

2024-2025



STUDENT HANDBOOK



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

Updated 9-5-2024

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WELCOME TO CITY HIGH

RELATIONSHIPS MATTER



It is my great privilege to welcome you to a new school year at City Charter High School. City Charter High School, affectionately known as City High, is a special place where students are cared for and known as individuals and learners. Relationships

matter and City High's school model is designed to prioritize relationships and learning through looping as well as other critical cultural elements of our school. Your teachers and your grade-level principal stay with you all four years, so you get to learn their teaching styles and they get to know you as individual learners.

Learning, academic growth, and post-high school preparedness for every student are essential goals at City High so you'll see our core beliefs represented throughout your career at City High. As a result, independent learning, collaboration, connections to the real world,

continuous challenge, individual responsibility, and personal academic connections form the basis of our high expectations. We expect a lot and we provide a range of supports to help you reach your full potential. While this Handbook focuses on various guidelines, rules, and norms, as you embark and grow along your journey at City High, you'll understand that it takes intention and high expectations to help our students achieve at a high level.

Again, welcome to a new school year. We will continue learning and growing together as we have persevered through the toughest of times. Please know that we are here for you and invested in your success. Have an amazing year!

Best,



Allen CEO and Principal

INTRODUCTION

This Handbook has been prepared to provide information pertaining to school policies, student activities, classroom schedules and the Code of Student Conduct. It is the responsibility of each of our students and their families to read these regulations and procedures and to ask questions about any area of confusion or concern.

There will be changes to this Handbook as school policies and procedures are modified and revised. Policy changes will be distributed to all students and parents/guardians prior to their implementation date and will be posted on our website. Students are responsible for keeping up with any school policy changes sent

to and/or reviewed with them. The most up-to date version of the Student Handbook can be found at the City High website: <https://www.cityhigh.org/school-policies>

Again, we welcome you to City High and are confident that if you apply yourself, you will have a successful school year.



VISITORS POLICY

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

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

If a visitor does not display the Visitor's Pass or refuses to properly

identify themselves, or their purpose, the person will be considered as trespassing and City High Security and potentially the Pittsburgh Police will immediately be contacted. Any person who threatens the health, safety or welfare of a student or staff member will be barred from visiting the school and attending school-sponsored events which occur on or off-site.

Parents who wish to visit classrooms must schedule those visits in advance with their student's Grade-Level Principal.

MISSION STATEMENT

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

NONDISCRIMINATION POLICY

City Charter High School ("City Charter") does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, genetic information or any other legally-protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section

504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

City Charter's full Non-Discrimination Policy can be found in the City High Student Handbook on the City High **website** at <https://www.cityhigh.org/school-policies>

EQUITY POLICY

City Charter High School defines EQUITY as the principle that all students, regardless of their identity or background, deserve high quality, rigorous, and academically challenging educational opportunities that facilitate postsecondary and career success and foster a strong sense of self-efficacy. In practice, this means that all educational opportunities will reflect the diversity of the student population, affirm each student's individual identity, and provide students with an education that is responsive to their lived experiences. City Charter High School acknowledges the inequalities

that exist in our society, and commits to the elimination of any institutional barriers that perpetuate inequality or serve to marginalize or exclude students from ethnic, racial, gender, or socio-economic groups that have been traditionally underrepresented and under-served. To this end, City Charter High School will employ the full spectrum of resources, services, and supports that maximize all students' opportunity for success.

BOARD OF TRUSTEES



2024-2025 BOARD MEMBERS

Gerry Dudley ~ President

Dr. Cynthia Tananis ~ Vice President

Onyeka Egbuna ~ Treasurer

Tammy Spencer Bey

Dr. James Doyle

Dr. Thomas Ralston

Sarah Rose

Dr. Carol Wooten

Alan Shuckrow, Esq. ~ Solicitor

Kathryn Clark, Esq. ~ Solicitor

Susan Gratton ~ Secretary

City Charter High School has a Board of Trustees (comprised of nine (9) members) that is vested with the management of the business affairs of the school. Potential Board members are nominated by a Board Nominating Committee. One position on the Board is reserved for a parent of a student currently attending City Charter High School. Monthly meetings are held the third Wednesday of the month – September, October, November, January, February, March, May, June and July - from 5:30 PM to 7:30 PM at the school.

RESPONSIBILITIES OF BOARD MEMBERS INCLUDE:

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

PARENT BOARD MEMBER

The parent position is a one-year term typically starting at the March or July Board meeting. The parent position on the Board is usually announced via email as well as on the school's website. Parents interested in applying for the parent position should contact the CEO/Principal in January. Board Members must be committed to attending monthly meetings.

SCHOOL CONTACT INFORMATION

Main Office:

Phone: 412-690-2489
Email: info@cityhigh.org
Website:

Fax: 412-690-2316
attendance@cityhigh.org
CityHigh.org

SCHOOL OFFICE HOURS:

Tuesday through Friday 7:30 am To 5:00 pm

Administration

Dr. Dara Ware Allen
Chief Executive Officer/
Principal & Title IX Officer
dwallen@cityhigh.org
Ext 101

Angela Welch
Chief Academic Officer &
2025 Administrator
welch@cityhigh.org
Ext 221

Alesha Platt
2028 Assistant Principal
platt@cityhigh.org
Ext 293

Bret Powner
2027 Assistant Principal
powner@cityhigh.org
Ext 149

Tiana DeLaRosa
Principal on Special Assign-
ment & 2026 Administrator
delarosa@cityhigh.org
Ext 175

Steven Heller
2026 Assistant Principal
heller@cityhigh.org

Jim Young
2025 Assistant Principal
young@cityhigh.org

Myiah Brown
Receptionist & Administrative
Assistant
mbrown@cityhigh.org
Ext 100

Administrative Staff

Susan Gratton
Business Affairs Associate /
Transportation
gratton@cityhigh.org

Myiah Woods
Receptionist &
Administrative Assistant
woods@cityhigh.org
Ext 100

Wellness

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

Krista Wible
School Counselor
wible@cityhigh.org
Ext 105

Jocelyn Zuniga
School Counselor
zuniga@cityhigh.org
Ext 123

Lisa Pindell
School Nurse
nurse@cityhigh.org
Ext 124

Student Support Staff

Josh Hanna
Director of Special Education
hanna@cityhigh.org

Cristine Watson-Smith
Federal Programs Coordinator
watson-smith@cityhigh.org

Kristin Scabilloni
ESL Teacher
scabilloni@cityhigh.org

Student Information

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

Post-High School Planning Team

Keiha Drummond
Internship Manager
drummond@cityhigh.org

Dr. Miracle Green
Internship Manager
green@cityhigh.org

Michelle Hoskey

Transition Manager
hoskey@cityhigh.org

Jaquala Lowery
Transition Manager
lowery@cityhigh.org

School Safety

Mr. Collins
School Security Manager
collins@cityhigh.org

Mr. Jenkins
School Security
Assistant Manager
jenkins@cityhigh.org

Ms. Brown
School Security Officer

Technology

Ed Crist
Director of Technology
crist@cityhigh.org

Matt Ziemba
Technician
ziemba@cityhigh.org

Activities

Kaylen Quintero
Activities Manager
quintero@cityhigh.org

Teacher Coach
Cliff Luft
Teacher Coach
luft@cityhigh.org

Admissions

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

Food Service Staff

Rich Dyer
Chef/Food Service Manager
dyer@cityhigh.org

Jacob Shultz
Sous Chef
shultz@cityhigh.org

Denise Provident
Food Service – Cafeteria
Manager
provident@cityhigh.org

Lemona Wrencher-Strong
Food Service
strong@cityhigh.org

Building Maintenance Staff

Terry J. Glass
Facilities Manager
glass@cityhigh.org

Joaquin Wilson
Maintenance Assistant
wilson@cityhigh.org

UNIQUE BY DESIGN



SINCE 2002, CITY CHARTER HIGH SCHOOL HAS
PREPARED GRADUATES FOR SUCCESS...AND FOR LIFE.

High School at Life Speed!

Tech Savvy

Tech Savvy
FREE laptop when you begin
4-Year Technology Curriculum
Microsoft & Adobe Certifications
Multimedia, Web Design,
HTML & Javascript
STEM & Programming Classes
Student-Run Robotics Team

Career Focused

College & Career Preparation
13-week Mentored Internship
Industry Speakers
Career Classes w/resume writing &
mock interviews
Financial Literacy & Workforce Skills
130+ Mentored Internship Partners

College Ready

4-year Mentored Advisory Program
Post-High School Planning Team
Advanced & Honors Classes
Full-inclusion Classrooms
For-Credit College Classes
Graduation Capstone Project

CITY HIGH IS FREE* AND OPEN TO THE PUBLIC.



94% Graduation Rate
City High continues to average among the highest in Pennsylvania



1 FREE Laptop per Student - WiFi Classrooms, Full Tech Support



54 Teachers Loop with their students in each graduating class



1:15 Teacher/Student Ratio for More Personalized Learning



560 Students in Grades 9-12th



1 On-site State-of-the-Art Fitness Center



"A+"
A Place for Safe and Supportive Learning - Niche.com Rating



Among the Highest Pittsburgh Promise Scholarship eligibility of all public high schools in Pittsburgh

*The cost of each student's public education, transportation and laptop is funded by taxpayer dollars. Laptops are yours to keep upon graduation. City High is accredited by the Middle States Commission on Secondary Schools since 2007. City High is an Equal Rights and Opportunity Public School.

