

# 2014-2015

*35 years educating Philadelphia's youth*

# STUDENT/PARENT HANDBOOK

***...INCLUDES CODE OF CONDUCT  
& UNIFORM REGULATIONS***

**Community Academy of Philadelphia,  
a PA Charter School**

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

**Middle and Upper School Students Must Carry this Handbook At All Times.**

**2014-2015**

**STUDENT HANDBOOK**

Code of Conduct • Uniform Policy • Academic Policy

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

# OUR MISSION STATEMENT

Community Academy of Philadelphia, CAP, a Pennsylvania Charter School and project of International Education and Community Initiatives (Incorporated) is a unique, compensatory, alternative charter school (grades K-12). As such, it is an independent public school. Our school is accredited K-12 by the Middle States Association of Colleges and Schools Committee on Institution wide Accreditation.

Our school serves urban, high-risk young people in search of a positive school experience in a supportive environment and an atmosphere free of negative labels. Our students come from widely divergent backgrounds that may include having been truant, dropped-out, repeatedly failed, or expelled from the Philadelphia public schools, as well as families and students seeking an alternative to large, impersonal public schooling. As such, CAP acts as a “second chance” for students and families whose needs have not or cannot be met by large comprehensive government-run schools.

CAP believes that attention to the whole child requires a small intimate setting. The 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 brotherhood 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.

## **OUR 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.

## COMMUNITY ACADEMY OF PHILADELPHIA STUDENT/PARENT HANDBOOK

NOTE: THE FOLLOWING DEFINITIONS APPLY:

**Student--** a person, adult or minor, enrolled in the Community Academy of Philadelphia Charter School.

**Parent--** a) legal care-giver of a minor child or court-appointed guardian, including DHS workers and/or group home employees as identified at time of admission or AMended in writing thereafter; or an emancipated minor (DHS/court proof required);

b) For young adult student, ages 18-20: parent, etc., with whom student lives;

c) For married and independent adult students ages 18-20 and for all students 21 years old or above, the student him/herself.

**Married--** The legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or sovereign nation.

### I. PARENT-SCHOOL RELATIONS

Education at the Community Academy of Philadelphia is based firmly on the belief in shared responsibility. Participants: (children, 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 child and he/she is the primary consideration. Educating the whole child requires the cooperation and good will of all in the community. Anything less is detrimental to both the individual child and the school at large. Therefore, each group must respect the others' professionalism, good will, and expertise.

Parents desiring a conference with teachers, specialists, or administration 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.

Teachers will also notify parents by note, email, or by phone should they require a conference to discuss a student's progress. In general, teachers do not schedule conferences during school hours.

Parents wishing to reach teachers via email should set their browser to [www.communityacademy.org](http://www.communityacademy.org) and click "faculty" on the home page. By using [www.powerschool.com](http://www.powerschool.com), parents can access their child's grades and assignments. The user nAMe and password will be supplied to every parent and student by CAP.

## II. COMMUNICATIONS

[www.communityacademy.org](http://www.communityacademy.org) and [www.powerschool.com](http://www.powerschool.com)

### SCHOOL TO HOME

Monthly calendars and newsletter on websites  
 Progress reports (2-3 weeks before the end of each quarter) through PowerSchool  
 Report cards (4 times a year)  
*Monthly discipline calendars must be signed by a parent daily (K-8 only)*  
 Test papers and year specific portfolios  
 Telephone conferences  
 Notes and school conferences with teachers, specialists, administration  
 Check student attendance through PowerSchool  
 Students' grades in real time through PowerSchool

### HOME TO SCHOOL

Telephone messages on teacher voicemail system  
 Notes for all absences  
 Arrangements for early dismissal  
*Note: Requests for a change in a elementary student's dismissal procedure must be done in writing by the parent or legal guardian.*  
 Email requests for telephone or school conferences through PowerSchool or the website

## III. 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 phone number or work number. All records will be changed accordingly. Two accurate emergency numbers should always be on file in the office for your child's protection. Change of Address Forms are available in the school office and **a copy of a utility bill with the parent/guardian's name on it must be attached.**

## IV. APPLICATION PROCEDURES/LIMITATIONS TO ENROLLMENT/CONTINUED ENROLLMENT

Applications are available from December to February. Applications must be submitted within this time in order to be considered. The parent/guardian must complete an application for each child they wish to enroll. They must submit the completed application along with a copy of the following:

- a) Proof of age (i.e. birth certificate, passport)
- b) Proof of Residence (i.e. utility bill, vehicle registration, lease, mortgage statement)

Originals will be required if child is selected for admission. If the applications exceed the AMount of spaces available, then a lottery is held. The applications are selected at random. The remaining applications will create the waiting list. The waiting list applications are not numbered. If space becomes available during the school year, the lottery is held again in the sAME manner. The applications are only valid for the current school year. Kindergarten students must be five years old by or on September 1<sup>st</sup> of the



current school year. First grade students must be six years old by or on September 1<sup>st</sup> of the current school year.

A student may be dropped immediately from the roll of the Community Academy of Philadelphia if he/she: a) was a currently enrolled special education student (not mainstreAMed) or referred to/enrolled in a disciplinary school and did not indicate so on his/her final application; b) has a parent who refuses a legitimate school request to pick up the student at school if the student is ill, injured, or if in the opinion of the principal or his/her designee the student presents a threat to the well-being of the community; c) falsified any information on the application for admission including, but not limited to, grade level, former school, or status; d) is not in compliance with any municipal, state or federal regulation regarding school enrollment including, but not limited to, compliance with health codes, especially immunization and the required proof thereof.

A student may be suspended or dropped immediately from the roll of the Community Academy of Philadelphia, if he/she: a) refuses to supply the school with a current and usable emergency contact number; b) refuses to abide by the dress and uniform code including but not limited to absences exceeding three consecutive or non-consecutive days for missing uniforms or part of the uniform, i.e., improper shoes, no jacket, no tie, etc.

**Re-enrollment for Next School Year:** Parents, guardians and students will receive notification of re-enrollment for the following year. A re-enrollment form will be distributed and must be returned by a specified date. No fee is required to return the form. If the re-enrollment form is not returned by the required time, the student will be dropped from the roll for the next year; therefore, the student is not guaranteed a place for the upcoming year and will have to go through the regular new student enrollment procedures, including a lottery, if required.

**Re-enrollment for Withdrawn Students:** Withdrawn students are dropped from our school roll. Withdrawn students must follow the regular new student enrollment procedures, including a lottery, if required.

## **V. SCHOOL HOURS**

### **Grades K-6**

Children who walk, take public transportation, or are driven to school should report between 7:45 and 8:09 AM, thus the school doors open at 7:15 AM School begins at 8:10 AM When entering school grounds, students should exercise caution and put safety first. Students are required to use the sidewalks and may not walk across the parking lot. Students should enter through the lower school, south entrance.

After 8:10 AM, the student is considered late for school. Children who are late must receive an admission slip from the security desk before going to the classroom. A pattern of lateness is detrimental to a student who wants to be successful. If such a pattern develops then the time missed will have to be made up. No child is permitted in the school building during recess, before or after school unless accompanied by a teacher, an aide, a member of the support staff or his / her parent.

**Persons picking up students must be listed on the student contact sheet and must**

**have photo identification.** Classes dismiss at 2:55 p.m. on Monday, Tuesday, Thursday and Friday. School dismisses at 1:00 p.m. each Wednesday. [Note: Kindergarten classes dismiss at 2:40 on M, T, Th, and F, and on Wednesday at 12:50.]

### **Grades 7-12**

**Students are expected to report to homeroom by 7:45 AM.** Students arriving before 7:45 AM will report to the Cafeteria. Late students arriving from 8:00 to 8:09 AM will receive a WHITE pass (5 WHITE passes = detention). Late students arriving after 8:10 AM will receive a LATE pass (1 LATE pass =detention). All passes must be presented to the teacher upon entering class. Breakfast is offered in the cafeteria for students from 7:15 until 7:45 AM. Classes dismiss at 3:00 PM on Monday, Tuesday, Thursday and Friday. School dismisses at 1:00 PM each Wednesday.

## **VI. MATERIALS**

Being prepared is an important part of the learning process. All students must come to school with all required materials, pencils, pens, book bags, and dictionaries every day. Any student that does not come to school prepared is subject to disciplinary action. For grades K-8, supply lists are available at [www.communityacademy.org](http://www.communityacademy.org) and at the School Store. Students may not bring open bottles or containers into the building. No glass bottles at all.

## **VII. PROCEDURE FOR LEAVING SCHOOL EARLY**

Students are not permitted to leave school during the day because of sickness, appointments, or any other reason without the permission of the Principal. When an emergency makes it necessary for a child to leave before dismissal, the student's parent or guardian is required to send a written request stating the reason of the dismissal is needed. Telephone calls are insufficient. The student must follow the appropriate early dismissal protocol for their division. For the safety of all students during regular dismissal, no early dismissals will be permitted after 2:15 p.m. Any student that returns to school after an early dismissal for an appointment must have a note from their appointment. **Early dismissals will not be permitted during standardized testing.**

## **VIII. ABSENCES**

A student who has been absent from school is required by school policy and Pennsylvania law to bring a written letter (note) upon his/her return signed by parents or guardians stating the reason for his/her absence. An alternative is to have the attending physician fax a notification to the school office. Note: Students must submit absence notes within 5 school days of the absence. Notes submitted after five school days will not be accepted. The notes are kept on file by the Director of Student Services during the entire school year. Parents are expected to contact the office by phone each day the child is absent. For absences that extend beyond three days or for missing semester exAMs and standardized tests (PSSA, Keystone ExAMs, etc.) both a doctor's certificate and Principal's approval are required.

Sickness/Doctor's Appointments: A student must provide a letter or doctor's note for absence.

**Parent Notification:** If a student is sick during school hours a parent or legal guardian will be notified by the school and can pick the child up according to the appropriate division's procedures. Arrangements should be made to make up missed class/homework or may be accessed on the Internet at [www.communityacademy.org](http://www.communityacademy.org).

**Prolonged Absence:** In cases of prolonged medical absence and a note from the doctor has been presented to the school, work will be sent home if requested or may be picked up at the school office. Please make arrangements through the office.

**Excessive Absence:** Any student exceeding ten unexcused absences and twenty lateness is subject to disciplinary action; this may jeopardize the child's status for re-enrollment for the following school year.

**Extreme Cases involving Homebound Instruction:** In accordance with Chapter 11, Section 11.25, a Principal may upon receipt of satisfactory evidence of mental, physical or other urgent reasons excuse a student for nonattendance during a temporary period, but the term "urgent reasons" shall be strictly construed and does not permit irregular attendance. In most cases "satisfactory evidence" will be a completed Homebound Instruction Form from a licensed physician. Temporary excusals may not exceed 3 months. Such students may be provided with homebound instruction for a period not to exceed 3 months.

## **IX. FIRE DRILLS**

Fire drills are conducted during the school year within school hours to insure safety for the students in evacuating the building in case of fire or other emergencies.

## **X. LOCKERS, Grades 9-12 only**

Use of a locker is **required** for grades 9-12, optional for 8<sup>th</sup> grade. All high school students must sign and agree to a locker agreement stating the rules for locker use. Any student at a locker at an inappropriate time is subject to the Code of Conduct, Section IV, Rule 1.14.

## **XI. WHAT TO DO FOR INCLEMENT WEATHER**

**KYW SCHOOL NUMBER 262**

If it starts to snow in the evening or in the early morning hours:

1. Unless otherwise notified, if the media announces "All Philadelphia Public Schools are closed," then Community Academy is closed.
2. Tune to KYW Newsradio 1060 in the morning at 6 AM and listen for the school number or the school name. For a quick reference, please check KYW's website and input the school code, 262. Additionally, look for "Community Academy of Philadelphia" on Channels 3, 6, 10, and 29.
3. Check [www.communityacademy.org](http://www.communityacademy.org) or "CAPnewswire" on Twitter for further information.

