of Trustees prohibits the possession and/or use of firearms, weapons, deadly weapons or dangerous instruments on school property, on a school vehicle, at any school function, or while en route to or from school, or any school function.

The CEO shall make the final determination that a particular object is a dangerous instrument in any case where there is a question.

A student found or observed on any school property, on a school vehicle or at a school-sponsored event in possession of a firearm, weapon, deadly weapon or dangerous instrument shall be reported to the CEO/designee immediately. The CEO/designee shall immediately inform law enforcement officials. The school administrator reporting the incident to the police shall provide the law enforcement officials with all known information concerning the matter, including the identity of the pupil involved and notices that a violation of the Criminal Code may have occurred.

Any student found engaging in any of the foregoing prohibited activities will be subject to suspension and/or exclusion from school pursuant to existing laws of the Commonwealth (Act 26).

ASSAULT

A student may be suspended or expelled if the student commits an assault against a teacher, administrator, board member, or other employee who is acting within his/her duties and in a situation where his authority to act is apparent, or as a result of his/her relationship with the school.

PLAGIARISM

Plagiarism is the act of claiming the work of another as one's own. Such action on the part of students is unacceptable and will not be tolerated at Arise Academy Charter High School

Suspected cases of plagiarism shall be brought to the attention of the CEO. Once plagiarism has been confirmed, the student and his/her parents/guardians/court designee shall be notified of the findings. Depending upon the situation, the opportunity for the students to redo the assignment as well as the assignment of a grade shall be left to the discretion of the teacher.

SEARCH AND SEIZURE

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers and cabinets for such storage. **All lockers are and shall remain the property of the school.**

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety, sanitation and good order of the school. In the presence of another person a student's person and possessions may be searched by the school CEO or his/her representative provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present.

SUBSTANCE ABUSE

The Board of Trustees recognizes that substance abuse and the misuse of alcohol are serious social problems that have far-reaching implications for both the user and the entire community. The Board is committed to the prevention of drug and alcohol abuse and accepts the responsibility for instructing pupils in the nature of these substances.

The use, possession, sale or distribution, or possession with intent to sell or distribute any substance* (a) on school property, (b) at any place where an interscholastic and/or athletic contest is taking place, (c) during the course of any field trip, (d) during the course of any trip or activity sponsored by the Board of Trustees or under the supervision of the Board or its authorized agents, or (e) upon school transportation vehicles at any time is prohibited, as well as (f) the use of any substances prior to participation in the activities listed in (a) – (e) above is prohibited.

Use, by the student, in proper amounts, of a drug authorized by a medical prescription for the student from a licensed physician shall not be considered a violation of this rule.

Likewise, no pupil shall aid, abet, assist or conceal the possession, consumption, purchase or distribution of any substance by any other pupil or pupils (a) on school property, (b) at any place where an interscholastic athletic contest is taking place, (c) during the course of any field trip, (d) during the course of any trip or activity sponsored by the Board under the supervision of the Board or its authorized agents, or (e) upon school transportation vehicles at any time.

Any pupil found engaging in any of the foregoing prohibited activities will be subject to suspension or expulsion from school pursuant to existing administrative procedures for the discipline of school pupils and any other applicable provisions of the law.

*Definition: For the purpose of this policy, "substance" shall mean alcoholic beverages, anabolic steroids, controlled dangerous substances as defined in Section 2 of P.L. 1970, c. 266 (C.24: 21-2) or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in Section 1 of P.L. 1965, c. 41 (C.2A: 170-25:9), and any prescription drugs, except those for which permission for use in school has been granted. (Refer to the school policy on the use of medications.)

USE AND POSSESSION OF TOBACCO

The Board recognizes that smoking presents a health hazard, which can have serious consequences, both for the smoker and the nonsmoker and its, therefore, of concern to the Board. Smoking will not be permitted anywhere in the school.