UNIQUE BY DESIGN

We graduate students prepared for their future... whether it's college or trade school, a job, an apprenticeship, or the military...



CULTURAL LITERACY

Understanding the world...

Our Cultural Literacy curriculum prepares students to become literate and informed citizens. Units combine English reading, writing and listening skills with four years of History content, framed within social, political and economic contexts and equity-based multicultural content. Each grade level reads at least two full-length books of fiction over the course of the year. Electives include explorations of August Wilson, the musical Hamilton and Public Speaking.



WORKFORCE SKILLS LITERACY

Getting ready for the real world...

CAREER CURRICULUM

Work-Skills Literacy classes begin in the 9th grade where every student receives their tool to learning—a FREE laptop that they will use for their four years loaded with important programs they will master throughout their 4 years.

13-WEEK MENTORED INTERNSHIP EXPERIENCE

A career-focused experience convinces students that what they do at City High impacts their future, so our students take three years of Career courses where they learn business orientation skills, like time-management, collaboration and a professional work ethic. These courses culminate in a 13-Week Mentored Internship Experience, where students spend the afternoons in a job setting linked to career goals and aspirations. Comment end

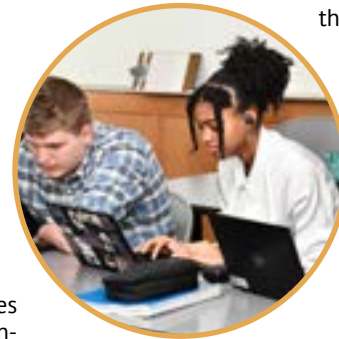


FOREIGN LANGUAGE & ART/MUSIC LITERACY

Exploring new interests...

9th Grade students at City High take two trimesters of Spanish Language and Culture that develops vocabulary and understanding of Spanish-speaking culture. Our Art & Music Literacy courses provide elective opportunities during all four years of high school.

Students can sing in the chorus, play keyboards or guitar, or explore sculpture, digital art or painting.



SCIENTIFIC LITERACY

Solving problems...

Math and Science at City High are hands-on and exploratory. Students engage in a mandatory four years of study in integrated mathematics and four years of lab-based science, culminating in an Independent Scientific Research Project. Advanced courses in Calculus and Physics prepare students for college courses.

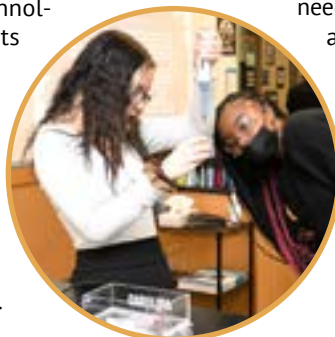
Electives include statistics, chemistry, botany, and zoology.



INFORMATION LITERACY

Becoming independent learners...

Information Literacy courses prepare our students to become 21st century learners, able to use research skills when searching for a variety of informational needs in multidisciplinary areas. All students then complete a required two-year Graduation Project, using independent research skills to explore a topic of their choice and develop an action project.



FINANCIAL LITERACY & TECHNOLOGY

Preparing for life after high school...

Our Financial Literacy and Technology program prepares students for life after high school through four years of courses in small business, budgeting, banking, saving for cars/housing. In addition, students can choose electives in accounting, marketing, entrepreneurship, programming or participate in the student-run Robotics team.



HEALTH & WELLNESS LITERACY

Creating a healthy lifestyle...

City High 9th graders complete one trimester of Health and one trimester of Physical Education, which take place in our state-of-the-art fitness center. Students can also take electives in Health/Nutrition, strength and resistance training, and PLYOGA. In addition to our health and wellness courses, City High has adopted high nutritional standards for our delicious, freshly-made chef-prepared daily lunches, soups and salads.

UNIQUE BY DESIGN CONT.

We graduate students prepared for their future... whether it's college or trade school, a job, an apprenticeship, or the military...



PERSONALIZED LEARNING

City High teachers “loop” with the same students over all 4 years, allowing personal connections to develop between teachers, students and families. This more personalized approach allows teachers to adapt their teaching style to each individual student, making sure they stay engaged and can achieve to the best of their ability. The City High experience culminates in our unique senior model – an opportunity for students to demonstrate their independent learning skills and readiness for life after high school.



WELL ROUNDED & PREPARED

Our students are prepared Our students are prepared to get started in the world – whether it's college, a training program, the military or the workplace. Our Post High School Planning Team works individually with students and families from grades 9-12 on college/trade school applications, career planning, interview preparation,

and development of an appropriate post-high school plan for every graduating student. City High continues to be among

the highest graduation rates in Pennsylvania, is also one of the top Pittsburgh Promise Eligible high schools each year.



Celebrating Over 20 Years of Student Success!

Over twenty years ago, City Charter High School was established through an initial five-year charter granted by the Pittsburgh Public School District. A generation later, we have graduated more than 2,000 students, many of whom have exceeded national benchmarks for persisting through college and postsecondary educational programs. And, we can now boast that our alumni are sending their own children to City High. Some of our alumni are even joining our professional team as teachers and staff.

Since its founding in 2002, City High has matured, developed, and created an innovative educational model that works and has stood the test of time. We're encouraged and proud that we've played a pivotal role in helping to change the educational landscape in Pittsburgh with our student-centered and teaming approach to education. We've achieved what many long-standing educational organizations have been striving for: that ALL students can achieve amazing things when their potential is nurtured and they are held to high expectations.

We look forward to future contributions we can continue making to Pittsburgh and broader educational community on behalf of students and families.



UNIQUE BY DESIGN CONT.

WHAT'S DIFFERENT ABOUT CITY HIGH?

WHAT TO LOOK FOR:	WHY THIS MATTERS:
Business casual dress code	Builds buy-in to seriousness of school and connection to the future. Students are part of the downtown community and are prepared to go out on internships and site visits.
Laptops used as routine learning tool	Largely paperless environment helps students stay organized and prepares them for the modern workplace. Wireless internet allows fast access to information resources, assignments, and grades.
Students working in groups	Project-based learning builds planning, teamwork, and communication skills highly valued by employers.
Teacher planning time and common work space	Faculty teach 2 of 3 blocks, leaving them 2.5 hours during the school day for planning, curriculum development, and team collaboration. Teacher professionalism and collaboration is fostered by grade-level office space rather than leaving teachers isolated in their classrooms.
Grade level community by floor	All grade level classes are on a single floor and students and teachers stay together for four years. This facilitates ownership of the floor and close relationships.
Interdisciplinary subject blocks	Linked subjects (for example, English and Social Studies) are team-taught in 2 hour blocks, allowing interdisciplinary exploration of concepts, flexible student grouping, and time for students to engage in project-based work.
Mixed ability classes	There is no academic tracking at City High. Students of all entering ability levels experience the same rigorous, standards-based curriculum with modifications to access content at various levels.

YEAR-ROUND LEARNING & 4PLUS SCHEDULE

In order to model the professional world of work, City High uses a unique trimester school year with month-long Winter, Spring & Summer breaks. Our students grow to love these well-placed breaks from class. This schedule minimizes learning loss and keeps students engaged in their studies throughout the year.

- Receive peer tutoring
- Participate in service learning and volunteer opportunities
- Extend their internship hours (11th/12th graders)
- Work a part-time job
- Participate in local field experiences, outings around town, and City High-sponsored activities
- Attend wellness meetings or appointments

4PLUS SCHEDULE TUESDAY-FRIDAY

(Personalized Learning for Universal Success)

Our full-time four-day schedule enables us to enhance a holistic approach to serving students while maintaining the core elements of our school that contribute to our success at growing individual students as learners.

How does 4PLUS work?

- Students will attend school in-person 4 days per week, Tuesday-Friday. The schedule is 8:00 a.m. to 3:40 p.m. (classes end at 3:45 p.m. for 9th graders).
- Personalized Mondays – no scheduled classes

Personalized Mondays – no scheduled classes

On alternating Mondays students can choose to personalize their experience through a variety of optional activities and opportunities in the school building. They can:

- Catch up on previous assignments
- Schedule 1:1 help from a teacher

TEACHER LOOPING

City High teachers “loop” with the same students over all 4 years, allowing personal connections to develop between teachers, students and families. This more personalized approach allows teachers to adapt their teaching style to each individual student, making sure they stay engaged and can achieve to the best of their ability. The City High experience culminates in our unique senior model – an opportunity for students to demonstrate their independent learning skills and readiness for life after high school.

In addition to looping students and teachers together all four years, we place each grade level classes on a single floor. This facilitates ownership of the floor and builds close relationships needed for project-based learning. As students work in groups, it helps them learn planning, teamwork, and communication skills highly valued by employers.

UNIQUE BY DESIGN CONT.

ADVISORY PROGRAM~ PERSONAL MENTOR/ADVISOR

Each student has a personal Mentor/Advisor whose goal is the realization of the potential of every child on every level – intellectual, social, emotional, and physical. This may mean regular, small group discussions or one-on-one meetings to address a student's future plans. Our mentors are there for constant contact with parents about grades and other issues that may impact learning. Additionally, City High has three full-time mental health professionals available for students.