## XII. VOLUNTEERS

Community Academy of Philadelphia makes use of the many skills of dedicated parents and grandparents 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 children's activities at lunch time. Contact the appropriate school office for more information.

## XIII. VISITORS and SECURITY

For safety reasons, the school doors are locked and monitored at all times. Visitors must enter through the main entrance, (Erie Avenue) security desk. Parents picking up their children from the extended care program should enter through the main entrance. **Proper identification is required for all pick-ups, which includes a picture ID.** Parents may not walk their children to the classroom or pass the security desk without an appointment. In the best interest of our students, teachers and their classes may not be interrupted during the school day.

The campus is a no smoking area, in the building, in the parking lot, and all entrances and exits to the building.

### 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.

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 and returned only to a parent or legal guardian; please refer to Code of Conduct Rule 1.15 and 3.3. Note: as referenced in Rule 1.15, certain items, including cigarettes and gum, will be destroyed.

For the safety of all students and faculty, students are subject to searches of book bags, lockers and their person at anytime given reasonable suspicion of the possession of prohibited items such as all items listed in Code of Conduct Rule 1.15. **A student's refusal or failure to permit such searches and seizures as provided in this policy will be considered grounds for disciplinary action and will not be admitted into the school building.**

## XIV. BUSES, Grades 1-6

(operated by the SCHOOL DISTRICT OF PHILADELPHIA)

Please be advised that the School District often does not have the bus schedules in place at the beginning of the school year; so make arrangements to drop off and pick-up your child in case the buses are not available. Students and parents must be reminded that bus transportation is provided for them by the School District of Philadelphia.

Good behavior demands that students:

- Get on and off the bus in a safe and orderly manner.
- Remain seated when the bus is in motion.
- Not engage in any activity, which might be disturbing to the driver or dangerous to themselves or others.
- Adhere to all CAP regulations on the bus, as well as when entering and exiting the bus.

Remember: There is a NO LOUD TALKING policy on the bus. NO LOUD TALKING to and from school.

Any child who deliberately disregards these regulations will have his/her bus privileges suspended for a period of time to be determined by the bus supervisor with approval by the principal.

### **XV. CAFETERIA**

The cafeteria, besides being a lunchroom and assembly room, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners, which one should find in the home. Some simple rules of courteous behavior, which make the lunch period pleasant and relaxed, are:

- Observing good table manners
- Leaving the table and surrounding area clean and orderly
- Remaining seated while eating
- Not wasting food
- Being polite in the lunchroom
- Not yelling, running or horse playing

NOTE: No one is allowed to leave the lunchroom without permission.

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 guard desk. The student's name and grade should be visible on the bag or box. **This is for emergency cases only.** All snacks are carefully monitored. Soda and glass containers are not permitted.

### **XVI. FEDERAL FREE AND REDUCED LUNCH PROGRAM (K-12)**

For grades K-12: At the beginning of the school year, students are given forms to determine eligibility for free and reduced lunch. Even if a family does not wish to receive lunch, it is strongly advised that families apply so that we may use the number of students who qualify to receive discounts on utilities and computers. The lunch program operates on a week-in-advance schedule. All money and envelopes must be in every Friday, in order for each student to be counted for a meal for the next ordering period. There are times due to holidays that we must make a double order. In this case, you will receive two envelopes; you must send in an envelope for both weeks in order for the student to be counted for both weeks. You must enclose the correct amount of money in the envelope.

## **XVII. HEALTH CONCERNS**

### **SCHOOL NURSE**

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

A school nurse is on staff five days a week. She is responsible for checking the vision, hearing, height, and weight of the children and making necessary referrals to parents when problems are found. She also teaches safety and good health skills. The nurse maintains health and medical records for every student.

If your child has a specific medical problem, it should be made known to the teacher and the nurse each year. Required physical and dental records are kept in the student health folder according to requirements of the State of Pennsylvania. Community Academy of Philadelphia complies with all regulations concerning the administration of medication and requires parents 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 during school hours. 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 (this includes Tylenol, Motrin, etc.).

## **XVIII. INFANT AND DAY CARE REGULATIONS**

Teresa Gonzalez-Mena Memorial Day Care

**Note: Enrollment in the daycare and Pre-K is limited to the children of faculty, staff, and students.**

Enrolling a baby or child for daycare services in the Community Academy of Philadelphia C.S. in-school day care facility is voluntary and a privilege. Any student not abiding by the daycare rules and regulations, 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 is responsible for all fees and must cooperate with the daycare staff in obtaining appropriate fees from the PA Department of Welfare. See the daycare staff for further information.

Any student who is disrespectful to the daycare room staff will have his/her child removed from the day care roster and will be subject to disciplinary action under Section IV, Rules 1.1, 1.1a, or 1.4 and/or any other regulations as appropriate. Each student/parent must fully cooperate with daycare and school staff in all aspects of fire and safety drills, especially the specific fire drill requirements of the daycare. Any student/parent who does not fully cooperate will have his/her child removed from the day care roster and will be subject to punishment under Section IV, Rules 2.5 and 1.4, 1.1, 1.1a, or 1.14. Any student in the daycare at an unauthorized time is subject to disciplinary action under Section IV, Rule 1.14 and/or other regulations as appropriate.

## **XIX. PORTRAITS**

Individual student portraits and class pictures are taken once a year. Athletic teAM photos will be taken during the sport season. Purchase is optional.

## **XX. YEARBOOK**

A yearbook is available with picture highlights of the year and each grade. Orders are taken in the fall for the Elementary School. In the HS, yearbooks are part of the graduation dues.

# **SCHOOL RESOURCES**

## **XXI. SCHOOL LIBRARY**

The library is an important part of the school curriculum. Library materials are accessible to all students. Each grade/homeroom has an additional classroom library. Keeping the library neat and clean, maintaining a respectful silence and obedience to the library personnel is expected from all children.

**All school rules apply while in the library, including uniform dress code.**

- Students are not allowed to visit the library without permission from their teacher.
- Students may borrow books for two weeks.
- There is a penalty for late books.
- Lost or dAMaged books must be replaced at the student's expense.
- 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.
- No student will receive a report card, transcript, or diploma until all library expenses are paid.
- No student who owes fines or book replacement fees may participate in the prom or walk at graduation.
- Library books are valuable resources that need to be respected so that all students have an opportunity to use and enjoy them.

### **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 Online Catalog.

### **Local Libraries**

It is *suggested* that each primary (K - 4) child also be a member of the Free Library of Philadelphia and make use of reading lists and summer progrAMs offered by the Library. It is *strongly encouraged* that each middle school student (5 - 8) be a member of the Free Library of Philadelphia. It is *expected* that all high school students (9 - 12) have an active library card with the Free Library.

## **XXII. COMPUTER CENTERS**

Computer technology is an integral component of today's education. Due to the generosity of **Jacqueline and Jerry Rice and FAMily**, we have a state-of-the art computer room geared towards our younger grades aimed at providing an early and solid foundation in these critical skills. As always, we continue to offer computer and Internet access to all students.

The Internet is a vast resource that enables students to access thousands of files of information. While access is free, it is also a privilege. After reading the guidelines, each student and his/her parent must complete the CAP Acceptable Use Form given out by each student's teacher (see appendix) or is available for agreement on PowerSchool. The signatures of both student and parent/guardian are required before the access to the Internet is permitted or agreement on PowerSchool.

### **A. Responsible Internet Use:**

- Conducting research for school-based projects
- Exploring computer systems
- Exchange electronic mail
- Displaying a high level of computer ethics and etiquette

### **B. Inappropriate Internet Use:**

- Sending, receiving, and/or accessing materials that are obscene or offensive
- Employing the network for illegal or commercial purposes
- Using abusive or profane language
- Electronic vandalism of equipment/software
- Social Media

### **C. Consequences:**

- Consequences will be consistent with the rules of our Code of Conduct
- Violations will result in the loss of computer privileges for one to possibly four semesters
- When applicable, law enforcement agencies may be involved

### **D. Terms and Conditions of Internet Access**

1. The use of the Internet requires efficient, ethical and legal utilization of Internet resources. A user must agree to the terms and conditions of use.
2. All use of the Internet must be in support of education and research and consistent with the educational goals of the Community Academy of Philadelphia.
3. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.



4. The Internet is to be used only by authorized owner of the account for the authorized purpose.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users or misrepresent other users on the network.
6. All communications and information accessible by the Internet should be assumed to be private property. All copyright issues regarding software, information, and assignment of authorship must be respected. The unauthorized copying or transfer of copyrighted material may result in the loss of network privileges.
7. Malicious use of the network to develop progrAMs that harass other users or infiltrate a computer or computer system and/or dAMAge the software components of a computer or computer system is prohibited. Violators are subject to the rules of the Code of Conduct.
8. Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited on the network. All users will use language appropriate for school situations as indicated by the Code of Conduct.
9. Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
10. Student subscriptions to listservs, or any automated message service, must be reported to a teacher. Prior approval for listservs is required from students.
11. From time to time, the Community Academy of Philadelphia will make determinations on whether specific uses of the Internet are consistent with the acceptable use practice.
12. Students must get parental/guardian permission to use the Internet at school by completing the CAP Acceptable Use Policy.
13. Student's use of the Internet will take place only under the supervision of staff.

**(Please see Appendix for the CAP Acceptable Use Policy)**

## **SPECIAL EVENTS**

### **XXIII. FIELD TRIPS**

Field trips are encouraged to expand the curriculum and add enrichment to the school progrAM. Written permission from parents is required for children to participate in trips which involve travel and time.

While we wish all children to benefit from these trips, the Principal and the homeroom/subject teacher reserve the right to deny permission to leave the school

building to any student who has demonstrated a history of non-cooperation with authority.

#### **XXIV. JUNIOR/SENIOR PROM RULES, GRADES 11 AND 12**

**Students in grades 11<sup>th</sup> and 12<sup>th</sup> and dates in 10<sup>th</sup> through 12<sup>th</sup> may attend the Junior/ Senior Prom and must be in good academic standing.**

1. No more than one F in any subject.
2. Has no level III suspensions at anytime 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. 12<sup>th</sup> graders must have passed the written component section of their Senior Project.

Guests must be at least in the **10<sup>th</sup> 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. Guest 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 Extensions of rule III B). 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, the rules of which must be abided.

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 previous to the Prom. Any student that is late or receives an early dismissal 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 they cannot attend the Prom. If a student is absent or late the week of the Prom, they must attend school the day of the Prom.

#### **XXV. ZERO DAY, 12<sup>TH</sup> 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, seniors are invited (but not required) to show their school spirit by “jazzing up their appearance.”

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.

School-spirited 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.

There is absolutely NO HAZING after school. Hazing is a Level II violation (See Rule 2.7).

## XXVI. NONDISCRIMINATORY POLICY

Our school admits students of any race, color, gender, sexual orientation, national and ethnic origin 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, color, gender, sexual orientation, national, and ethnic origin in the administration of its educational policies, its admission policies, or in any school administered program.

## CODE OF CONDUCT

### SUMMARY OF DISCIPLINE CODE FOR GRADES K-8

The following designations apply to the Discipline Code:

**Student--** a person, adult or minor, enrolled in the Community Academy of Philadelphia Charter School.

**Parent--** a) legal care-giver of a minor child or court-appointed guardian, including DHS workers and/or group home employees as identified at time of admission or amended in writing thereafter; or an emancipated minor (DHS/court proof required);

Students are expected to comply with school policies and directives and must be respectful, courteous, and attentive to teachers/staff. They must also be considerate of classmates. Parents may expect to be contacted by the teacher for episodes of misconduct or incomplete assignments. In-school suspension may be imposed upon any student who deliberately and repeatedly disrupts a class making it difficult for others to learn or who is disrespectful to the teacher. This usually occurs after the family has been contacted at least twice regarding the problem. In-school suspension requires that a child be removed from his/her class to spend the day with administrative personnel. During the day there are assignments and counseling sessions. The first in-school suspension lasts for one day and is accompanied by written notification to parents and a follow up meeting. The second in-school suspension may last for three days and also is accompanied by written notification and a follow up meeting. All class work missed during any suspension must be made up in its entirety. Any behavior or violation of the school rules that presents a danger to the student, other students, or adult staff will result in immediate removal from class and out-of-school suspension of up to five days. After two in-school suspensions, or one out-of-school suspension, a student is liable to be dismissed from the school. Parents will be personally informed that such decision is under consideration and must meet with the Principal or his or her designee.