The use of tobacco is defined as the possession and/or use of any cigarette, pipe, cigar, chewing tobacco, snuff or related tobacco product and/or paraphernalia. Smoking means the burning of a lighted cigarette, pipe, cigar, or any other matter of material that contains tobacco.

Students shall not use or possess any product containing tobacco while on school property or at a school-sponsored event. School functions shall be defined as (a) on school property (b) at any place where an interscholastic and/or athletic contest is taking place; (c) during the course of any field trip; (d) during the course of any trip or activity sponsored by the Board of Trustees or its authorized agents; or (e) upon school transportation vehicles at any time.

USE OF CELL PHONES, IPODS, AND OTHER ELECTRONIC DEVICES BY STUDENTS

The use of electronic devices by school personnel that is supportive of the general welfare and the instructional program of the school are endorsed. However, for the general safety of the school community and for the maintenance of the integrity of our learning environment, Arise has decided to proactively enforce a cell phone ban in school. All cell phones and electronic devices belonging to students will be collected at the morning scan, securely stored, tagged, and returned upon the student's dismissal from school that day.

The Board of Trustees authorizes the need to develop and enforce regulations to prohibit use of electronic devices by students. Such regulations shall include:

1. Confiscation of device whose use has not been approved by the principal
2. Investigation of the incident by the principal who may
 - Return to the legal caregiver
 - Suspend the student
 - Other appropriate action

DRESS CODE

Arise leadership and staff have thought deeply about our Dress Code. We have considered the broad purpose and motives behind policies and codes, but have spent significant time of inquiry and discussion behind our Dress Code. We have determined that leveraging the good sense of our community, while at the same time being mindful of individuals is in our best interest and has required us to institute a Dress Code that is not rigid or unfair. We believe that it is incumbent upon our students to be mindful about dress and the message our appearance says to the wider community. Further, we concluded that our policy must enforce attire that is deemed appropriate for the educational context of Arise. We are first and foremost a learning community, which requires a certain degree of decorum. We believe our students must be able to express their identity but maintain sense of awareness in regard to social context. Arise reserves the right to address the appropriateness of clothes prior to and upon entry into the building.

TOPS

Tank tops, tube tops, muscle-t's, one-shoulder, and shirts revealing the midriff are not permitted. Generally, tops that are deemed "too revealing" and that display offensive language or references are unacceptable. Hooded sweatshirts are acceptable as long as hoods are kept down while in the building.

BOTTOMS

Skirts may not restrict movement by either excessive length or shortness. Mindfulness about appropriate length and fit is encouraged. Leggings and tights are permitted in appropriate weather and are to be worn underneath skirts ONLY. Pants should extend from the waist to the top of the shoes, and no longer. Undergarments should not be visible. Extremely large or oversized pants are not acceptable as they pose a safety hazard.

JEWELRY

Stud earrings and watches are acceptable. Necklaces, chains, and rings are acceptable within limits as long as they do not pose a hazard or create a distraction to learning. Hoop earrings are **not** acceptable for safety reasons.

OTHER ACCESSORIES

Head wear – hats, bandanas, wave caps, (barring religious purposes) is not permitted in the building.

HAIR

There are no restrictions regarding hair styles. Hairstyle shall be neat, well groomed, and consistent with the intent of this policy. Hairstyle should contribute to the appearance of a student and not be disruptive to the educational process.

DRESS FOR PHYSICAL EDUCATION

Sneakers must be worn on these days.

SPECIAL EVENTS AND TRIPS

The school CEO may determine dress for special event days and trips. Arise reserves the right to exclude participants on the basis of inappropriate attire.

EXCEPTIONS

Families may request exceptions for this policy for reasons such as personal or religious beliefs. Exceptions require the approval of the CEO.

The Board believes that such a policy helps create an environment conducive to learning and will permit students to focus their attention on academics and on those aspects of their personalities that are truly important.

Vandalism

Any students willfully damaging Arise Academy Charter High School property will be assessed the total cost of replacement or repair. No student records will be released until payment is made in full.