PROFESSIONAL ATTIRE & WORKFORCE READINESS

City High prepares students for life after high school. One important aspect of this is the standard of professional and appropriate dress. City High students are expected to present themselves in business casual dress. This standard is important as it builds buy-in to the seriousness of school and connection to the future. Our professional dress code also reinforces that our students are part of the Downtown community and should be prepared to go out on internships, site visits or other field experiences. Students also take required Career classes that teach time-management, collaboration and professional work ethic, which culminate in a 13-week Mentored Internship experience.

SENIOR MODEL

The City High experience culminates in our one-of-a-kind senior model, which is an opportunity for students to demonstrate their independent learning skills and readiness for life after high school. There is a separate wing for seniors, complete with private study workstations. Individual student schedules are unique to each student, and include small discussion-based seminars, lectures, peer study groups and independent work time.

Seniors still have the support network the school offers, but they are expected to spend more time working independently and taking ownership of their own schedule.

TECHNOLOGY-INFUSED CURRICULUM

Technology was a founding principle at City Charter High School. We recognized early on, the importance of emerging technology as a learning tool as well as a vital skill for the modern workplace. So we make sure that in addition to FREE* laptops, our students have mandatory computer classes and get software skills training, tech support and certifications to prepare them for their future.

Core and Expert Microsoft Office Specialist Certifications (MOS*) in Microsoft Word, Excel, Powerpoint, Access, and Outlook.

Adobe Certified Associate (ACA) Program, offering the following Adobe product certifications Adobe Dreamweaver, Adobe Photoshop, Adobe Premiere, Adobe Illustrator, Adobe Flash Professional and Adobe InDesign.

CURRICULUM CLUSTERS

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

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

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

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

Information Literacy – Research; Graduation Project.

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

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

UNIQUE BY DESIGN CONT.

COURSE REQUIREMENTS

CULTURAL LITERACY

English Language Arts (8 trimesters)	Social Studies (8 trimesters)
English Language Arts 9	US History 9
English Language Arts 10	US History & Government 10
English Language Arts 11	World Cultures
English Language Arts 12	Politics and Civics 12
Information Literacy (4 trimesters)	World Languages (2 trimesters)
Research 9	Spanish 1 (9th grade)
Research 10	
Graduation Project 11	
Graduation Project 12	

SCIENTIFIC LITERACY

Mathematics (10 trimesters)	Science (8 trimesters)
Interactive Math Program (IMP) 1 (9th)	Physics (9th)
Interactive Math Program (IMP) 2 (10th)	Applied Biology/Chemistry (with Lab) (10th)
IMP - Probability and Statistics Focus (one trimester)	Biology (11th)
Interactive Math Program (IMP) 3 (11th)	Scientific Research and Design (with Lab) (12th)
Interactive Math Program (IMP) 4 (12th)	Physics 12 – Honors
Calculus – Honors (12th)	

WORKSKILLS LITERACY

Financial Literacy (3 trimesters)	Technology (5 trimesters)
Enterprise Development 9	Tech Applications 9
Financial Literacy 1 (10th Grade)	Web Applications 10
Financial Literacy 2 (11th Grade)	Advanced ADOBE and MOS
Career Readiness (4 trimesters)	
Career Readiness 9	
Career Readiness 10	
Career Planning 11	
Internship (11th or 12th Grade)	

WELLNESS LITERACY

Social and Emotional Learning (1 trimester)	
SEL 9	
Fitness and Health (1 trimester)	
Fitness 10	Pennsylvania requires all students to successfully complete Fitness and Health. Any student who fails Fitness or Health must make up the class or classes before graduating.
Health 10	

UNIQUE BY DESIGN CONT.

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

Beginning with the Class of 2026 and subsequent classes, the following graduation requirements are in place:

- English: 4 credits
- History: 4 credits
- Math: 4 credits
- Science: 4 credits
- Arts/Humanities: 2 credits
- Health: .5 credits
- Fitness: .5 credits
- Other Courses: 6.5 credits
- Graduation Project 12: .5 credits
- Internship: 1 credit

Total credits necessary to graduate: 27 credits

This transition is geared to more closely align with the state's credit system requirement. It also expands the number of courses that count toward graduation requirements and provides more options for students when making up credits.

12TH GRADE MODEL

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

Lecture—(10% of a student's time throughout the week)

Seminars—(40% of a student's time throughout the week)

Study Groups—(20% of a student's time throughout the week)

Independent Work—(30% of a student's time throughout the week)

LECTURE

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

SEMINAR

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

STUDY GROUP

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

also allowed to form their own Study Groups.

INDEPENDENT WORK

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

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

- report to the Quiet Room, Seminars, Lectures and Study Group rooms when scheduled
- work with teachers and staff to develop skills so that they can use their independent time and their Study Group time effectively
- use the Work Tracker to create timelines for their independent work and to schedule when to work on certain assignments, seek out a teacher, work in a Study Group
- not disturb others when working in the Quiet Room
- use all resources (Rounds and Email) effectively in order to complete coursework
- work collaboratively with other students in Study Groups
- be prepared for seminars

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

ROUNDS - TEACHER

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

WORK TRACKER - STUDENT

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

ACADEMIC ETHICS

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

Students shall:

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

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

UNIQUE BY DESIGN CONT.

AFTER SCHOOL TUTORING

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

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

DUAL ENROLLMENT ELECTIVE

Dual enrollment provides students in grades 11 and 12 with a college experience at CCAC or Point Park. Successfully completed courses (grade C or higher) count as an elective toward the City High graduation requirements. Qualifying City High juniors and seniors are eligible to take dual enrollment courses. Seniors may take one course during the August/December term and a second course during the January/May term, if space is available. (Students must earn a B grade or higher on their first course in order to take a second course.)

ELIGIBILITY FOR DUAL ENROLLMENT:

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

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

GRADE-LEVEL TEAM

At City Charter High School, students will remain with the same team of teachers through graduation. This is called looping, whereby the team of teachers loop or progress through each grade with students through graduation. The Grade-Level Team will work with the student on: Academic Readiness, Workforce Readiness, Career Readiness, Behavioral Issues and Administrative Details including: Attendance, Collection of Permission Notes, Locker Access. Each student also receives a teacher Advisor through City High's Advisory program, which involves small-group mentoring throughout a student's tenure at City High.

GRADING PROCEDURES

A City Charter High School grade measures and reflects both engagement (process) and final products. We focus on engagement in an effort to encourage students to take an active role in their academics and to work hard in order to pass their courses with a grade of a C or higher. The goal of standardizing grading procedures is to ensure that students who struggle to buy-in and have yet to display the work ethic needed to achieve at high levels are not critically hampered by a single missed assignment or a "zero in the grade book".

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

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

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

- In the event that a teacher uses a single grade for an assessment and the student was actively engaged, but the assessment was not turned in, the student will receive a grade of 60% as a placeholder. The expectation is that the student needs to submit the assignment for a grade higher than 60%. The 60% will remain in the gradebook if the assessment is not submitted.

UNIQUE BY DESIGN

- A student will receive a 50% for an assessment if they have not engaged whatsoever. In that case, the student will have spent a great deal of time in class not working, possibly being disruptive or sleeping. Prior to giving the student a grade of a 50%, the teacher will follow these highlighted guidelines:
 - Call the parent;
 - Speak to the student's Advisor;
 - Arrange a meeting for the student to speak with administration; and/or
 - Speak with the social workers.
- Students who have been found to be cheating on any assessment will receive a grade of a 0 (zero) and will be expected to re-submit the assignment within one week for a grade of 50%.

GRADUATION PROJECT

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

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

GRADUATION STATUS REPORT

Each student will be assigned a Grade-Level Advisor as a City High student. Students and parents/guardians will meet with the Advisor during Parent Teacher conferences to review the student's academic and career plans using the Graduation Status Report.

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

HEALTH AND PHYSICAL EDUCATION

Students in grade 10 are assigned to Health during a 13-week trimester. During that time, they will have Health every day.

Students in grade 10 are assigned to Physical Education during a 13-week trimester. During that time, they will have Physical Education every day.

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

City High makes locks available to students. These locks are for the lockers in the Fitness area. To insure that a student's property is not taken, students are required to use the lock provided by City High. City High is not responsible for items taken from lockers that do not have locks on them. Locks borrowed from City High must be returned at the end of the trimester or the student will be charged a replacement cost of \$10.00.

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

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

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

HONORS POLICY

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

The City High Honors program has the following attributes:

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

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

UNIQUE BY DESIGN CONT.

12th GRADE CALCULUS & PHYSICS

To qualify for 12th grade Calculus and Physics, students must have an A or an A- in IMP 11 Honors and at least a B in another 11th grade Honors course (Biology, History, or English).

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

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

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

Internship

City High students are required to complete an internship to graduate. Students are matched with host organizations and mentors according to a student's career profiles and surveys. The internship consists of at least 100-130 hours during a single trimester. The student must earn a minimum grade of C to pass the Internship course. Daily, students report to their host organization for the duration of the afternoon. Students are not allowed to report to their Internship site when they are absent from school. Students must sign out with the Internship Manager at City High before they travel to their Internship site. As Internship is a graduation requirement, students who fail their Internship, fail their course as a graduation requirement and therefore must return to City High in the fall after 12th grade ends to repeat the Internship.