Students are expected to comply with school policies and directives and must be respectful, courteous, and attentive to the teachers. They must also be considerate of classmates. Our rules of discipline are based upon responsible citizenship.

At times, detention may be required for misconduct, incomplete assignments, and/or refusal to take responsibility.

Suspension may be imposed upon any student who deliberately and repeatedly disrupts a class making it difficult for others to learn, who is disrespectful to a teacher, or who harasses, bullies, or torments another student.

Honesty and integrity are two values protected within the classroom; therefore, any student who exchanges information of any kind during an exam will fail the test. Deliberate lying or slander about a faculty member or a student will result in mandatory counseling. Repeated acts will result in suspension.

The parent/guardian is required to make a suspension re-instatement meeting within five (5) days of notification of the student's suspension. The student must attend the re-instatement meeting, and he/she must wear his/her full uniform for the meeting. Reinstatement meetings will not take place if the student is not in full uniform.

The following infractions **may** warrant immediate suspension:

1. Dangerous behavior on school bus or on school grounds
1. Inappropriate language
2. Theft
3. Purposefully missing detention
4. Destruction of property
5. Truancy
6. Harassment / threats directed toward any member of the school community

The following infractions **will** warrant immediate suspension:

1. Possessing or carrying a weapon
2. Using or possessing alcohol or drugs
3. Fighting
4. Overt sexual behavior

The school may require a student to take prescribed medication, as a condition of attendance, when it has been recommended by our Emotional Support TeAM, the student's physician, or the student's previous school.

## **OFFICIAL RULES OF CONDUCT**

### **Grades K-12**

*“Good order is the foundation of all good things.”-Edmund Burke*

#### **I. SCOPE OF RULES OF CONDUCT**

THESE RULES SHALL APPLY TO ANY CONDUCT:

- (a) On school grounds, which includes 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 resulting from school, including but not limited to fighting, threats, harassment, or stalking on: telephones, social networks or e-mail;
- (f) On any school bus operated by the Community Academy of Philadelphia, Charter School.

## II. DEFINITIONS

THE FOLLOWING DEFINITIONS APPLY TO THE CODE OF CONDUCT:

**Student--** a person, adult or minor, enrolled in the Community Academy of Philadelphia Charter School.

**Parent--** a) legal care-giver of a minor child or court-appointed guardian, including DHS workers and/or group home employees as identified at time of admission or AMended in writing thereafter; or an emancipated minor (DHS/court proof required);

b) For young adult student, ages 18-20: parent, etc., with whom student lives;

c) For married and independent adult students ages 18-20 and for all students 21 years old or above, the student him/herself.

**Married--** The legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or sovereign nation.

## III. EXTENSIONS TO THE RULES OF CONDUCT

1. Search and Seizure: The Community Academy of Philadelphia C.S. reserves the right to search students and their belongings and/or (in grades 9-12) lockers to find weapons, drugs, stolen property, and other contraband. In addition, students may be asked to empty pockets, purses, etc. If a student is found in the possession of items that are illegal, the student will be charged with the appropriate school offense, the Philadelphia Police Department may be notified; the student may be held for the police, and charges may be pressed. Any student who refuses to cooperate with school authorities is subject to expulsion from the Community Academy of Philadelphia C.S. Students may be randomly searched at the entrance with a metal detector wand.
2. Conduct of friends and/or family: 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. Advise friends and family that loud music, obscene or offensive language, and displays or threatening behavior may result in disciplinary action against the student.
3. Student's right to go to office: Any middle or high school student may execute, at any time, his/her right to leave class and report immediately to the school office to discuss a problem, prevent a problem, or explain a behavior. The student must report directly to the main office and may speak to the Principal, Vice Principal/Dean of Students, or Social Worker/Counselor.

## IV. RULES OF CONDUCT

*General Statement:* No student may engage in any conduct, or encourage any other person to engage in conduct, that jeopardizes the health, safety, or welfare of any member of the school community, or in any conduct that disrupts or undermines the

basic educational mission of the school. Any student who acts in a disorderly way or interrupts the educational process is subject to arrest for disorderly conduct and other disciplinary action. Any student who engages in a fight, or encourages others to fight, is subject to arrest and other disciplinary action for disorderly conduct, simple to aggravated assault, including terroristic threats, etc.

ACT 26 of 1995 (The Safe Schools Act): Act 26 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 had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

Act 29 of 1995 (Truancy): Act 29 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. Act 29 also provides a truant student may lose his/her driver's license for 90 days for a first offense, 6 months for a second offense.

Act 33 of 1995 (Delinquent vs. Criminal Acts): 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 violent crime, will automatically be tried as an adult in the criminal justice system.

Act 93 of 1995 (Blood Alcohol Content of Minors): Act 93 creates 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.

## **DISCIPLINARY CODE: OFFENSES/CORRECTIVE ACTIONS**

### **Level 1 Offenses**

- 1.1 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., which is profane, obscene, racist, sexist, homophobic, intentionally disruptive, libelous or offensive to other students, faculty or the community.

Neither shall a student use as an excuse for the use of profane language or racial slurs, epithets, sexist, homophobic or intolerant language that he/she was "only kidding" or that "we use this language all the time."

Neither shall the student urge other students or outsiders to engage in such conduct as expressed in this rule.

This rule applies on school grounds or during a school activity or school function, or school event off campus, or coming to or from school.

- 1.1a Disrespect of teachers and adult personnel: At no time may a student express with words, gestures, or body language disrespect for a teacher, SO, adult supervisor, employee or volunteer of the Community Academy of Philadelphia, or on a school-related activity, any adults taking part in the activity. Nor may a student's disrespectful behavior damage the reputation of the Community Academy of Philadelphia. (See I. Scope of Rules of Discipline above) The teacher, SO, etc., will be the interpreter of the disrespectful actions.
- 1.1b Verbal Argument: Any student that verbally engages in a disruptive and confrontational argument with another student.
- 1.1c Encouraging Fighting: Any person who verbally encourages a fight, including through gossiping and spreading rumors, whether before, during, or after a fight will be held liable under this rule.
- 1.1d Three (3) or more class disruptions: If the student continuously disrupts class, disrespects teachers, and distracts other students from learning he/she may be removed from class to the discipline office to do class work and will also receive a detention after school. Repeated infractions will be subject to level 2 corrective action.
- 1.1e Code of Conduct Book: Each student is required to have in his/her possession a copy of the latest edition of the school's "Student Handbook: Code of Conduct, Uniform Policy, and Academic Policy." His/her name and homeroom must be printed on the cover. Replacement books may be purchased from the school store.
- 1.1f Identification Cards: Each student 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 her/his designee. If an ID is lost, a replacement must be purchased at the school store. ID's must be worn with the lanyard (breakaway string) with the school logo. Students may not alter, cut, puncture, or add anything to school ID's, including stickers, pen marks, etc. Replacement lanyards are available at the school store.
- 1.2 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, or school event off campus, or 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. (See Rule 3.4g)*
- 1.3 Smoking in the building: A student shall not smoke in any part of the building. The City Fire Code prohibits it; as well as common sense and health concerns that dictate that no smoking is permitted in the Community Academy of Philadelphia building. 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.
- 1.4 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 (SO), or any adult staff member or volunteer of the Community Academy of Philadelphia. Consequences include, but are not limited to, individual detentions or punishments.
- 1.4a Skipping Detention: Skipping a detention issued by a faculty, staff member or CAP personnel may result in a double detention or suspension.
- 1.5 Missing homework or class work: A student may not refuse to do assigned homework or class work. Usually, a school does not include this item in its disciplinary code; however, the special nature of the Community Academy of Philadelphia Charter School’s mission requires us to emphasize the importance of classroom concentration and hard work to remediate past deficiencies (also see Academic Requirements).
- 1.5a Sleeping in class: In the same spirit as Rule 1.5 above, sleeping in class is considered a violation of this Code of Conduct.
- 1.5b Book bags and uniforms: A student must carry his/her book bag to and from school everyday writing (graffiti) on school bags is prohibited. **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.
- 1.6 Cheating and plagiarism: A student may not cheat or plagiarize material in class work, homework, tests, quizzes, reports, projects, or any other graded assignment. Cheating and/or plagiarism will be determined by the classroom teacher (also see Academic Integrity).
- 1.7 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. Defaced or obstructed books or book bags (e.g. 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.
- 1.7a 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 or her possession any written or inappropriate materials using violence, weapons, sex or drugs, which include emails, FaceBook, Instagram, Twitter, IM’s, etc. All notes and inappropriate written materials will be confiscated.
- 1.8 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 Chief Executive Officer in consultation with the Vice Principal/Dean of Students and/or Social Worker, Psychiatrist, or Nurse. A drug screening, at the parent’s expense, at a licensed medical doctor’s office or hospital may be required.
- 1.9 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 “hickeys” or passion marks is prohibited and any passion marks are discouraged. (Also see Rule 3.1)

- 1.10 Uniform/dress code violations: (See Uniform Regulations)
- 1.11 Prohibition against the wearing of hats indoors: A student (both male and female) shall not wear a hat, cap, or other head covering in school or indoors during any school-sponsored activity whether in uniform or not in uniform. This rule may be waived only for religious or medical reasons; however, the Principal shall demand evidence of the religious or medical restriction. This would include, but is not limited to, a signed note on official stationary, by an officially recognized pastor, rabbi, or imam. Students asserting a medical reason must provide a doctor’s note signed by a PA-licensed M.D. or D.O.
- 1.12a Eating or drinking in classrooms: Eating, drinking, or chewing gum is never permitted in classrooms, the lobby or hallways, before class, during class, or after class. Eating is permitted only in the cafeteria during designated lunch periods and before and after school. Students may not leave trash or food in cafeteria. Eating in the day care is permitted only according to the day care regulations.
- 1.12b Chewing Gum: Gum, even in a sealed wrapper, is never permitted in any part of the building or school grounds, including the lunchroom and schoolyard.
- 1.13 Leaving school building without permission: No student may leave the school premises without the permission of the Chief Executive Officer, Principal, or Vice Principal. (Early dismissals must be obtained at each school office: elementary school, high school). No student may leave school during the lunch period.
- 1.14 Out-of-Bounds: No student may be in any part of the building or grounds including bathrooms, at lockers, other classrooms, 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.
- 1.15 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 following items:
- a. In the HS, all cellular phones and Smartphones, must be registered with the discipline office. For students in grades 9-12, please see the discipline office for paperwork.
  - b. Radios, iPods, iTouch, or tablets, beeping (or any sound emitting) watches/devices, or sports equipment
  - c. Oversized headphones
  - d. Electronic games or lasers
  - e. No sunglasses are allowed to be worn in building, this includes prescribed sunglasses
  - f. Permanent markers, paint pens, or spray paint\*
  - g. Pornographic, obscene, or suggestive material\*
  - h. Racist, sexist, homophobic, and/or other material offensive to any ethnic or religious segment of the community.
  - i. Any weapon or sharp object including scissors\*

- j. Gum in any area and food or beverages in unauthorized areas\*
  - k. Items associated with drug use, such as blunts, “roach clips,” pipes, rolling papers, “baggies”, etc.\*
  - l. Cigarettes or tobacco products, this includes electronic smoking devices\*
  - m. Mace containers/Pepper spray or stink bombs\*
  - n. White out\*
  - o. Playing, trading, or collectible cards, any items associated with gambling\*
  - p. Cameras, camcorders, or other electronic recording devices (unless student has written permission from the Principal in the case of a special event, etc.)
  - q. Any items associated with underage drinking
  - r. Perfume, lotion, or cologne
  - s. No open bottles should be brought into the building or glass bottles of any kind.
  - t. Any other item(s) that from time to time may be added to this list by the Principal.
- 1.16 Posting Materials: No student shall post or share to the Internet any materials inappropriate or causes a disturbance in school. No student may post, sell, solicit or distribute materials without permission of the Principal in school.