Act 26 – The Pennsylvania Safe Schools Act

The Pennsylvania Safe Schools Act, Act 26 requires school districts to expel any student who is determined to have brought onto, or is in possession of, any weapon on any school property at a school-sponsored activity, or onto any public conveyance providing transportation to a school or school sponsored activity. The Act also requires school administration to report the discovery of any weapon to the police. The police will arrest students ten years old and older who bring a weapon to school. “Weapons” include, but not limited to, any knife, cutting instrument, cutting tool, and instrument or implement capable of inflicting serious bodily injury. All Act 26 violations must be reported to the state and to the School District of Philadelphia.

Please review the seriousness of Act 26 with your child. Check his/her pockets and book bag each morning. **Students are not to bring scissors to school.**

There are specific requirements and discipline procedures with regards to Special Education students and students determined to be handicapped pursuant to section 504 of the Rehabilitation Act of 1973 and PA Code Ch. 15.

Books

Textbooks issued during the year and those checked out of the library are the property of the school. Replacement cost for lost and/or damaged books shall be paid for by the parents. It is the responsibility of each student to keep books in good condition. School records will not be released until all financial obligations are met.

Homework

Homework is assigned as an extension of our daily school program. It is a meaningful practice that reinforces the skills taught in class. Create a plan for completing assignments. It is important that you help your student complete his/her homework. This will give you a “snapshot” of what your student is learning during the school day.

Field Trips

Field trips are a valuable teaching aid. They provide direct experiences for learning and are an extension of what is being taught in the classrooms. A signed permission slip is required and a fee may be collected for all field trips. Trip fees must accompany the signed permission slip. Trip fees are not refundable. Good school behavior is required to be eligible to attend. Students with 2 discipline referrals in the month of the trip must be accompanied by a legal caregiver or adult family member at least 21 years old. Students with 3 or more discipline referrals or a suspension may not attend. Parents are encouraged to attend as chaperones. Note – Siblings may not attend school trips. Only Arise academy Charter High School students are covered by our insurance.

Please be sure to sign the generic trip slip. This will enable the teacher to take a child on a trip if the parent forgets to sign a permission slip for a specific trip. Students will not be permitted to leave the school without a signed permission slip or the signed generic trip slip on file. All students must be dressed in the official school uniform in order to attend the school trip. There will be no exceptions or refunds.

Immunizations

No student shall be admitted to the Arise Academy Charter High School who has not been immunized against such diseases as are enumerated by the State of Pennsylvania Advisory Health Board. A student shall be exempt from the requirements for immunization for religious grounds or whose physician certifies the student's physical condition counter-indicates immunization.

Medication

School Board Policy expressly states that school personnel cannot dispense medications to students unless it is a long-term requirement and all forms from the Health Department and/or doctor are completed and on file at the school. Under no circumstances will a student be permitted to carry any type of medication during school hours or to self-administer any kind of medication. This includes all types of medications such as aspirin, Tylenol, cough drops, eye drops, or the like.

Should the occasion arise that a student must take medication during the school day, the medication must be prescribed by a physician and arrangements must be made through the nurse's office. The physician must send **written orders** that include the diagnosis, dosage, and the time to administer the medication during the school day. All medications and prescriptions are to be brought to the nurse in their original bottle and kept in the health office. Over-the-counter drugs – including cough medicine, aspirin, etc. – **must** also be accompanied by a physician's note. If the need arises that you must administer the medication to your child personally during the school day, please go directly to the main office. Your student will be called there to receive the medication which will be administered there or in the nurse's office. Medications cannot be dispensed at any other location.

Student Illness

If a student becomes ill during the school day, he/she will be given immediate attention. You will be called if your student is too ill to return to class. Please advise your children that they should not personally call home if they feel ill but should ask for permission to be sent to the main office or the nurse's office.

School Security

Please sign-in at the security desk when entering the school. Go directly to the office where school personnel will assist you. Visitors will be given a pass to move throughout the building. Security and staff have been directed to stop everyone without proper identification. When bringing your child to school or when picking them up, please go to the office first! Do not go to your child's classroom. Parents or visitors moving throughout the building without a pass risk being charged with trespass.