StudentVUE, ParentVUE and teacher grade books

At City High, parents can access StudentVUE and ParentVUE for is a single online web point of access to all the key information students and parents need: classes, homework, grades, and attendance.

Teachers at City High manage the activities and assignments within their classroom using an electronic grade book. The Teacher Grade Book provides teachers the necessary features for recording grades and attendance.

City Charter High School does not send progress reports or attendance reports as the information is available online. For help with ParentVUE accounts contact Student Information Manager Mr. Watson at 412-690-2489 or through email jwatson@cityhigh.org.

PHYSICAL EDUCATION ELECTIVE

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

a lock on their locker. City High is not responsible for items taken from lockers that do not have locks on them.

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

TEXTBOOKS, SUPPLIES

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

REPORT CARD

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

The report card is titled "CITY CHARTER HIGH SCHOOL" and "REPORT CARD". It includes a section for "Student Information" with fields for Name, ID, and Address. Below this is a table of "Courses" with columns for Course, Grade, and Credits. The table lists various courses such as English, Math, Science, and History, along with their respective grades and credit values. At the bottom, there is a "Summary" section with fields for "GPA", "Credits", and "Status".

WORKFORCE PREPARATION

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

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

PROMOTION REQUIREMENTS

MAKING UP CLASSES AND GRADUATING ON TIME (CLASS OF 2025 ONLY)

This section applies to the class of 2025. If a student fails any of the following classes, he/she must make up these classes. Make-up classes are scheduled during the elective periods in 11th and 12th grades.

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

Social Studies 10
Social Studies 11
Social Studies 12

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

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

Financial Literacy 2

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

Graduation Project 12

Fitness 10
Health 10

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

GRADUATION REQUIREMENTS



CITY CHARTER HIGH SCHOOL'S COURSE REQUIREMENTS

9th Grade

English, History, Math, Geometry, Science, Career, Information Literacy 9, Tech, Financial Lit, SEL, Spanish, Elective

10th Grade

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

11th Grade

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

12th Grade

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

- SUCCESSFUL COMPLETION OF REQUIRED COURSES
- SUCCESSFUL COMPLETION OF THE INTERNSHIP AND THE GRADUATION PROJECT

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

Students must successfully complete all graduation requirements to participate in the graduation ceremony. Students must also adhere to the Code of Student Conduct. Infractions that result in a suspension could extend to graduation and could interfere with a student's ability to participate in graduation ceremonies. Walking across the stage at graduation is a privilege not a right.

Graduation Information from PA Chapter 4 - Academic Standards and Assessments

§ 4.24. High school Graduation Requirements

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

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

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

GRADUATION REQUIREMENTS

§ 4.51b. Keystone Exams

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

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

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

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

ELECTIVES REQUIRED FOR GRADUATION

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

GRADE 12 GRADUATION

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

- courses requirements
- the Graduation Project
- the Internship

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

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

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

COURSE RECOVERY PROGRAM

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

If at the end of 12th grade a student:

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

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

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

SABBATICAL POLICY

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

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

REQUIREMENTS

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

- Cumulative minimum gpa of 3.0 And b grade or higher during the previous and current trimesters in all courses including workforce readiness
- 95% Attendance (present and on time)
- No disciplinary incidents resulting in multiple suspension days during the current year.
- Must be submitted to the post high school planning
- Transition office at least six (6) weeks prior to the start of the sabbatical.



SABBATICAL APPLICATION PROCESS

- Meet with advisor to review requirements.
- Submit completed sabbatical application to the transition office (at least 6 weeks prior to start date of the program).
- Administration will evaluate each student's sabbatical application.
- Transition office will inform the student, parents and advisor of the final decision at least two weeks before the requested sabbatical is scheduled to begin.

UPON RETURN FROM THE SABBATICAL

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

DEPOSITS SHOULD NOT BE PAID UNTIL THE SABBATICAL IS APPROVED.

SABBATICALS WILL NOT BE GRANTED TO COMPLETE THE GRADUATION PROJECT.

STUDENTS ARE ONLY GRANTED ONE SABBATICAL EACH SCHOOL YEAR.

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

[Sabbatical Application Download.](#)

ATHLETIC PARTICIPATION POLICY

City Charter High School students may play **one sport per trimester** at their home school and receive early dismissals from City Charter High School for athletic participation.

The following rules apply:

- Students must submit an Athletic Intent Form to Administration by the advertised dates for each trimester.

Sports Season	General Deadline	Deadline for 2024-2025 school year
Fall Sports	mid-July	July 19, 2024
Winter Sports	end of October	October 31, 2024
Spring Sports	end of February	February 28, 2025

Submission of late forms may prohibit students from participation in their desired sport and from receiving early dismissals for athletics.

- Eligible students must have consistent and regular attendance (no more than 7 absences in any class) and a minimum grade of C in all courses the trimester before playing the sport.
- Students are required to maintain passing grades and consistent attendance throughout their sport's season.
- Eleventh and Twelfth grade athletes cannot play a sport during the trimester they are scheduled for an internship

- Eligible students will be granted early dismissals at 2:30 p.m. during the official season of their sport. Students are NOT exempt from coursework and are required to complete all assignments, projects and exams within three (3) days. Exams must be made up during lunch or advisory or after-school.

- Early dismissals will not be granted for conditioning or any pre- and post-season activities. However, eligible students may receive up to three (3) excused absences for preliminary activities associated with their sport (try-outs, team picture, uniform fitting, etc.) when proper documentation is provided..

- Grades will be checked every three weeks. Failing grades, declining attendance and/or behavior will be reported to the coach immediately. City High reserves the right to suspend early dismissals for participation in the athletic program if grades decline or the student violates the code of conduct.

Athletic Intent Forms are in the Main Office & can be accessible via Mr. Powner (powner@cityhigh.org).

ATTENDANCE

SCHOOL ATTENDANCE – PA GUIDELINES

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

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

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

CITY CHARTER HIGH SCHOOL ATTENDANCE POLICY

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

After seven school absences a trimester, a student will fail the course for the trimester due to attendance, which will be reflected as a DAT (Failure Due to Attendance) on the student's report card. Parent notes count toward truancy but not the DAT policy.

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

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



CITY CHARTER HIGH SCHOOL ATTENDANCE PROCEDURES

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

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

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

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

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

ATTENDANCE DOCUMENTATION

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

Bereavement Days Allowed:

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

EARLY DISMISSALS – POLICY AND PROCEDURES

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

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

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

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

ATTENDANCE

DAILY ATTENDANCE – SCHOOL ATTENDANCE

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

EXCUSED AND UNEXCUSED

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

12TH GRADE ATTENDANCE POLICY

SEMINAR AND LECTURE ATTENDANCE

Trimester 1 and Trimester 2 - Students may not miss more than four (4) sessions of a course - seminar and lecture. Trimester 3 - Students may not miss more than three (3) sessions of a course - seminar and lecture. If they do, then they will fail that course due to attendance (DAT). Please note, the lecture is included in the attendance count.

MONITORED AND SUPPORTED INDEPENDENT STUDY - QUIET ROOM (QR)

Trimester 1 and Trimester 2 - Students may not miss more than seven (7) Monitored/Supported Independent Study sessions. **Trimester 3** - Students may not miss more than three (3) Monitored/Supported Independent Study sessions. If they do, then they will fail Independent Learning (DAT) for the trimester. The Monitored/Supported Independent Study sessions are calculated by successive hours in the Quiet Room. If a student misses 50% of the scheduled Monitored/Supported Independent Study session, he or she will be marked absent for that session. A student may only be marked ABSENT from Independent Study once in a day

Example 1: A student scheduled into the QR on Tuesday from 8:00 – 10:00 arrives after 9:05. The student will be marked ABSENT from the Independent Study session.

Example 2: A student scheduled into the QR on Friday from 2:00 – 3:00 has an early dismissal for 2:15. The student will be marked ABSENT from the Independent Study session.

Example 3: A student is absent for the day. The absence is counted as a seminar/lecture absence and as a QR absence.



FIELD TRIP ATTENDANCE POLICY

Field trips are considered an essential part of City High's model to further build community and relationships within a grade-level team as well as provide an exposure experience for students. As a result, attendance on field trips is highly encouraged and barriers to attendance can often be addressed when raised with a student's grade-level principal, advisor or one of our counselors. Accordingly, students will be marked absent

unexcused if they elect not to attend a field trip without a valid excuse. The absence will count toward a student's DAT absences not to exceed 7 days.

DAILY ATTENDANCE – SCHOOL ATTENDANCE

- Full day absences will be calculated using Daily Attendance information. Daily Attendance is taken every morning and then again at 1:40 PM.
- **Trimester 1 and Trimester 2** - Students who exceed seven (7) full day absences will fail all classes due to attendance (DAT).
- **Trimester 3** - Students who exceed five (5) full day absences will fail all classes due to attendance (DAT).

DEFINITIONS

Absence – the nonattendance of a student on those days and half days when school is in session.