#### **Level One - Approved Corrective Actions:**

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 1.11, the hat or other head covering will be confiscated and returned to the student at the end of the day; for repeated offenses, Corrective Action 1.10 and 1.11 below shall apply
11. For Rule 1.15 and 2.17 the items will be confiscated, and 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 (Exception: See Note \* below). Note: The school does not accept responsibility for confiscated items.
12. Suspension

\* These items will be confiscated and usually will not be returned and will be 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.

## Level Two Offenses

- 2.1 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 the Community Academy of Philadelphia C.S., 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 Community Academy of Philadelphia C.S.
- 2.2. Recklessly endangering or threatening/intimidation of 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.
- 2.3 Possession of drugs or alcohol for personal consumption: A student may not possess, 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. (For possession not consistent with personal use see Level 3 Violations)
- 2.4 Weapons on school property: No student shall possess on his or her person, in his or her school bag, or in any storage space (e.g. locker) provided by the school, or carry with him/her on any school-sponsored trip or activity, any weapon capable of causing bodily harm. (also see Level 3 Violations)
- 2.5 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 the day care. (Student parents must be familiar with the exit protocol for the day care.)
- 2.6 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 violate this rule. No student may hold another in order that the student be hit or be “second person in” 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 and material disruption or obstruction of the lawful mission, purpose, or function of the Community Academy of Philadelphia, C.S.

- 2.7a Hazing: Hazing of any sort is forbidden at all times within the scope of the Rules of Conduct. Hazing is defined as, “To initiate or discipline (fellow student(s)) by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals.” This includes communication on the internet.
- 2.7b Bullying: Any aggressive behavior or intentional harm; it is carried out repeatedly over time and occurs within interpersonal relationship where there is an imbalance of power. (e.g. one person is physically larger, stronger, mentally quicker or socially more powerful). Bullying policy is defined on page 32.
- 2.7c Homophobic Slurs: Any homophobic statements, relating to gender or sexual identity, verbal or written are prohibited.
- 2.8 Sexual Harassment: The creation of/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.
- 2.10 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 within the scope of the Rules of Conduct is forbidden.
- 2.11a 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.
- 2.11b Encouraging Others to Violate Rules: Willfully encouraging others to commit any of the acts which are prohibited by these Rules of Conduct is forbidden.
- 2.12 Aggressive Arguing: Arguing between or among two or more students that clearly exceeds Code 1.1b because minor physical or accidental contact, such as pushing or bumping, may take place; aggressive foul language may be used including homophobic slurs; aggressive disrespect to adults may be spoken by the student; or disruption may be in the judgment of administration greater than that usually associated with Code 1.1b. Though a Level II violation, Code 2.12 covers actions not usually associated with an Act 26 violation.
- 2.13 Violating the Law: Violation of any local, state, or federal law is prohibited and will result in school sanction and appropriate disciplinary action.
- 2.14 Truancy: Any student who misses a day of school without a valid reason, parent/legal guardian/medical excuse, etc., will be considered truant/unlawful absence from school. (e.g. a valid reason is defined as illness, medical/dental appointment, funeral of an immediate relative) written notice must be presented to school. Students are provided with a daily schedule/roster. Students shall not miss/skip a class without permission or valid reason. Students who are absent

- without a valid excuse are forbidden from coming on school grounds later that day, e.g. truant students may not arrive on school grounds for dismissal, to pickup siblings, to attend sporting events or other activities, etc.
- 2.15 Theft: A student may not steal money or property from a student, faculty/staff member or visitor.
- 2.16 Use of Cellular Phones: Use, which includes photos and recordings, or possession of cell phones is prohibited anywhere in the building and on school grounds. See the Appendix for rules and regulations regarding cell phones.

### **Level Two - Approved Corrective Actions:**

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

### **Level Three Offenses**

- 3.1 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. (Also See Aggravated Offenses 3.4 below)
- 3.2 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.
- 3.3 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 with blades two-inches or greater in length, razors, box cutters, BB guns, stun guns, throwing stars, baseball bats, scissors or explosive or incendiary devices.
- 3.4 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. A sale or distribution of any narcotic drug, hallucinogenic, 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 the damage to or destruction of school property which substantially disrupts or prevents 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 for their part in any school investigation, academic or disciplinary proceeding, or in the course of the their 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.

**3.5 Possession of 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.

**Level Three - Approved Corrective Actions:**

- 1. Expulsion
- 2. Notification of the Philadelphia Police Department

**Note:** Internal school disciplinary action shall not in any way deprive the Community Academy of Philadelphia, a Pennsylvania Charter School, or an individual victim from pursuing any legal remedies available in the Criminal or Delinquency Courts of the Commonwealth.

## V. SUSPENSION (Grades 7-12)

Suspension is the disallowance for a time of permission to attend classes, activities, and all other privileges of attendance at the Community Academy of Philadelphia.

A student may be suspended “In-School” in the Discipline Office with a follow-up detention or “Out of School.” In most cases, 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; however, at the discretion of the Principal, a stated interval of up to five days or less may be assigned as an amount of time out of 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 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. “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. 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 One 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 the Community Academy of Philadelphia, Charter School. Reinstatement meetings will not take place if the student is not in uniform.

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.

There are two levels of reinstatement meetings/hearings for students who have been suspended or Suspended-with-Intent to Expel.

### Level One\* (Suspension and Suspension with Intent)

1. Principal or Vice Principal/Dean of Students acts as finder of facts.
2. Principal or Vice Principal/Dean of Students acts as decision maker. (Did student fulfill criteria for reinstatement?)
3. Decision may be rendered at meeting or within 24 hours.
4. Neither the CEO nor the Deputy CEO may be present unless specifically requested by the Principal. Note: Presence of CEO or Deputy CEO may compromise Level Two hearing.
5. Decision makers may request a second meeting if they feel the criteria have not been met. If it is a hearing of Suspension with Intent to Expel, then Principal may recommend expulsion (in writing within 48 hours) and send it to a Level 2

hearing if a written request by the student and/or parent/guardian is received within five (5) school days.

#### Level Two\* (Expulsion Hearing)

1. Principal or Vice Principal/Dean of Students acts as presenter of facts and states reason for recommendation.
2. Principal and Vice Principal/Dean of Students may both attend.
3. CEO (or Deputy CEO in his place) acts as judge.
4. Final decision mailed within 72 hours.

\*If a lawyer is present, the hearing is discontinued, the CEO is notified, and an appointment is made at Duane Morris for the meeting/hearing with our attorney as consultant.

**Reinstatement Criteria:** A student may be reinstated from suspension after he or she meets the following conditions:

- a. Explains the infraction
- b. Acknowledges responsibility for the behavior
- c. Accepts any punishment given
- d. Agrees to additional conditions imposed, if any

## VI. BULLYING POLICY

In accordance with our school's Bullying policy the following steps are implemented to prevent and deal with such behaviors, which fall under this policy.

- All students are provided with an anti-bullying seminar, which teaches the students what behaviors to look for: what action they can take to eliminate the problem and provide them with information on reporting any incidents.
- Each classroom is required to have posted material.
- All public areas of the school building have posted materials concerning bullying.

### DEFINITION OF ANTI-BULLYING AND APPROVED DISCIPLINE ACTIONS

Community Academy is committed to provide a safe positive learning environment for all students. Community Academy recognizes the negative impact bullying has on students' health and safety as well as the learning environment.

"Bullying shall mean an intentional electronic, written, verbal or physical act, or a series of acts: Directed at another student or students; Which occurs in a school setting; That is severe, persistent or pervasive; and that has the effect of doing any of the following:

- (i) Substantially interfering with a student's education;
- (ii) Creating a threatening environment; or
- (iii) Substantially disrupting the orderly operation of the school; and 'school setting' shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school."

This includes occurrences outside of school that disrupt the orderly operation of the school. This policy also includes direct and indirect actions (e.g. physical- hitting, kicking, pushing, shoving, getting another person to hurt another. Verbal- racial slurs, name calling, teasing, taunting, harassment, gossiping, spreading rumors. Non-Verbal- threatening, obscene gestures, isolation, exclusion, stalking, cyber bullying via email, or all social networks, etc.



## **SUMMARY OF ANTI-BULLYING PREVENTION AND INTERVENTION PLAN**

**Definition of Bullying:** Any intentional electronic, written, verbal, or physical act, or series of acts directed at another student that occurs in a school setting. Any act that threatens and interferes with the child's education

### **I. Process for Communicating to Staff, Students and Parents**

**Staff Workshop: Each year the faculty and staff receive training from the Emotional Support Team during Orientation**

- Taught to identify verbal and non-verbal signs of bullying
- Identify emotional, social, and academic changes in behavior
- Explain the reporting process

**Student Workshop: Each school year the Emotional Support Team does Anti-Bullying Workshops with all the students that consists of:**

- Clearly communicating the policy for bullying behaviors to all students.
- Discussion and presentations about bullying behaviors.
- Empower and encourage students to promote and take responsibility for creating a safe and welcoming environment.
- Provide a means for safely reporting bullying behaviors.
- Teach students how to report a case of bullying.
- Teach strategies on how to best handle bullying.

**Parent Workshop: Each year a parent workshop is set up to teach parents the signs of bullying behavior.**

- Teach the signs of Bullying.
- How to talk to your child about Bullying.
- How to teach about empathy of others.
- What to do if you believe your child is being bullied.

### **II. Process for Keeping Records**

- The Emotional Support Team and Discipline Offices keep records of all occurrences.
- Records are kept in cases of conflict resolutions.

**III. Process for Consequences of Offenders: A Bullying Offense is a Level Two - Approved Corrective Actions: (see above)**

- Suspension and contract regarding future behaviors.
- Restitution.
- Referral to mandatory counseling.
- Expulsion if behavior persists.

### **IV. Process for Reporting and Investigation**

- Students can report cases of Bullying at any time to any adult.
- Three established places they can report: Main Office, an Emotional Support Team Office, or the Discipline Office.
- Students, staff, and parents can report Bullying verbally or in writing.
- Students are given an opportunity to write down their feelings and speak to a counselor.
- Students that witness Bullying can do it anonymously, verbally or written.

## VII. TRUANCY

In collaboration with the initiative of the Philadelphia District Attorney's Office Goals/Collaboration between Community Academy of Philadelphia and Philadelphia District Attorney's office to prevent truancy. 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 PA's definition of chronic truancy is ten (10) or more illegal absences by a compulsory school age child.
- Juvenile Act 42.Pa C.S. 6302

CAP's corrective protocols:

- Notify the parent/guardian to make him/her aware of his/her child's absence.
- Identify the barriers that are preventing the student from coming to school.
- Document all efforts and interventions for referral to DA's office.
- Provide Truancy Prevention protocols below:

Truancy prevention protocols:

- At every absence phone call is made to parent/guardian.
- At 3<sup>rd</sup> illegal absence, a truancy meeting held by the Vice Principal/Dean of Students or designee with parent advising them of truancy eliminations plan.
- At 9<sup>th</sup> illegal absence, the student will be referred to the District Attorney's office. A letter will be sent from the DA.
- If 30 days after initial contact from DA's office students file will be reviewed. If student illegal absence continues, additional follow up from DA's office will occur. This may include parent meeting with The DA's office and or legal action from DA's office.

Truancy Hearings: After three unexcused/unlawful absences as defined by the school code of conduct and law of the Commonwealth, a notice of truancy is given to the student. The student will be required to sit in the Discipline Office for a period not to exceed three days and will serve a one-hour detention after school. Parents are required to schedule a meeting with the Vice Principal/Dean of Students.