Please cooperate with staff. These procedures are in place to protect our children and staff.

Photographing or Filming Students

There are often opportunities for media coverage of school events and classroom activities. Your child may be in classrooms where videos or pictures are taken. These photographs may be placed in the city or neighborhood newspaper, our school newsletter, or on our website. If you do not want your student's photograph displayed please make that notification on the school's photo release form, otherwise your child's photo may be used.

Fire Drills

Fire drills are required by law and will be held monthly. Such practice is important and should be approached seriously. These unannounced drills are to prepare students and staff for any emergency that may arise that would require the building to be evacuated. Students are to:

- Listen carefully to directions.
- Quietly, form an orderly line.
- Walk carefully out of the building to their assigned place.
- Stay with their class at all times.
- Wait quietly with their teacher until it is safe to return to the classroom.

In addition, students will also participate in a bus evacuation drill during the course of the school year.

Personal Property

Care should be taken when you approve of your child bringing valuable or irreplaceable items to school. The school cannot be responsible for items that are lost, damaged, or otherwise missing. Items that are not permitted in school include:

- Electronic games, pagers, walkman, radios, CD players, headphones, and cell phones.
- Dangerous items/weapons such as razors, pen knives, hunting knives, matches, pointed objects, guns, etc. (Knives should not be sent in school lunch containers).

Personal electronic items cannot be brought into the building. They will be safely stored at the security desk and returned to students when they leave school at the end of the day.

Telephone Usage

The school telephones are not available for student's use unless there is an emergency as determined by the school. Forgetting books, notes, or assignments are not emergencies. Our goal is to help students develop more responsibility for gathering the necessary materials required daily for school prior to coming to school. Emergencies include a forgotten lunch or torn or wet clothing. **Students will not be interrupted in their classrooms to receive telephone calls.** In the event of a family emergency, please call the school office.

Legal Caregiver Location Information/Emergency Information/Parental

Legal caregivers are asked to notify the office immediately when a change in address or telephone number occurs. The office should also be informed of a change in work number or emergency contacts. The school must have accurate and current information at all times since this is our primary source of emergency information.

In addition, a copy of any Court order or agreement affecting the custodial rights of a parent should be filed with the school. Failure to keep the school informed may result in your not receiving notices of important academic, disciplinary, and/or health information, and can result in the loss of your right to participate in important decisions.

Resolving Conflicts

The Arise Academy charter High School staff will make every attempt to help students, parents, or community members resolve any conflicts. If you or your student is having a problem, please notify the teacher and/or the CEO.

At no time is a parent/guardian/court designee permitted to confront another student or a staff member in what could be perceived as a threatening manner. Adults may not confront students on the school bus, walking to and from school, or in a classroom. Legal caregivers who fail to follow this directive will subject themselves to charges of assault. It is imperative that students and staff feel safe. It is also important that the adults model effective conflict/resolution skills.

Complaint/Concern Procedure

Although we make every attempt to satisfy our parents/guardians/court designees, students, and community members, there are times when a complaint or concern arises. If you have a complaint or concern please follow the steps below until you have been satisfied.

1. Speak or write directly to the teacher or staff member
2. If the complaint is not resolved informally, submit the complaint to the CEO in writing and should include the specific concerns. The CEO will contact the complainant to discuss the matter and attempt to resolve the situation.
3. If the matter cannot be resolved, the CEO will inform the complainant of the decision in writing and be given the opportunity to address the concern at the Board of Trustee level

Withdrawing A Student

The following procedure must be followed if you are planning to withdraw your child from Arise Academy Charter High School:

- Notify, in writing, the office and your student's teacher of the date your student will be leaving.
- Insure that all books are returned and any fees or fines are paid.
- When you enroll your child at the new school, you will sign a release of information form. We will transfer copies of the student's records to the new school.