Excused absence – includes the absence of a student for any of the reasons listed in the section below titled "Excused Absences."

Unexcused absence – the absence of a student for any reason that does not qualify as an excused absence, as listed below. Examples include, but are not limited to, illness of another family member, helping the family to move, babysitting/child care, missing the bus, oversleeping, leaving school without authorization, etc. If written verification of the reason for absence is not received within three (3) days of the return to school, the absence will automatically be recorded as unexcused. The mere fact that a parent/guardian has written an excuse does not mean the absence is excused. Reasons for absence of a doubtful nature are subject to administrative review.

Unlawful absence – an unexcused absence for a student of compulsory school age. An unlawful absence is always an unexcused absence.

Tardiness – absence of a student at the beginning of any morning or afternoon session, provided the student is in attendance before the close of that session.

Excused tardiness – absence of a student at the beginning of any morning or afternoon session that is due to any of the reasons that may be excused for full day absence.

Unexcused tardiness – lateness for any reason that does not qualify as excused tardiness. Examples of unexcused tardiness to school include, but are not limited to, the following: employment,

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missing the bus, accommodations to others schedules, babysitting/child care, etc.

Compulsory school age shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than the age of six (6) years, until the age of eighteen (18) years. The term shall not include any child who holds a certificate of graduation from a regularly accredited senior high school.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Habitually truant shall mean having incurred six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Person in parental relation shall mean (1) a custodial biological or adoptive parent; (2) a noncustodial biological or adoptive parent; (3) guardian of the person of a child; or (4) a person with whom a child lives and who is acting in a parental role of a child.

School attendance improvement conference shall mean a conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The following individuals shall be invited to the conference: (1) the child; (2) the child's person in parental relation; (3) other individuals identified by the person in parental relation who may be a resource; (4) appropriate school personnel; and (5) recommended service providers.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assessment in an alternative education program, provided the program does not include a program for disruptive youth.

UNEXCUSED ABSENCES

All absences are considered unexcused until City Charter receives a written note or email documenting a valid reason for the absence, as detailed below.

GENERAL ATTENDANCE GUIDELINES

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study internship or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.

In the event of a public health emergency, parents/guardian are to work with the grade-level principal regarding extended absences.

EXCUSED ABSENCES

A student absence is considered excused under the following circumstances:

1. When the student is prevented from attendance for mental, physical, or other urgent reasons such as:
 - a. Illness
 - b. Quarantine
 - c. Family emergency
 - d. Death of a family member
 - e. Medical or dental appointments
 - f. Authorized school activities
 - g. Pre-approved educational travel, including college visitations. This category of absence is limited to 5 school days per school year.
 - h. Pre-approved religious instruction (limit 36 hours per year)
 - i. Bona fide religious holiday
 - j. For circumstances related to homelessness or placement in foster care.
2. When the student is required to leave school for the purposes of attending court hearings related to their involvement with the county children and youth agency or juvenile probation office.
3. If a student is dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by City High.
4. For the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.

TEN CONSECUTIVE ABSENCES & CUMULATIVE LAWFUL ABSENCES FOR ILLNESS

Students who miss ten consecutive school days shall be dropped from the active membership roll of City Charter High School unless the school is provided with evidence that the excuse is legal or the school is pursuing compulsory attendance prosecution. Should the student subsequently return to the school, they will not be guaranteed placement in the same classroom as the one left before the withdrawal from attendance.

A maximum of ten days of cumulative lawful absences for illness verified by parental notification may be permitted during a school year. All absences for illness beyond ten cumulative days per school year shall require an excuse from a treating physician or medical provider of the child who shall not be the child's parent/guardian.

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POLICY NOTIFICATION

Parents/guardians shall be given copies of the School's attendance Policy at the beginning of each school year and at time of enrollment for new students, upon request. This Policy will be posted on the School's website.

School Responses and Procedures for Unexcused Absences

Parents/guardians and students shall submit the required excuse note within three (3) days of the student's return to school after the absence. The failure of the parent/guardian to provide the written excuse in a timely manner will cause the absence to be permanently categorized as "unexcused" and will trigger the procedures set forth below.

First & Second Unexcused Absence

The CEO, grade-level principal or designee shall send a notice of unexcused absence to the student's parent/guardian, which describes the consequences of a child violating compulsory school attendance requirements. In addition, the name and telephone number of a designated school official shall be included so that parents/guardians are able to contact a specific person to request assistance in resolving the child's absenteeism.

Third Unexcused Absence

Within ten (10) school days of a child's third unexcused absence, the CEO, grade-level principal, or designee shall send an Official Notice of Truancy. Included in this notice shall be a description of the consequences if the child becomes habitually truant. This notice may include the offer of a school attendance improvement conference, and shall be in the mode and language of communication preferred by the parent in parental relation to the child. When transmitted to a person who is not the biological or adoptive parent, such notice shall also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

Continued Absenteeism

If the child continues to incur unexcused absences after the issuance of the Official Notice of Truancy, the school shall then offer by advance written notice a school attendance improvement conference to the child and the person in parental relation to the child, unless a conference was previously held following the Official Notice of Truancy. The following shall apply with respect to a school attendance improvement conference:

- There is no legal requirement that the child or person in parental relation attend the conference, and the conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference after advance written notice and attempts to communicate via telephone.
- The outcome of the conference shall be documented in a written school attendance improvement plan, on the template provided by the Department of Education for this purpose.
- Further legal action may not be taken to address unexcused absences by the child until after the date for the scheduled

school attendance improvement conference has passed.

- City High shall not expel or impose out-of-school suspension, or additional disciplinary actions for truant behavior.

PROCEDURE FOR ADDRESSING HABITUALLY TRUANT CHILDREN

When a child is habitually truant and under fifteen (15) years of age at the time of referral, the school:

1. Shall refer the child to either (1) a school-based or community-based attendance improvement program or (2) the Allegheny County Office of Children and Youth for services or possible disposition as a dependent child.
2. May file a citation in the office of the magisterial district judge having jurisdiction in the region against the person in parental relation who resides in the same household as the child. The venue for the filing of such a citation shall be based on the location of City High.

When a child is habitually truant and fifteen (15) years of age or older at the time of referral, the school shall either

1. Refer the child to a school-based or community-based attendance improvement program or service.
2. File a citation in the office of the magisterial district judge having jurisdiction in the region against the child or the person in parental relation who resides in the same household as the child.

The venue for the filing of such a citation shall be based on the location of City High.

If a child who is fifteen (15) years of age or older continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or fails to participate in the such a program as recommended through the school attendance improvement conference, the school may refer the child to the Allegheny County Office of Children and Youth for possible disposition as a dependent child.

When referring a habitually truant child to the Allegheny County Office of Children and Youth or filing a citation with the magisterial district judge having jurisdiction over the region, the school shall provide verification that a school attendance improvement conference was held.

No citation may be filed against a child or a person in parental relation with the child who resides in the same household as the child for a subsequent violation of school attendance if any of the following circumstances apply:

- A proceeding is already pending against the child or person in parental relation with the child who resides in the same household as the child and judgment in the first proceeding has not yet been entered, unless a warrant has been issued for failure of the child or person in parental relation to appear before the court and the warrant has not yet been served.
- A referral for services has been made to the Allegheny County Office of Children and Youth, the agency has not closed the case, and City High has not consulted with the

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Allegheny County Office of Children and Youth prior to filing the petition.

- A petition has been filed alleging the child is dependent due to being habitually truant and the case remains under the jurisdiction of the Juvenile Court.

WITHDRAWAL PROCESS

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

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

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

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

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

2023 - 2024 ANNUAL PUBLIC NOTICE AND CHILD FIND

Screening and Evaluation

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

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

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

and parent concerns should be directed to the Chief Executive Officer (CEO) of the school. A parent may request that the school initiate a screening or evaluation of their child's specific needs at any time by contacting the CEO and expressing his/her concerns.

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

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

City Charter High School has a multidisciplinary team that has been established as part of the pre-referral intervention process. The team consists of school administrator, a school counselor, regular education teachers, reading specialists, special education staff, grade level teaching associates and a parent. School administration and the multidisciplinary team assists teachers and parents in supporting students who are experiencing academic, behavioral, medical, emotional and social skills difficulties. A student may be suggested for a multidisciplinary team referral by the student's grade level team, the student's academic advisor, a school counselor or a member of the school's administration. The multidisciplinary team process is initiated by speaking with the grade level principal in regards to the student of concern. At this time, if the reading specialist has not assessed the student, with permission from the parent, the specialist will conduct reading level and comprehension assessments. The information from the assessment will be provided to teachers along with recommendations to properly support the student within the regular education classroom. This information will also be used throughout the multidisciplinary team referral.

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

During the multidisciplinary team process, the multidisciplinary team will meet to discuss the data and information provided by the

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

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

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

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

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

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

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

Privacy Rights of Parents and Students

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

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

The basic premise of the above mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent. Educational records consist of information directly related to students which are maintained by an educational agency. Personally identifiable information includes the student's name, the name of the parent, or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable. Educational records and personally identifiable information cannot be disclosed or released without written parent consent or without student consent if over the age of 18. Disclosure of information means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in these records, to any party, by any means. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the party or parties to whom the disclosure may be made.