## **VIII. EXPULSION**

At the time of the infraction, the Vice Principal/Dean of Students or Principal will invite the parent to a “Suspension with Intent to Expel” meeting, at which time the student and parent can express any extenuating circumstances they feel merit reconsideration. The decision will be sent by USPS registered mail.

If a student is expelled from the Community Academy of Philadelphia, he/she may not return to this school and must, if 17 years or younger, register in another school.

### **Appeal Process**

Any parent wishing to appeal the decision of the Principal may do so in writing to the CEO within five working days of the suspension/expulsion meeting or receipt of the decision, or in May to request re-instatement for the next school year. Mail or hand-deliver the request to:

Appeal - Chief Executive Officer  
Community Academy of Philadelphia, CS  
1100 East Erie Avenue  
Philadelphia, PA 19124

Due process appeals may be made to the Board of Trustees within five (5) working days of receipt of the CEO’s decision after the appeal mentioned above. Notification of the CEO’s decision will be made by USPS registered mail to the student’s address of record as of the expulsion hearing.

Mail or hand-deliver the Due Process Appeal of the CEO’s Decision to:

**Chairperson -- Expulsion Review Committee  
Board of Trustees  
Community Academy of Philadelphia, CS  
1100 East Erie Avenue  
Philadelphia, PA 19124**

Note: All Appeals must be in writing, must include date, and must have the signature of Parent/Guardian.

## **IX. EXECUTION AND INTERPRETATION OF THESE RULES**

The first line of execution and interpretation of these rules and regulations is always the individual classroom teacher or supervising adult. All adult employees and volunteers are charged with the carrying out of these rules. (See Rule 1.4)

The Principal of each school is the primary disciplinarian and shall be responsible for the execution of the Rules of Conduct, Uniform 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, including suspensions and suspensions with intent to expel, as described in Section IV Suspension above.

The Chief Executive Officer (CEO) of the Community Academy of Philadelphia, Charter School, is the final decision maker and the sole final interpreter of the Rules of Conduct, Uniform Regulations, and Academic Policy.

## Community Academy of Philadelphia UNIFORM REGULATIONS

*“For the apparel oft proclaims the man.” –William Shakespeare*

### **I. UNIFORM REGULATIONS, GRADES K-6**

NOTE: The following represents an extension of the Code of Conduct. See Code of Conduct Rule 1.10. Waivers of certain Uniform Regulations for medical or religious reasons may be requested in writing from the Chief Executive Officer. See Rule 1.11.

Uniforms are mandatory for all students regardless of age. No student may attend class out of uniform.

Uniforms are to be worn to all school functions, e.g. Back-to-School Night, Report Card Conferences, Graduations, school ceremonies, etc. unless otherwise notified by the Principal. All official uniforms may be purchased at Cramer’s Kids. If purchasing elsewhere, contact school officials for advice. Only purchases made at the official school uniform provider, Cramer’s Kids, guarantees that the uniform is acceptable.

#### **A. The following are the uniform regulations for girls in grades K through 6:**

- 1. Jumper:** Grey jumper, any shorts worn under jumper may not be visible. Length should be no shorter than approximately 2” above the knee.
- 2. Sweater:** 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 are to be worn from October 1 to May 14. Students in grades 5-6 should wear their full uniform from September to June.
- 3. Shirt:** White peter pan collar. No tee shirts, turtlenecks, or underclothing should be visible through the shirt.
- 4. Knee Socks/Stockings:** Navy blue knee-high socks, or navy blue 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.
- 6. Summer Shorts:** Navy walking short with cuff. Black or navy blue belt.

**B. The following are the uniform regulations for boys in grades K through 6:**

1. **Sweater:** 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 are to be worn from October 1 to May 14. Parents will be notified, in writing, of any changes by the Principal.
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 office if purchasing elsewhere.
3. **Pants:** Heather Gray Gusto dress pants: no jeans, chinos, etc. Pants must be worn with a plain (no studs, ornamentation, etc.) black belt with standard size buckle and properly worn at the waist.
4. **Shoes:** Black Sketchers school shoes.
5. **Socks:** Dark colored dress socks black, dark blue etc.

**C. The following are rules that apply to both male and female students K-6:**

1. **Gym uniform:** Community Academy of Philadelphia logo gym shirt, navy blue sweatpants, and all-black low-top sneakers. Parents may purchase shirts from the school store. The gym uniform may only be worn on gym days.
2. **Summer uniform for grades K – 4 only:** Short sleeve light blue “golf” shirt with Community Academy navy monogram written on left side. Navy Twill shorts for boys/Navy walk shorts w/cuff for girls. For boys and girls, shorts must be kept at knee level and must be worn with a belt (no Dickies, knickers, or long shorts). Summer uniforms are only available at Cramer’s Kids.
3. **Jewelry, tattoo, and body-piercing regulations for males and females, grades K-8.** Excessive jewelry is not permitted. Students may wear only ONE set of post earrings with no dangles; hoop earrings are not permitted. This is defined as ONE earring per ear. Students may not wear rings. Students may not wear bracelets. No gold overlays or ornamentation may be placed on teeth. Visible gold chains are not permitted. No visible body piercing, other than earrings, is permitted in school. No visible tattoos are permitted in school.
4. **Hair and Wigs:** No extreme hairstyles and/or colors are permitted. For example, no shaved-in shapes or Mohawks.

**D. General Instructions for boys and girls grades K-6:**

- a. Uniforms are to be worn from the first day of classes to the last day of classes and on all school trips unless you are notified otherwise.
- b. 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.

- c. Students must have their names (not initials) in a secure place inside their school sweater.
- d. No “buttons,” pins or ornamentation may be worn on the school uniforms, unless provided by or approved by the school.
- e. Neither male nor female students may wear a hat, cap, or other head covering in school or indoors during any school sponsored activity whether in uniform or NOT IN UNIFORM. This rule may be waived only for religious or medical reasons; however, the Principal shall demand evidence of the religious or medical restriction. This would include, but is not limited to, a signed note on official stationery, by an officially recognized pastor, rabbi, or imam. Students asserting a medical reason must provide a doctor’s note signed by a PA-licensed M.D. or D.O.
- f. Full uniforms must be worn to and from school. No outside coats may be worn in class, the lunchroom, or at an assembly.
- g. Full uniforms are always required for school trips, etc., 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.
- h. For regulations regarding gym classes, labs, or other unusual circumstances check with the teacher.
- i. A student must wear his or her uniform when conducting school business in our building even if, for a legitimate purpose, he or she did not attend school that day.
- j. Students must wear uniforms at school events even after hours. This includes, but is not limited to, Back-to-School Night, parent-teacher conferences, a sibling’s graduation, sports events, concerts, plays, etc.
- k. 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.
- l. Uniforms may not be mixed and matched. The summer shirt must be worn with summer shorts (not winter pants). Students must wear either the complete winter uniform or the complete summer uniform.
- m. Artificial nails are not permitted. Students may only wear a clear nail polish in grades K – 4.

## **E. APPROVED ACTIONS FOR UNIFORM REGULATION VIOLATIONS** **GRADES K-6**

1. “Out of uniform” is a school violation under this Code of Conduct. Students may be removed from class and parents will be called if a student arrives out of uniform. Students must wear their complete uniforms including shoes, tie, proper shirt, pants or skirt, sweater, etc.
2. Students who on rare occasion may forget or lose their school sweaters or ties may receive a loaner, on a first-come-first-served basis, if available, from the School Office or Discipline Office.
3. If a loaner is not available or if a student has abused the loaner policy by three or more incidents, then the following action may be taken: Students may not attend class out of uniform and therefore, may be suspended in-school, or be suspended out-of-school. 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.
4. Repeated violations of the uniform and dress codes in excess of three times in a semester may result in a disciplinary suspension or expulsion. A student may be suspended or dropped immediately from the roll of the Community Academy of Philadelphia if he/she refuses to abide by the dress and uniform code, inclusive of, but not limited to, absences exceeding three consecutive or non-consecutive days for missing all or part of the uniform, i.e., improper shoes, no sweater, no tie, etc.

## **II. UNIFORM REGULATIONS** **GRADES 7-12**

NOTE: The following represents an extension of the Code of Conduct. See Code of Conduct Rule 1.10. Waivers of certain Uniform Regulations for medical or religious reasons may be requested in writing from the Chief Executive Officer. See Rule 1.11.

Uniforms are mandatory for all students regardless of age. No student may attend class out of uniform.

Uniforms are to be worn to all school functions, e.g. Back-to-School Night, Report Card Conferences, Graduations, school ceremonies, etc. unless otherwise notified by the Principal.

All official uniforms may be purchased at Cramer’s Kids. If purchasing elsewhere, contact school officials for advice. Only purchases made at the official school uniform provider, Cramer’s Kids, guarantees that the uniform is acceptable.

### **A. The following are the uniform regulations for girls and young women 7-12:**

1. **Blazer (Grades 7-8 and 9-12):** A navy blue blazer with gold buttons and the

Community Academy of Philadelphia 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 Discipline Office.

2. **Sweater (Grades 7-8):** 7<sup>th</sup> and 8<sup>th</sup> grade students have the option of wearing either the blazer OR a navy blue cardigan sweater with the school emblem on the left breast.
3. **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.
4. **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. Skirt should be no shorter than approximately 2” above the knee. Skirt should fit appropriately around the waist.
5. **Maternity Tunic (Style#778):** Grey uniform jumper no shorter than approx. 2” above the knee. 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. There is no summer uniform for students wearing the maternity jumper.
6. **Knee Socks/Stockings:** White, navy blue knee-high socks, or white, navy, or black stockings, or white, navy or black 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, warm-ups, leg warmers, “footies,” or Spandex may be worn.
7. **Shoes:** Willits Classic Navy Saddle or Willits Honor Roll Saddle (please check with Discipline 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 Discipline Office if purchasing elsewhere.

**B. The following are the uniform regulations for boys and young men in grades 7-12:**

1. **Blazer (Grades 7-8 and 9-12):** A navy blue blazer with gold buttons and the Community Academy of Philadelphia 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 Discipline Office.
2. **Sweater (Grades 7-8 only):** 7<sup>th</sup> and 8<sup>th</sup> grade students have the option to wear a navy blue cardigan sweater with the school emblem on the left breast.
3. **Shirt and Tie:** White dress oxford shirt, (buttoned) with long sleeves or short sleeves, tucked in, and official school tie.
4. **Pants:** Grey dress pants: no jeans, Chinos or slacks, etc. Pants must be worn at the waist. The length of the pant leg must end at the heel.



5. **Belt:** Pants must be worn with a plain black belt: no studs, ornamentation, logos, etc. The belt buckle should also be plain and standard size.
6. **Socks:** Black or navy dress socks
7. **Shoes:** Sketchers Black Raiders or Willits Black Ivy League (please check with Discipline Office to ensure that correct shoe has been purchased. No exceptions will be made).
8. **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 Discipline Office if purchasing elsewhere.

**C. The following are rules that apply to male and female students in grades 7-12:**

1. **Gym uniforms:** consists of a grey shirt with the official Community Academy of Philadelphia logo on front, blue 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.
2. **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. No visible body piercing is permitted in school. No tattoos are permitted to be visible in school.
3. **Hair and Wigs:** No extreme hairstyles and/or colors are permitted. For example, no shaved-in shapes or Mohawks.
4. **Fingernails,** real or artificial, can be no longer than 1 cm (9-12). No artificial nails in grades K – 8.
5. **Headbands and ponytail ties:** Students that want to wear a headband/ponytail tie must be black or blue.