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

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

Chapter 15 Protected Handicapped Students

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

Support for Homeless Families

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

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

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day City Charter High School ("School") receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the CEO or designee a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend their child's or their education record should write the CEO or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes 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) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures City Charter may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer

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predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))



DIRECTORY INFORMATION

FERPA requires City High, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from your child’s education records. However, City Charter may disclose appropriately designated information (known as “directory information”) without your written consent, unless you notify City Charter in writing within 20 days of the date you receive this notice that you do not want any or all of those types of information about the student designated as directory information. Directory information includes the following information relating to a student: the student’s family members’ name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information may be disclosed for purposes beneficial to the student and the School only with the approval of the School CEO or designee. A parent or eligible student may not use the right above to opt out of directory information disclosures to prevent an educational agency or institution from disclosing or requiring a student to disclose the student’s name, identifier, or institutional e-mail address in a class in which the student is enrolled.

HEALTH & WELLNESS

DROP-IN PROGRAM

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

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



THE SAP PROCESS

A referral is made to either the counselor or social worker because the student is exhibiting observable behaviors which are impeding academic progress. The student/family will receive an email when your referral is received.

The SAP team will gather specific information about the child's performance in school from all staff that has contact with the child. A SAP team member will also contact the parent about their observations, the child's strengths and parent concerns.

The SAP team will convene to discuss the collected information, meet with the parent and develop a plan of action to help the student achieve success in school.

This plan might include services and activities in school and/or services from a community agency. If necessary, the SAP team will provide the parent with information on services in their community. In the event the plan involves the student being out of school, staff will be notified of the duration.

When the problem is beyond the scope of the school, the SAP team will assist the student and family with information on available services and resources in their community.

After the plan of action is established, teachers will be notified of relevant information.

The SAP team will continue to work with and support the student and stay in touch with the parent to discuss their child's progress and success in school.

STUDENT ASSISTANCE PROGRAM

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

The mission of our Student Assistance Program is:

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

HOW DOES A STUDENT BECOME INVOLVED IN THE SAP PROGRAM?

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

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

SUICIDE AWARENESS AND PREVENTION

All City High employees receive training on suicide awareness and prevention as well as risk factors associated with suicide ideation and suicide. The following resources are available to students, beginning with an immediate referral to one of our Wellness team members and/or Administration:

LOCAL

Resolve Crisis Prevention Network

24/7 Call and Walk in Center
333 N. Braddock Ave.
Pittsburgh, PA 15208
1-888-796-8226

Western Psychiatric Institute and Clinic

200 Lothrop Street
Pittsburgh, PA 15213
412-624-1000

Mercy Behavioral Health

24/7 Walk in Crisis Center
264 South 9th St.
Pittsburgh, PA 15203
1-877-637-2924

HEALTH & WELLNESS CONT.

NATIONAL

National Suicide Prevention and Awareness Hotline

24/7 Crisis Hotline
1-800-273-8255 (TALK)

The Treatment Advocacy Center National Hopeline

24/7 Crisis Hotline
1-800-SUICIDE
CRISIS TEXT LINE Text START to 741

GENERAL INFORMATION

- The Suicide Prevention Lifeline: <https://suicideprevention-lifeline.org>
- The Jed Foundation: <https://www.jedfoundation.org>
- American Foundation for Suicide Prevention: <https://afsp.org>
- The Trevor Project: Saving Young LGBTQ Lives: <https://www.thetrevorproject.org>
- Student Awareness Voices of Education: <https://save.org/for-students>
- Yellow Ribbon Suicide Prevention Program: <https://yellow-ribbon.org/>
- SAMHSA: <https://www.samhsa.gov/suicide-prevention>
- Allegheny County Mental/Behavioral Health: <https://www.alleghenycounty.us/Services/Human-Services-DHS/DHS-Offices/Office-of-Behavioral-Health>

MANDATORY REPORTING

City Charter High School employees as well as independent contractors and school volunteers who provide for the welfare of children or have direct contact with children, shall report cases of suspected child abuse as required by law.

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

MEDICATION ADMINISTRATION PROCEDURE

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

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

The medications are available in the health office to alleviate minor discomforts and are given at the discretion of the school nurse or designated school personnel. These medications are only dispensed upon submission of an Emergency Health Form signed by the parent/guardian, indicating which over the counter

(OTC) medications the student is permitted to take. These forms are available in the school office and must be re-submitted each school year.

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

Contact the School Nurse to inform the school of the medication requirements.

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

The container must display:

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

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

The fax Number is 412-690-2316.

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

RULES & REGULATIONS

BACKPACKS, PURSES, ID CASES AND PENCIL CASES

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

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

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

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

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

COSMETICS

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

DEBIT AND DEBT ACCOUNTS

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

EAR BUDS

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

Electronic Devices

Cell phones, smart watches and electronic devices must be turned off before entering school and may not be turned back on until a student leaves the building at dismissal. Cell phones, smart watches, and electronic devices are not to be used during the school day.

STUDENT CELL PHONE POLICY & GUIDELINES

Phones are not to be used during school. As a result, City High supplies Yondr pouches for every City High student to secure their phone during arrival and throughout the day.

Daily Process

- As students arrive to school, they will:



- Turn their phone off.
- Grab a Yondr pouch from one of the bins in the vestibule/lobby.
- Place their phone inside a pouch and secure it in front of school staff and place it on the table.
- Walk through the metal detector, grab their belongings and their pouches before leaving the lobby.
- Store their pouch in their locker for the day.

Prior to Dismissal:

- At the end of the day, Yondr magnet bases will be made available on every floor for students to unlock their pouches.
- Students will unlock their pouch, remove their phone, and place the pouch in the Yondr bin.

VIOLATIONS AND PENALTIES

Pouch Damage

If it is discovered that a student damages a Yondr pouch, they will be referred to their Grade-Level Principal. Students will be charged for a pouch replacement and their parent will be contacted.



Examples of damage:

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

Refusal to Pouch/ Caught on Phone

Due to the seriousness of arrival procedures, consequences will accordingly be serious for a student that knowingly conceals their phone and/or refuses to pouch their phone in a Yondr. This requires School Safety/Security to conduct a search of a student and their belongings, which temporarily displaces School Safety/Security from their regular duties at a critical time in the day. Please see below for how these instances will be handled:

- If a student states that they do not have their phone, School Safety/Security will search them and their belongings. If a phone is later located, the violation will result in a suspension.

RULES & REGULATIONS CONT.

- If a student is caught with their cell phone in class or on the floor, they will be given detention for the first offense. Any future violations will result in a suspension.

ELECTRONIC RECORDING (AUDIO, CAMERA AND VIDEO)

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

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

ELEVATORS

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

FOOD – EATING IN THE BUILDING

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

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

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

FUND RAISING STUDENT ACCOUNT

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

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

they want to use money from their Student Account. In return, they will receive a receipt.

ID CARDS

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

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

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

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

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

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

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

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

LOCKERS

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

Locker combinations should be kept confidential because each student is held responsible for the contents of the assigned locker.

Lockers should not be shared with other students. The cost of repairing the locker will be charged to the student.

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

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

LOST AND FOUND

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

RULES & REGULATIONS CONT.

LUNCH

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

Students are assigned to a lunch period each day. Students are required to go to the cafeteria and remain there during their respective lunch periods. Lunch periods are thirty minutes long and allow ample time for students to eat lunch and have some time for relaxation and socializing.

NO STUDENT IS PERMITTED TO LEAVE SCHOOL GROUNDS DURING THE LUNCH PERIODS.

Students are not permitted to bring any glass or breakable containers into the building. The following rules apply while in the cafeteria.

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

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

PARENT CONDUCT

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

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

RESTROOMS

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

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

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

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

SCHOOL PICTURES

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

City High requires formal photographs for City High 12th graders, as these pictures are used during the graduation ceremony. Specific items will be provided for students to wear.

SCHOOL TELEPHONES

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

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

TOYS AND GADGETS

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

TRANSPORTATION

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

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

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

RULES & REGULATIONS CONT.

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

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

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

For more information, visit [CityHigh.org/Transportation](https://cityhigh.org/Transportation).

VISITORS

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

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

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

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

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

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

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

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

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

DRESS CODE

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

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

The Dress Code at City Charter High School is professional. It also applies to make-up, jewelry, accessories, visible tattoos and facial piercings (Note: nose rings should be studs. A small hoop is also permissible). The Dress Code excludes attire that has any type of logo (beyond small brand logos), text, political statement or branding. This restriction applies to buttons, pins or any other type of jewelry, clothing or paraphernalia.

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

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

City Charter High School sponsors a fall dance, semi-formal dance (Snowball) in the winter and a formal dance (Prom) in the spring. All of these events have a special dress code requirement which must be followed in order to attend the event. Specific notifications will be shared with students and families that outline the dress code requirements for the event.

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

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

ACCEPTABLE BUSINESS ATTIRE

Females and Students who Identify as Female

- Collared dress shirt or dress blouse which completely covers the bust area, stomach, sides and back, and is not cut below the shoulder blade
- Sheer blouses worn with a camisole which conceals undergarments

- Sweaters or sweater-knit tops/shirts
- Vests and blazers worn over a school appropriate shirt or dress
- Dress pants which originate at the waist
- Ankle pants that do not exceed the top of the ankle
- Dresses and skirts which are knee length or longer (in the front, sides and back)
- Skirts that originate at the waist
- Dresses that completely cover the bust area and are not cut below the shoulder blade
- Sleeveless dresses and blouses WORN WITH an appropriate sweater or blazer
- Make-up and jewelry which is business appropriate (as determined by the administration of City High).
- Hair and headbands that do not exceed 3 inches in width
- Dress shoes, closed toe
- Facial piercings that do not obscure a student's face

Males and Students who Identify as Male

- Oxford style collared dress shirts, polo style shirts and turtlenecks tucked into pants
- Vests and blazers worn over a school appropriate shirt
- Dress pants which are full length and originate at the waist
- Business appropriate jewelry as determined by the administration of City High
- Oxford style lace-up or loafer type shoes
- Facial piercings that do not obscure a student's face

City High cardigans are available in red and black. These sweaters can be purchased through City High's online store.

THE FOLLOWING ITEMS ARE NOT APPROPRIATE FOR SCHOOL

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

- Camouflage print, denim and denim look clothing in any item or in any color
- Chest logos, pictures, insignias or branding (Logos on polo-style shirts MAY NOT exceed 2" in diameter)
- Dickie's shirts, tank tops, camisoles or cami's, tee shirts (unless worn as an undershirt)
- Shirts, sweaters and vests with a hood
- Cargo pants
- Yoga pants, stretch pants, leggings, Capri's, MC Hammer pants, overalls, shorts, pajama bottoms, jogger style pants
- Pants with more than 2 pockets in the front and 2 pockets in the back
- Pants with pockets that originate below the waist, have rivets, studs, writing, logos or pictures

DRESS CODE CONT.

- Pants with pockets stitched on the outside of the pants
- Pants that are gathered at the ankle with elastic or ties
- Sweater pants
- Leather look-alike or polyurethane pants
- Thin and/or knit spandex-like pants that can be mistaken for yoga pants or leggings
- Bodysuits intended to be worn as a shirt
- Dress and skirt splits which are more than 3" above the knee
- Clothing with cut-outs, (including ripped or torn items)
- Jewelry and belts made with bullets, bullet casings or pointed studs or anything that can be used as a weapon
- Earrings which exceed 3" in length or diameter
- Hats, scarves, hoods, wave caps, shower caps, sweatbands, bandannas, sunglasses, non-prescription glasses, non-professional headbands, headsets, combs, picks, curlers, knit headbands and scarves intended as outer-wear
- Slippers, moccasins, flip-flops, Sperry's (or Sperry type boat shoes), shoes with a sneaker bottom, shoes that cover the ankle, shoes worn as flip-flops/slippers, Birkenstocks or Hey Dude shoes
- Sagging pants
- Rolled pant legs
- Leg warmers
- Corsets on the outside of clothing
- Clothing which reveals under-garments (this includes skirts and dresses worn without a slip, AND light colored shirts and pants worn over bright colored undergarments, AND clothing which reveals the outline of undergarments).
- Clothing which does not adequately cover private body parts (including cleavage)
- Clothing with inappropriate words, slogans, pictures or insignias
- Clothing that has to be pinned to be appropriate (i.e., a skirt with an inappropriate split may not be pinned to be in dress code; a shrug may not be pinned in lieu of wearing a button down or pull over sweater to cover an inappropriate shirt)
- Students with inappropriate tattoos on their arms must wear long sleeves. (Administration reserves the right to determine if a tattoo is appropriate or inappropriate.)

SPECIAL EVENTS GUIDELINES

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

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

SPECIAL EVENTS PAYMENTS

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

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

SPECIAL EVENTS PERMISSION FORMS

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

he/she will not be able to attend the event.

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

SPECIAL EVENTS ATTENDANCE REQUIREMENT

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

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

SPECIAL EVENTS ACADEMIC REQUIREMENT

Students nominated/recommended to participate in Special Event Overnight Trips which are not class trips must have:

- C grade or higher during the previous and current trimester in all courses including Workforce Readiness and a Cumulative GPA of 3.0 or above
- 95% attendance during the previous and current trimester

SPECIAL EVENTS DRESS CODE

CITY HIGH SPONSORED EVENTS - THESE ITEMS ARE NOT PERMITTED

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

FIELD TRIPS (DAY AND OVERNIGHT) – THESE ITEMS ARE NOT PERMITTED:

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

INTERNSHIP – REQUIRED ATTIRE

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

SNOW BALL – REQUIRED ATTIRE

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

PROM – REQUIRED ATTIRE

Formal attire, including shoes, is required. Leisure suits, sweat suits, casual attire, flip-flops sneakers, slippers, etc. are not permitted. (Students are permitted to change into a more comfortable shoe after admittance to dance.)

Prom tickets may not be purchased until attire has been approved. This includes purchasing a ticket for a guest.



GRADUATION – REQUIRED ATTIRE FOR GRADUATES

Business attire and dress shoes are required to participate in the graduation ceremony

Seniors are required to purchase a cap and gown

GRADUATION – REQUIRED ATTIRE FOR USHERS AND CHOIR

Black pants or skirts, white shirts and dress shoes

Please be aware:

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

DANCES

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

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

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

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

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

SPECIAL EVENTS DRESS CODE

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

ILLCIT DANCING POLICY

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

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

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

FIELD EXPERIENCES

During the fall trimester all classes participate in an outdoor adventure. Freshman go to Camp Kon-O-Kwee, sophomores to Laurel Caverns, juniors to Ohio State Park and seniors to Teen Quest. The fall trips are at no cost to students and families.

A special event is planned for each class during the spring. The freshmen trip has been to Moraine State Park, Raccoon Park, and/or Presque Isle and is a one-day event. Sophomores have gone to Cleveland and/or Niagara Falls for one day, and juniors have gone to New York City and/or Cleveland for two to three days.

Additionally, juniors can apply to participate in a trip to Costa Rica. This trip is a collaboration between the Social Studies and World Languages departments. It is a 8- to 10-day trip and students are selected according to criteria and course requirements developed by the two departments.

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

PARENTS ARE STRONGLY ENCOURAGED TO PURCHASE INSURANCE FROM THE TRAVEL AGENCY FOR ALL OVERNIGHT TRIPS. If a student has made any payments for an overnight trip but does not



attend, for any reason, and no insurance has been purchased, **no refund will be made from City High or the travel company.**

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

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

ATTENDANCE

Field trips are considered an essential part of City High's model to further build community and relationships within a grade-level team as well as provide an exposure experience for students. As a result, attendance on field trips is highly encouraged and barriers to attendance can often be addressed when raised with a student's grade-level principal, advisor or one of our counselors. Accordingly, students will be marked absent unexcused if they elect not to attend a field trip without a valid excuse. The absence will count toward a student's DAT absences not to exceed 7 days.

CLUBS

ART CLUB

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

DIGITAL MEDIA CLUB

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

FITNESS

Are you interested in working out, exercising, and developing life-long fitness skills and habits? If so, Fitness Club may be for you. Students have full access to our comprehensive fitness center. Open to students in grades 9 – 12.

ROBOTICS CLUB

Bots IQ Robotics exists to provide an introduction to science, technology, and business in a uniquely engaging manner to the students of City Charter High School. The competition team is comprised of juniors and seniors. Please contact the Robotics coordinator for information about joining this group. Open to students in grades 10 – 12.

NATIONAL HONOR SOCIETY

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

BOXING

City High Boxing offers stress relief, exercise, and fun for our students every Tuesday (boys) and Thursday (girls) after school. Our Boxing Club is facilitated by Coach Jamaal Gosa, an employee and doctoral student at the Pitt School of Social Work, who has a strong background in Restorative Practices, boxing, and working with teenagers. This is an introduction to the foundational movements and health benefits of boxing training. Our students work with heavy bags, speed bags, mitts for partner-work, and mirrors for footwork. There is no sparring (hitting other people), or any movements that could entail strikes to the head or torso of another student. All ability levels welcome!

EMERGENCY PROCEDURES

EMERGENCIES - WEATHER

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

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

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

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

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

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

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

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

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

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

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

FIRE DRILLS

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

EMERGENCY EVACUATION DRILL

City Charter High School will have at least one emergency evacuation drill each year. These drills are conducted to promote safety and familiarity with the unscheduled evacuation procedures in the event of an emergency. Students are required to evacuate the

building quickly and quietly following the directions of school staff. Students are required to return to the school in an orderly fashion, following the direction of school staff.