**D. General Instructions for male and female students in grades 7-12:**

1. Full uniforms are to be worn from the first day of classes to the last day of classes and on all school trips unless otherwise notified by the Principal.
2. **Full uniforms must be worn during all school events (e.g., Report Card Conferences, sibling graduations, Back-to-School Night, etc.) unless otherwise notified by the Principal. Full uniform denotes that all restrictions, including jewelry restrictions, are in effect.**
3. Full uniforms must be worn to and from school, including blazers/sweaters, shoes, ties, skirts, pants, etc. unless an individual student receives a waiver from the Principal.

4. 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.
5. 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.
6. 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 (e.g. hangers, etc.).
7. To prevent blazer or sweater theft, students must have their names (not initials) in a secure place inside.
8. All blazers and sweaters must have the Community Academy of Philadelphia logo patch sewn on them. (See inside back cover for placement). Patches may be purchased at the School Store.
9. No “buttons,” pins or ornamentation may be worn on the school uniforms, unless provided by, or approved by, the school. (See inside back cover for placement).
10. Neither male nor female students may wear hats in the school building. Health or religion waivers may be obtained, see Rules of Conduct Rule 1.11.
11. Full uniforms must be worn to and from school. Girls wearing pants under their skirts for warmth in cold weather must remove the pants before going to homeroom or class. Girls may not wear pants under their skirts during the time before Oct. 1<sup>st</sup> and after May 14<sup>th</sup>. Removing pants is not an excuse for being late, nor may pants be worn in class. Class time may not be used in relation to dressing for the outdoors.
12. No outside coats may be worn in the hallways (except during dismissal), in classrooms, in the lunchroom, or at assemblies.
13. Uniforms are always required for school trips, etc., unless notified otherwise by the Principal. If advised that uniforms are not required for a school trip, then appropriate dress clothes are required. All other dress code rules such as, jewelry restrictions, etc., still apply.
14. For regulations regarding labs, sports, or other special circumstances, guidelines will be provided by the teacher or coach.
15. Uniforms must fit properly and may not be worn baggy/oversized.

## **E. APPROVED ACTIONS FOR UNIFORM REGULATION VIOLATIONS** **GRADES 7-12**

A. A student who is out of uniform may be excluded from the classroom. “Out of uniform” is a school violation under this Code of Conduct. See Rule 1.10. Students are advised that repeated violation of these uniform regulations is a Level Two violation (Rule 2.1).

B. Students, who on rare occasion may forget or lose their school jackets, sweaters, or ties may receive a loaner, on a first-come-first-served basis, if available, from the Discipline Office.

C. If a loaner is not available or if a student has abused the loaner policy by three or more incidents, then disciplinary action may be taken. Students may not attend class out of uniform and therefore may 1) be sent home to return with the appropriate uniform within a time deemed appropriate by the Principal or his/her designee. 2) Be Suspended In-School, or 3) be Suspended Outside-of-School. 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.

D. Repeated violations of the uniform regulations in excess of three times in a quarter may result in a disciplinary suspension or expulsion. Students will receive a grade on their report card regarding uniforms from the Discipline Office. Students who are suspended or sent home for uniform violations should refer to Student/Parent Handbook Section IV: “A student may be suspended or dropped immediately from the roll of the Community Academy of Philadelphia if he/she: b) refuses to abide by the dress and uniform code including, but not limited to, absences exceeding three consecutive or non-consecutive days for missing uniforms or part of the uniform, i.e., improper shoes, no blazer, no tie, etc,” as well as, Code of Conduct 2.1 “Repeated School Violations.”

E. All visible body-piercing (except as defined above) must be removed. All visible tattoos are forbidden under Rules 1.1, 2.8, and 3.4.

## Community Academy of Philadelphia, CS

### ACADEMIC POLICY, GRADES K-12

*“The unexamined life is not worth living.”-Socrates*

#### I. ACADEMIC INTEGRITY (ALL DIVISIONS)

- A. Cheating and plagiarism** are serious offenses against academic integrity and will be grounds for serious action that includes, but is not limited to, failing a quiz, test, exam, project, etc. and may lead to a failure for the course. (Disciplinary action will also be taken against a student as per rule 1.6 of the Code of Conduct).
- B. Determination of Cheating:** The teacher or exam proctor will determine incidents of actively participating in cheating or willfully assisting another in the act of cheating.
- C. Plagiarism** is the representation of all or a part of another’s work as though it were one’s own without permission and/or without proper citation. If plagiarism is suspected, the teacher will first discuss the suspicions with the student, and identify materials the student may present to determine the facts. For many projects, including the Senior Project, the school also employs the use of [www.turnitin.com](http://www.turnitin.com), a web-based plagiarism detection system. The teacher will make the final determination as to whether the situation is an incident of plagiarism.

#### **Approved Corrective Action By Teacher:**

1. Students will receive an “F” or Zero for the test, project, etc.
2. Other disciplinary action may be taken by the Principal.

## **II. CURRICULUM CONTENT**

The curriculum content for all subjects is standardized throughout the school. 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 Standards and Common Core are included in the curriculum maps.

Quarterly academic report cards are distributed for students. Progress reports are released about mid-way through each quarter and grades are available in real-time via PowerSchool. Parents/guardians may email or contact the school for an appointment with the teacher to discuss progress at any time.

## **III. HOMEWORK**

Homework, which includes both written and study assignments as well as independent projects, is intended to expand and reinforce learning concepts presented in class. Assuming the responsibility for completing homework assignments is part of the maturing process of a growing child. As the child progresses into grades 3, 4, and all 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. Parental interest and care about progress should never disappear.

The following is a guide for how much time should be allotted for home study assignments:

Grades one and two...30 minutes	Grades seven and eight...90 minutes
Grades three and four...45 minutes	Grades nine through twelve...120 minutes
Grades five and six...60 minutes	

## **IV. GRADING POLICY**

1. At the end of each quarter, a grade appropriate report card is prepared for each child in grades K-12.
2. A progress report is sent to the parents or guardians of each child midway through each quarter as designated on the calendar.
3. Modifications are indicated by a subscript “m.”
4. At least three assessments for each subject are expected. These must be carefully recorded and available for examination by the Principal.

5. 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 and projects, etc. Faculty members use the following grading scales:

**Grades K-4 will use the following designations:**

O	Outstanding
VG	Very Good
G	Good
S	Satisfactory
I	Improvement needed
U	Unsatisfactory

**Grades 5-12 will use the following designations:**

A+	100-98	C	77-74
A	97-94	C-	73-70
A-	93-90	D+	69-68
B+	89-88	D	67-64
B	87-84	D-	63-60
B-	83-80	F	59-below
C+	79-78		

**6. Honors Designations (Grades 7-12):**

Students with a G.P.A. of 3.50 or above will receive 1<sup>st</sup> Honors.

Students with a G.P.A. of 3.00 to 3.49 will receive 2<sup>nd</sup> Honors.

**7. Honors Forfeitures (Grades 7-12):**

Students with any “Unsatisfactory” grade in conduct in Discipline will forfeit their honors designation and any honors privileges, including the Honor Banquet.

**8. Academic Probation:** Students in grades 5-12 with a G.P.A. of 1.00 or lower will be on academic probation, as well as any students in grades 5-12 with **one or more failures** on the report card. In grades 5 – 8, any student that is promoted on academic probation, may be retained in the next school year if the student is not in good academic standing. Students must complete any required probationary student program assigned to restore them to good standing.

**9.** All students with excused absences must make up all missed work within one week of return to class.

**10.** Students in grades 1-12 who fail one or two courses on the final report card (June) must make up the credit in summer school.

**11.** Students in grades 9-12 who fail three or more courses **must** repeat the year.

**12.** Membership in the Community Academy of Philadelphia Honor Society is determined by the first semester grades (January) each year. Any student who loses honors privileges for disciplinary or other reasons will not be offered membership.

13. All final grades for the year for grades 3-12 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>.
14. Any student in grades 10 - 12 that needs a credit recovery may only use one credit from a Principal approved online course.
15. Students in grades 9-12 with a quarter of 59 or lower must attend mandatory tutoring twice a week.
16. Valedictorian and Salutatorians must attend CAP for two and a half school years to be eligible.
17. Transcript Requests: Contact the Office of Student Services or [www.communityacademy.org](http://www.communityacademy.org) for details.  
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)

#### **V. SUMMER SCHOOL REGULATIONS, Grades 9-12 only**

1. All students attending summer school must follow the rules and regulations of the regular academic school year.
2. Schedule: 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.
3. Lateness Penalty: Students who are late, excused and/or unexcused, more than 3 times will receive a letter grade reduction from their class average for lack of participation.
4. Absence Penalty: Students who are absent, excused and/or unexcused, more than 3 times will fail their class. Any student that registers late for summer school will be penalized the days that have already occurred in summer school. There will not be any refunds for students who fail.
5. Uniform Violations: Students that receive more than 3 uniform violations will receive a letter grade reduction from their class average for lack of participation in the school regulations.

#### **VI. 12<sup>TH</sup> GRADE GRADUATION REQUIREMENTS**

CAP Graduation is the culmination of academic achievement. Our requirements are rigorous and aligned with Pennsylvania State Graduation Requirements. Students are provided with numerous supports prior to and during senior year.

Students are responsible for reporting to their senior advisors when they are assigned in May/June of their 11<sup>th</sup> grade year and throughout their 12<sup>th</sup> grade year. In addition, seniors and their parents/guardians are strongly encouraged to take advantage of the numerous workshops available for college, financial aid, etc. See the Guidance page on the CAP website for more details.

**A. GRADUATION REQUIREMENTS, CLASS OF 2015 AND 2016**

1. Credits: Students will attain graduation by demonstrating proficiency in standards-based courses and instructional units. Seniors **MUST** have completed a total of 23.5 I.U. credits, not including SSR credits, 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
  - .5 credit for the written senior project component and
  - .5 credit for the oral senior project component
2. Culminating Senior Project: Seniors **MUST** pass the written component **AND** the oral component of the Culminating Senior Project. Students are strictly held to the culminating project requirements, grading policy, due dates, and penalties, and appeal process. Seniors **MUST** earn a passing grade on **EACH** of the two components: written and oral. Students will be given the official project guidelines on the first day of school, or, for transfer students, shortly after entrance to the school. Students are responsible for responding to updates and revisions of these guidelines as notified by our writing teacher, their Project Advisor, and/or the official guidelines posted on the school website.
3. Community Service Credit: Service credit equivalent to 30 hours is required for Graduation. Students must present a letter from the institution on their official letterhead, with the supervisor's signature and a contact phone number. Community service hour completion is required one month prior to graduation.
4. Fees/Materials Owed: In addition to other requirements, before promotion or graduation, all students must return or pay for all books, instructional materials, fines, sports/ extracurricular uniforms, fees, dues, etc.

**B. GRADUATION REQUIREMENTS, CLASS OF 2017 AND BEYOND\***

1. Credits: Students will attain graduation by demonstrating proficiency in standards-based courses and instructional units. Seniors **MUST** have completed a total of 23.5 I.U. credits, not including SSR credits, 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
2. Keystone Proficiency: Students **MUST** demonstrate proficiency on the Algebra I, Biology, and Literature Keystone Exams and/or Project-based Assessment, as required by the Pennsylvania Department of Education. A student who does not attain proficiency on one or more Keystone Exams, will be provided with remediation, and will be given additional opportunities to re-take the Keystone Exams and/or complete the corresponding Pennsylvania project-based assessment.
3. Special Education Students: Students with a disability will be required to satisfactorily complete the program developed by the Individualized Education Program (IEP) team in

order to satisfy graduation requirements.

4. **Community Service Credit:** Service credit equivalent to 30 hours is required for Graduation. Students must present a letter from the institution on official letterhead, with the supervisor's signature and a contact phone number. Community service hour completion is required one month prior to graduation.
5. **Fees/Materials Owed:** In addition to other requirements, before promotion or graduation, all students must return or pay for all books, instructional materials, fines, sports/extracurricular uniforms, fees, dues, etc.

\*Subject to available state funding, demonstration of proficiency on additional Keystone Exams will be required, i.e. the addition of the Composition Keystone Exam would begin with the Class of 2019, and the addition of the Civics and Government Keystone Exam would begin with the Class of 2020.

### **C. SENIOR PROBATION**

Seniors will be placed on “senior probation” if they receive:

1. Warning notices indicating a failing grade in any class.
2. Warning of an “unsatisfactory” in conduct in any class and/or Discipline.
3. A failing grade on either component of the senior project for the Class of 2015 and the Class of 2016.
4. A non-proficient score on any required Keystone exam(s) and/or Project-based assessment(s) for the Class of 2017 and beyond.
5. 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.

### **D. “WALKING” PRIVILEGES**

1. Graduates must fulfill **all** graduation, academic, and discipline requirements in order to “walk,” i.e. participate in Graduation Exercises.
2. No student who has failed to meet any graduation requirement will be permitted to “walk” at graduation.
3. No student with an “F” as a Final Grade, in any scheduled class including SSR, will be permitted to “walk” at graduation.
4. No student with an “Unsatisfactory Conduct” in the Fourth Quarter as a Discipline Grade, or in any scheduled class, including SSR, will “walk” at graduation.
5. Appeals to the CEO must be made in writing or by fax or email within 24 business hours of denial by Principal.

### **E. CREDITS and REQUIREMENTS FOR TRANSFER STUDENTS**

1. Transfer students may apply for exemptions from the Principal.
2. Out-of-state transcripts must be received at least 3 months prior to graduation for processing and evaluation.
3. Out-of-country transcripts must be received at least 6 months prior to graduation for processing and evaluation.
4. All appeals on transcripts must be made to the Principal by the end of the first marking period of the student’s senior year.

## **VII. 8<sup>TH</sup> GRADE PROMOTION REQUIREMENTS**

- All students must complete a promotion project.



- No student may have two or more failures in any subject.

#### **A. 8<sup>th</sup> GRADE PROMOTION CEREMONY PRIVILEGES**

- Students must have completed all final exams prior to the Promotion Ceremony.
- Students must complete the 8<sup>th</sup> grade promotion project.
- Students may not have two or more failing grades in any subject.

## APPENDIX

Revised Acceptable Use Policy 2014-2015  
**Community Academy of Philadelphia**  
**Acceptable Use Policy**

**Community Academy of Philadelphia**  
**Acceptable Use Policy**

The Community Academy of Philadelphia's local-area network (CAP network) provides faculty, staff, and students with access to an assortment of instructional technology resources. The intent of this policy is to ensure that all users of the Community Academy network are consistent to the established purpose of its implementation. The CAP network is defined as any part of and all of the electronic equipment and accessories used to provide computer resources to the end user. Computer resources are defined as Internet access, software applications, and shared resources throughout the CAP network. Before using any School provided computer resource, a signed form stating that you have read and understand this Acceptable Use Policy must be on file for the current academic year for all students and staff.

**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) is a federal law enacted by Congress in December 2000 to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. Community Academy of Philadelphia receives these discounts for Internet access through the E-Rate program and is, therefore, in compliance with the CIPA.

**Internet Safety Policy**

In order to comply with the Children's Internet Protection Act, this document serves as CAP's Internet Safety Policy. Community Academy has a firewall in place with software that blocks and filters Internet sites that are obscene, contain pornography, or contain any material deemed by the schools standards to be inappropriate or harmful to our students. As mandated by CIPA, filtering will be utilized on all computers accessing the Internet. The only exception will be for academic use by staff members with the approval of the Technology Department.

Furthermore, Community Academy of Philadelphia, in response to the October 2008, Protecting Children in the 21st Century Act, is teaching online safety and educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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.

Community Academy reserves the right to monitor all use of its network, including, but not limited to: email, instant messaging, and online activities. Use of the Internet has potential dangers.

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

- 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.
- Students should immediately tell their teacher, if they believe they received a message that they believe is inappropriate or makes them feel uncomfortable.
- Staff members should immediately tell their supervisor, if they believe they received a message that they believe is inappropriate or makes them feel uncomfortable.
- 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 it a staff member.

The Community Academy of Philadelphia’s network shall be used in a manner consistent with this policy and stated purposes of the CAP network, the administrative rules for using the network, and with the school’s Code of Conduct, if it is a student.

Users are expected to conduct themselves in a responsible, ethical, and polite manner while using the network. CAP has taken the necessary precautions to eliminate inappropriate material; however, it is also 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.

### Responsibilities

Access to the CAP network and the Internet is a privilege, not a right, extended by Community Academy of Philadelphia to staff, students, and others for the purposes stated above. The School 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. The school further has the right to monitor network activity in any form it sees fit to maintain the integrity of the information network.

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.

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

### Network Usage Guidelines

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.
- Any use for illegal activity prohibited (exAMples include but are not limited to):
  - Do not attempt to gain unauthorized access to the CAP network or to use CAP network to gain unauthorized access to other computer systems.
  - Do not go beyond your authorized access. It is illegal to attempt to log in through another person’s account or access another person’s files even if only for the purposes of “browsing”.
  - It is illegal to attempt to disrupt the computer system or destroy data by spreading computer viruses or by other means.
  - Do not use the CAP network to engage in any other illegal acts, such as arranging for a drug sale, engaging in criminal gang activity, or threatening the safety of persons, etc.
  - Or any activity to be an unreasonable disruption to school activities
- Any use for political, or commercial purposes is prohibited.
- Use of non school-sponsored Social Media is prohibited.
- Electronic mail accounts are provided to staff in support of the instructional progrAM and its support services.
- All use of the Internet must be in support of the educational goal of Community Academy.
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- Malicious use of the network to develop progrAMs that harass other users or infiltrate a computer or computing system and/or dAMage the software components of a computing system is prohibited.

- **Privacy:** 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 an 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.
- **Storage capacity:** Users are expected to remain within allocated disk space and delete e-mail or other material that takes up excessive storage space.
- **Illegal copying:** Users should neither download nor install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the CAP Technology Department; nor should they copy other people's work or intrude into other people's files.
- **Inappropriate language:** No profane, abusive, or impolite language should be used to communicate on the network or on the Internet.
- **Inappropriate materials:** Accessing, reading, or forwarding material that has been deemed inappropriate for educational use is prohibited. Should users encounter such material by accident, they should disengage. Students should report such encounters to their teacher immediately.
- **Property:** 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.
  - Violating copyright laws.
  - Plagiarizing works. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- **Personal information** such as nAMe, telephone numbers, address, school location, or photos should not be exchanged online, unless approved by the teacher for the purpose of meeting a course requirement.

### **Consequences**

While this list is not intended to be exclusive, if a user is found in violation of this Acceptable Use Policy, the consequences imposed could be:

- Up to and including suspension or revocation of network privileges
- Up to and including suspension or revocation computer access
- Up to and including suspension or revocation or expulsion from school (students)
- Up to and including dismissal (staff)

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

**Application for the use of the Internet at Community Academy of Philadelphia**

Users Full NAME (Please Print): \_\_\_\_\_

Homeroom: \_\_\_\_\_ Grade: \_\_\_\_\_

I understand and abide by the **Terms and conditions for Internet Access**. I further understand that any violation of those regulations is unethical and may constitute a criminal offensive. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be sought.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal will deem what is inappropriate use of the principal’s final decision is final. The principal, after due process as developed by the school has been followed, may deny, revoke, or suspend access to the Internet to those who violate one or more Terms and Conditions.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Guardian:**

As the parent or guardian of this student I have read the **Terms and Conditions for Internet Access**. I understand that this access is designed for educational purposes and that the Community Academy of Philadelphia has taken available precautions to control the use of controversial material on the Internet. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission for my child to use the Internet. I certify that the information contained on this form is correct. The use of the Internet at school will be subject to the availability of resources.

Parent of Guardian (Please Print): \_\_\_\_\_

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

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

I hereby acknowledge and approve this application for use of the Internet.

Teacher/Principal: \_\_\_\_\_

Date: \_\_\_\_\_

## PUBLIC NOTICE

### **Annual Public Notice of Special Education Services and Programs Community Academy of Philadelphia Charter School**

The undersigned Charter School located in Philadelphia County insures that all children with disabilities residing in its boundaries, including children with disabilities, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Act Amendment of 1997 (IDEA '97). In accordance with IDEA '97 the undersigned Charter School publishes a notice to parents, in newspapers and makes use of public opportunities on radio and television, before any major identification, location, or evaluation activity. Further, these charter schools notify parents annually of their confidentiality rights. To comply with the requirements of the IDEA '97 and the Family Educational Rights and Privacy Act of 1974 (FERPA), the following is the annual public notice for the undersigned Charter School. This Charter School provides a free and appropriate public education to school age children with disabilities who need special education and related services and are identified as eligible for special education if they need specially designed instruction and have one or more of the following physical or mental disabilities

- (a) Autism/ Pervasive Developmental Disorder
- (b) Serious Emotional Disturbance
- (c) Neurological impairment
- (d) Deafness/ hearing impairment
- (e) Specific learning disability
- (f) Mental retardation
- (g) Multi-handicap
- (h) Other health impairment
- (i) Physical disability
- (j) Speech and language impairment
- (k) Blindness/ visual impairment

## Screening

The Charter School has established and implemented procedures to locate, to identify, and evaluate school age students suspected of being eligible for special education. These procedures employ screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screenings (at minimum of kindergarten, first, second, third and seventh grades); vision screenings (every grade level); motor screenings; and speech and language screenings.

Except as indicated above or otherwise announced publicly, screening activities take place on an on-going basis throughout the school year. Screenings are conducted in the Charter School site unless other arrangements are necessary. If parents need additional information about the purpose, time and location of the screening activities, they should call or write to the Charter School.

## Evaluation

When screening indicates that a student may be exceptional, the Charter School will seek parental consent to conduct an evaluation. "Evaluation" means procedures used in the determination of whether a child has a disability and the nature and the extent of the special education and related services the child needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

This evaluation is called a multidisciplinary evaluation (MDE). The MDE is conducted by a multidisciplinary team (MDT), which must include at least a school psychologist, a teacher, and parents. The MDE process will be conducted in accordance with specific timelines and will include protection-in-evaluation procedures. For example, tests and procedures used as part of the multidisciplinary evaluation will not be radically or culturally biased.

The MDE process will result in a written evaluation report called a Comprehensive Evaluation Report (CER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the needs for specially designed instruction. Once parental consent for the evaluation is obtained, the undersigned charter schools follow timelines and procedures specified by law.

Parents who think their child is eligible for special education may request, at any time, that the Charter School conduct a multidisciplinary evaluation. Requests for a multidisciplinary evaluation should be made in writing to the Principal of the School in which the child is enrolled (that is, lower, middle or upper school). If a parent makes an oral request for a multidisciplinary evaluation, the Charter School Special Education Office will provide the parent with a form for that purpose.

## Education Placement

The determination of whether a student is eligible for special education is made by an Individualized Education Program (IEP) team. A single test or procedure will not be the sole factor in determining that a child is exceptional. The IEP team will include at least two members in addition to the parent(s). Other members will include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, and a representative of the Charter School. If the student is determined to be exceptional, the IEP team will develop a written education plan called an IEP. The IEP will be based on the results of the multidisciplinary evaluation. The IEP team may decide that a student is not eligible for special education. In that instance, recommendations for education and programming in regular education will be developed from the Comprehensive Evaluation Report.

An IEP describes a student's current education levels, goals, objectives, and the individualized programs and services, which the student will receive. IEP's will be reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of the intervention.

## Services for Qualified Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as handicapped students under federal statutes and regulations intended to prevent discrimination (34 CFR Part 104). The undersigned Charter Schools will ensure that



qualified handicapped students have equal opportunity to participate in the Charter progrAM including extra curricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the undersigned Charter Schools will provide to each qualified handicapped student (without discrimination or cost to the student or fAMily), those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and to obtain the benefits of the Charter progrAM and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to be a qualified handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the Charter progrAM.

These services and protections for qualified handicapped students may be distinct from those applicable to eligible or thought-to-be eligible students. The Charter School or the parent may initiate an evaluation if either believes that a specific student is a qualified handicapped student. For further information on the evaluation procedures and provision of services to qualified handicapped students, parents should contact the appropriate Charter School Site Director's Office.

### Confidentiality

The undersigned Charter School protects the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and qualified handicapped students (if not protected by IDEA '97) in accordance with the FAMily Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies and regulations.

"Education records" means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. "Educational agency", for purposes of this notice, means all of the undersigned Charter Schools. For all students, these Charter Schools maintain education records which include but are not limited to:

- C. Personally identifiable information- confidential information that includes, but is not limited to, the students nAMe, nAMe of parents and other fAMily members, the address of the student or the student's fAMily, and personal information or personal characteristics which would make the student's identity easily traceable.
- CI. Directory information- information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy, if disclosed. It includes, but is not limited to, the student's nAMe, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members athletic teAMs, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.
- CII. The FAMily Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:
- CIII. Parents have the right to inspect and review a child's education record. The Charter School will comply with this request to inspect and to review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 30 days after the request has been made. Requests should be submitted in writing, to the appropriate Site Director or other designated Charter School officials, indicating the records the parents wish to

inspect. Parents will receive a response from the Charter for reasonable requests for explanations and interpretations of the records. Parents may request and receive copies of the records. While the Charter will not charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right to inspect and to review only the information relating to their child.

CIV. If parents believe that information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request an AMendment to the record. Requests should be in writing and must specifically identify the part of the record they want changed, and specify why it is inaccurate or misleading. The Charter School will decide whether or not to AMend the record and will notify the parents in writing of its decision. If the Charter School refuses to AMend the record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing. The Charter School will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. Parents have a right to receive a copy of the material to be destroyed. However, a permanent record of a student's nAMe, address, and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed, and year completed may be obtained without time limitation. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable. The undersigned Charter School will provide upon request, a listing of the types and locations of education records maintained, the Charter officials responsible for these records, and the Charter personnel authorized to see personally identifiable information. Such personnel will receive training and instruction regarding confidentiality. The Charter keeps a record of parties obtaining access to education records, including the nAMe of the party, the date access was given, and the purpose for which the party is authorized to use the records.

CV. Parents have the right to consent to disclosures of personally identifiable Information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time, information may be disclosed without consent to the Charter officials with legitimate educational interests. A Charter School official is a person employed by the Charter. The School District of Philadelphia (the chartering district), or the intermediate unit as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); state agency representative, person or company with whom the Charter has been contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another Charter official in performing his or her tasks. A Charter official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Director information may be released without parental consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information. Upon written request, the Charter School will disclose educational records without consent to officials of another Charter School or school

district in which a student seeks or intends to enroll.

CVI. Parents have 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. Complaints may be filed with the FAMily Policy Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington D.C. 20202-4605

#### Mode of Communication

The content of this notice has been written in straight-forward, simple language. If a person does not understand any part of this notice, he or she should contact the administrative office of the Charter School [Elizabeth McCluskey, Chief Academic Officer (215) 533-6700 or en español Srta. Yeidy M. Rodriguez, Dean of Student Services (215) 533-6700] for an explanation and/or for referral to the appropriate Charter School official.

The Charter School will arrange an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the Charter School will arrange for communication of this notice in the mode normally used by the parent (e.g. sign language, Braille).

# ANNUAL FERPA NOTICE REGARDING STUDENT RECORDS

Community Academy of Philadelphia, a Pennsylvania Charter School

## **FAMily Educational Rights and Privacy Act (FERPA) Summary**

The FAMily Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable progrAM of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- (l) Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- (m) Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to AMend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to AMend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- (n) Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - CVII. School officials with legitimate educational interest;
  - CVIII. Other schools to which a student is transferring;
  - CIX. Specified officials for audit or evaluation purposes;
  - CX. Appropriate parties in connection with financial aid to a student;
  - CXI. Organizations conducting certain studies for or on behalf of the school;
  - CXII. Accrediting organizations;
  - CXIII. To comply with a judicial order or lawfully issued subpoena;
  - CXIV. Appropriate officials in cases of health and safety emergencies; and
  - CXV. State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **Directory Information Public Notice**

Community Academy of Philadelphia, a Pennsylvania Charter School (CAPCS), will disclose, without consent, "directory" information such as a student's nAMe, address, telephone number, date and place of birth, teAM rosters, honors and awards, and dates of

attendance. CAPCS will place a student's name and directory information on a Parental Consent Status Only List within two business days of receipt of notification.

### **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.

Or you may contact the Family Policy Compliance Office at the following address:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue,  
SW Washington, D.C. 20202-5920

### **Notification of FERPA Rights for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the Amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to Amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to Amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or

intends to enroll.

4. If a parent has any questions or complaints, he or she should contact the Chief Executive Officer of CAPCS at [jproietta@communityacademy.org](mailto:jproietta@communityacademy.org).

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

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

### Cell Phone Policy:

The privilege of bringing the phone is extended **ONLY** to provide a convenient way of allowing parent/child contact **to and from school**. Possessing a cellular device on school property is a privilege, not a right. The following rules pertain to cell phones and failure to follow these rules may result in disciplinary action as per CAP (Code of Conduct) rule 2.16 Use of Cell Phone.

- Cell phones **MUST** be turned off and kept in lockers during the school day. Students who disregard this policy will have their cell phones confiscated.
- 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.
- Using cell phones to record at **ANY** time is prohibited.

Before a cell phone can be brought to school it must be registered with the Discipline Office, failure to do so may result in disciplinary action, and confiscation of the cell phone. The registration form describes the Cell Phone Policy and must be signed by both the student and the parent/guardian. Registration forms are obtained in the Discipline Office.

It is of extreme importance that students **DO NOT** share lockers. For this reason use of a locker is mandatory for grades 9-12. All students must sign and agree to the locker agreement.

All confiscated phones will be returned **ONLY** to a parent/guardian.

Community Academy of Philadelphia CS is not responsible for any items lost or stolen.

If you have questions or concerns about the possession of cellular devices, please feel free to contact us at the above number.

**CELL PHONE REGISTRATION FORM**

Student NAME: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**Parental Consent**

I, the parent/guardian of \_\_\_\_\_ give my permission for him/her to be in possession of a cell phone on school property. I hereby acknowledge that I have read and that I understand the CAP’s policy relating to student usage of cell phones. I understand that possessing a cell phone on school property is a privilege, not a right. Should my child fail to comply with the rules pertaining to student usage of cell phones he/she may lose the privilege of having these items on school grounds, the phone may be confiscated, and additional disciplinary action may be taken. I also understand that my child is responsible for the care, security, and use of his/her cell phone. I hereby release Community Academy of Philadelphia CS and its employees from any claim or liability connected with its reliance on this permission and agree to indemnify, defend, and hold them harmless from any claim or liability connected with such reliance.

Parent/Guardian NAME (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Student Agreement**

I understand that my parent/guardian has given me permission to be in possession of a cell phone on school property. I hereby acknowledge that I have read and that I understand CAP’s policy relating to student possession of cell phones. I understand that possessing a cell phone on school property is a privilege, not a right. Should I fail to comply with the rules pertaining to possession of this item, I may lose the privilege of having a cell phone on school grounds, the phone may be confiscated, and additional disciplinary action may be taken. I also understand that I AM responsible for the care, security, and use of the cell phone.

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

Date: \_\_\_\_\_

(All student cell phones must be registered through the Discipline Office. Failure to register phones may result in disciplinary action.)

<p><b>FOR OFFICE USE ONLY:</b></p> <p>Received by: _____</p> <p>Date: _____</p>
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**ILLUSTRATED REGULATIONS FOR THE PROPER MANNER TO WEAR THE SCHOOL UNIFORM**

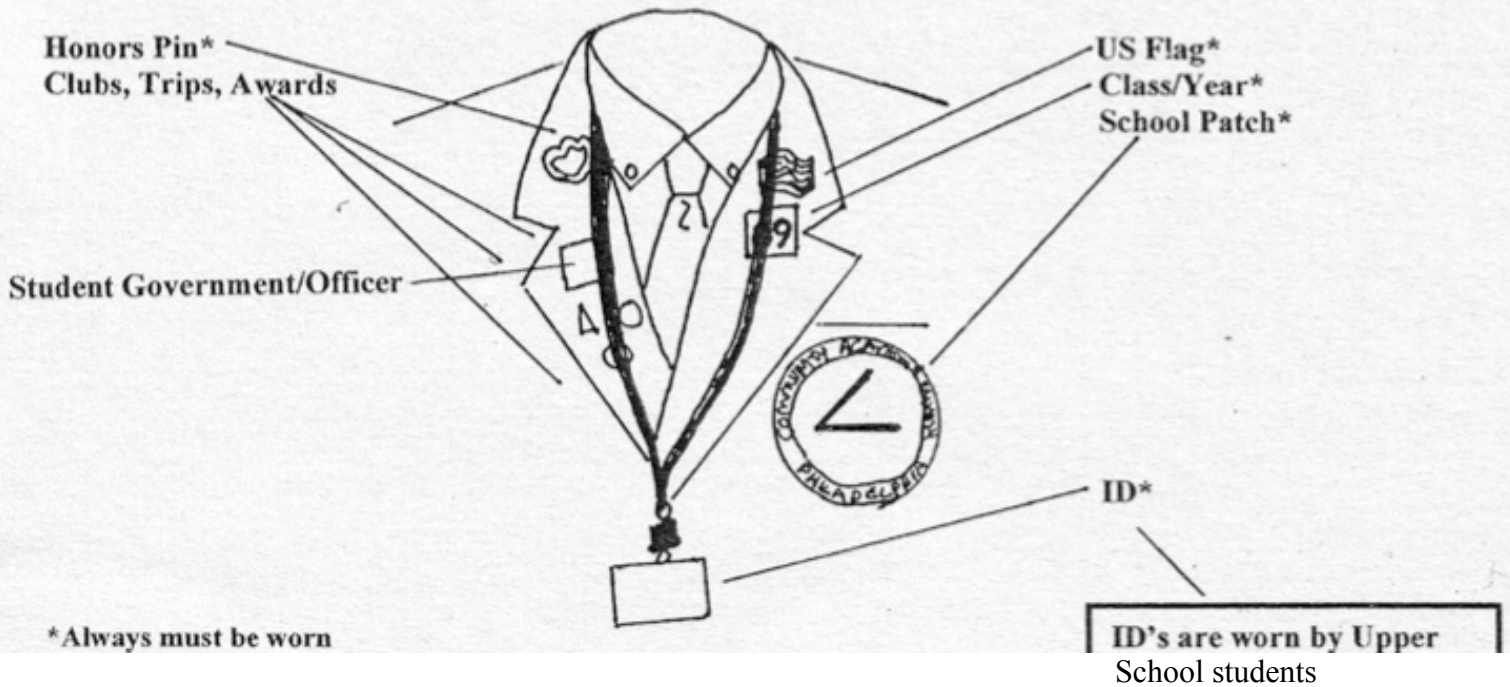
**Ref. CODE OF CONDUCT #1.10 and Uniform Regulations and Dress Code**

*The school uniform always must be worn neatly, clean and respectfully. The uniform should be of the proper size neither too large nor too small.*

**PROPER MANNER TO WEAR WINTER/DRESS UNIFORM JACKET, SHIRT AND TIE**

**Top shirt button must be buttoned and uniform patch must be permanently affixed to left breast pocket**

**RIGHT ARM**



## How to tie a Half Windsor



1. Situate the tie so that the end "A" is longer than end "B" and cross "A" over "B".

2. Bring "A" up around and behind "B".



3. Bring "A" up.

4. Pull "A" up and through the loop.



5. Bring "A" around front, over "B" from left to right.

6. Again, bring "A" up and through the loop.



7. Bring "A" down through the knot in front.

8. Using both hands, tighten the knot and draw up to collar.



## 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!