EMERGENCIES - NATIONAL, CITY AND SCHOOL

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

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

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

EVACUATION OF THE BUILDING

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

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

LOCK DOWN OF THE BUILDING

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

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

EMERGENCY PROCEDURES

EVACUATION OF THE DOWNTOWN AREA

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

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

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

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

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

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

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

CODE OF STUDENT CONDUCT



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

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

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

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

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

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

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

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

ARSON AND RELATED ACTS

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

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



BURGLARY, ROBBERY, THEFT, RECEIVING STOLEN GOODS

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

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

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

ASSAULT

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

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

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

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

BOMB THREAT

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

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

BULLYING

It is a violation of the law and of the Code of Conduct to engage in bullying behaviors. Please see the [Bullying Policy at https://www.cityhigh.org/school-policies#bullying-policy](https://www.cityhigh.org/school-policies#bullying-policy)

CONSPIRACY TO VIOLATE THE CODE OF STUDENT CONDUCT

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

CUTTING CLASS/LEAVING CLASS WITHOUT PERMISSION

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

DISORDERLY CONDUCT, RIOTING OR FAILURE TO DISPERSE

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

DRESS CODE VIOLATIONS

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

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

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

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

ELECTRONIC DEVICES

Electronic devices must be turned off and kept in the student locker at all times. Electronic Devices, including cell phones and smart watches, may only be used before entering school or after dismissal from school. Students attending After School Tutoring and Clubs are not permitted to use Electronic Devices until they are dismissed from the program. Electronic Devices will be confiscated if they are used during the instructional day or during After School Tutoring or Clubs. If, in case of an emergency, a parent/guardian needs to reach his/her child, the parent/guardian should call the main office at 412-690-2489.

ELECTRONIC RECORDING (AUDIO, CAMERA AND VIDEO)

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

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

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

EVACUATION DRILL VIOLATIONS

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

FAILURE TO COMPLY

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

FALSIFYING INFORMATION

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

FIGHTING OR AN ACT OF VIOLENCE

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

When it has been determined that a fight, as distinguished from an assault set forth above, has occurred, the Chief Executive Officer or his/her designee will investigate the matter regarding the causes of the fight and the party or parties at fault. The students will be suspended and/or expelled for Fighting and Acts of Violence which occur during the school day, to or from school or at any school sponsored event.

FUNDRAISING/SOLICITATION

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

GAMBLING

Any form of gambling is a violation.

GANG ACTIVITY

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

HARASSMENT, INTIMIDATION, STALKING

A student shall not engage in any form of harassment or any act of intimidation for the purpose of obtaining money, property or other advantages, or to induce fear. A student shall not engage in any

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

conduct or language that harasses other, including but not limited to slurs, jokes and other verbal, graphic or physical conduct relating to an individual's religion, ancestry, national origin, age, handicap/disability, or gender – including gender identity, gender designation, gender orientation or gender expression. This includes cyber acts of harassment, intimidation and stalking which occur during the school day.

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

IDENTIFICATION CARD VIOLATIONS

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

INSTIGATION

Students can face consequences if they play a discernible role in causing conflicts (e.g. verbal/ physical altercation or a fight) that occur among other students.

LATE TO CLASS/SEMINAR/LECTURE

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

LEAVING SCHOOL WITHOUT PERMISSION

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

LOITERING, UNAUTHORIZED PRESENCE DURING SCHOOL HOURS AND CRIMINAL TRESPASS

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

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

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

LOSS OF SCHOOL PROPERTY

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

MINOR OR VERBAL ALTERCATION

An argument which does not involve physical contact or threats but may involve the use of profanity. An incident which involves a single offender who trips, pushes or shoves another student.

MISCONDUCT

Misconduct or disorderly conduct is behavior that produces distractions, friction, or disturbances that seriously or repeatedly interfere with the effective functioning of a teacher, student, class or

School activity or may be harmful to another student or staff member. Examples of misconduct include speaking out in class out of turn, horseplay (pushing, slapping, tripping), yelling, violent or unruly behavior, the use of obscene language or gestures and the creation of hazardous or physically offensive conditions at City High or at any City High sponsored event, or during transport to and from a school sponsored event.

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

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

PHYSICAL AGGRESSION/ALTERCATION

Threatened or actual use of violence by a student on another person when there is no major injury as determined by Administration. Administrators may use professional judgment in cases where the investigation yields a clear aggressor/initiator and may differentiate the consequence accordingly.

PLAGIARISM/CHEATING

STUDENTS MAY NOT CHEAT BY USING OTHER STUDENT'S WORK, GIVING THEIR WORK TO OTHER STUDENTS OR COPYING WORK FROM VARIOUS SOURCES AND TURNING IT IN AS THEIR OWN.

POSSESSION OF OBSCENE AND INAPPROPRIATE MATERIAL

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

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

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

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

POSSESSION OR USE OF ANY EXPLOSIVE MATERIAL

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

POSSESSION OR USE OF CONTRABAND (DOES NOT INCLUDE DRUGS OR WEAPONS)

Possession of contraband is a violation. Possession of a weapon or drugs are covered under subsequent sections. Other contraband includes, but is not limited to all forms of tobacco, electronic cigarettes/vapes/vape pens, vaping equipment and products, steroids, drug paraphernalia, and lighters.

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

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

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

Please note that all contraband items are confiscated and not returned.

POSSESSION, USE OR DISTRIBUTION OF A WEAPON OR DANGEROUS INSTRUMENT

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

weapon as a tool, instrument or implement capable of inflicting serious bodily injury.

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

Firearm means any weapon that is designed to or may be readily converted to expel a projectile by the action of an explosive. The term firearm also includes a starter gun.

Firearms also include the frame or receiver of any such weapon, firearm muffler, firearm silencer.

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

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

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

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

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

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

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

POSSESSION OF TOBACCO PRODUCTS OR ELECTRONIC CIGARETTE PRODUCTS

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

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

RACIAL/ETHNIC INTIMIDATION

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

RECKLESS ENDANGERMENT

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

SEXUAL OFFENSES

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

Sexual offenses include statutory sexual assault, involuntary sexual deviant intercourse, rape, aggravated indecent assault, indecent assault, indecent exposure, open lewdness, obscene and other sexual material or performance; sexual harassment and institutional sexual assault.

Committing a sexual act within the presences of a child under the age of 16 years by a person at least age 16 and at least five years older than the child, for sexual gratification, regardless of whether force was used, or whether the victim consented. These offenses will be reported to the appropriate legal authorities.

TECHNOLOGY VIOLATIONS

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

TERRORISTIC THREAT

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

THREATENING SCHOOL OFFICIAL

Physical acts of aggression, verbal, written, or electronic statements which intimidate and are intended to place staff members in fear of bodily harm are a violation of the Code of Conduct. This also includes stalking, spying on or secretly watching a staff member with or without the intent to harm, frighten or coerce. A threat assessment is completed by one of our counselors in the Wellness Department.

THREATENING ANOTHER STUDENT

Threats against another student that threatens bodily harm are considered serious. The nature of the threat will be taken into account as it relates to the consequence and categorization under level 2 or 3 of offenses. In particular, physical acts of aggression, verbal, written, or electronic statements which intimidate and are intended to place a student in fear of bodily harm will be treated as a level 3 offense. A threat assessment is completed by one of our counselors in the Wellness Department.

UNACCEPTABLE LANGUAGE

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

UNPREPARED FOR CLASS OR SEMINAR

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

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

VANDALISM

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

VAPING

Vaping and the possession of vaping devices is prohibited at school. Metal detectors during arrival and vape detectors that are installed throughout the building are geared to serve as deterrent to students bringing vapes into the building and to vaping at school. Accordingly, the consequences are servious. As vapes are contraband, they will be confiscated when recovered and will not be returned. All vapes are tested for the presence of THC.

For a nicotine vape, the vape will be confiscated. For using a nicotine vape at school, a student will be suspended. Subsequent instances can result in additional suspension days. When the vape detector goes off in the bathroom, School Safety staff will check the bathroom and video footage to see who was in the bathroom right before and after the vape detector went off. This will result in a search. If only one student is in the bathroom and the vape detector goes off, the student will be suspended for vaping at school.

For a THC vape, the vape will also be confiscated and the incident will be treated as possession, use or distribution of a controlled substance. Please see this section of the Code of Student Conduct.

SEARCH OF STUDENT'S PERSON AND PROPERTY

No student may conceal on his/her person or in a purse, handbag, book bag etc., any weapon, narcotic, dangerous drug, drug paraphernalia, alcohol, or other substance or object that is in violation of this Code of Student Conduct, local statutes, ordinances or school rules. If the administrators have reasonable suspicion that a student is in possession of an item that constitutes a violation of the Criminal Code or any provision of the Code of Student Conduct or the Student Handbook, a search of the student's person, purse, handbag, book-bag, or other items being carried by the student is authorized. Both a security guard and an administrator or administrative designee will be present during the search. A student that leaves without permission or prevents a search from occurring may be subjected to disciplinary consequences including suspension up through an expulsion hearing depending on the seriousness of the safety threat.

With the exception of lockers, prior to a search of school property, the students involved shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the school property contains materials that pose a threat to the health, welfare or safety of students or staff, the

school property may be searched without prior warning.

Lockers are subject to search and inspection by school administrators or security with reasonable suspicion OR at random without notice, without student consent AND without a search warrant. School administrators or security staff may remove from carrels, lockers or other storage areas any articles that are prohibited by other sections of the Code of Student Conduct or could be used to interfere with or disrupt the educational process as determined by school administration or security staff.

THE USE OF REASONABLE FORCE

Reasonable force (hands-on approach) may be used by school staff:

- to quell a disturbance or maintain order
- to obtain possession of weapons or other dangerous objects
- for the purpose of self-defense
- for the protection of persons or property
- to remove students who refuse to leave an area after
- being directed to do so by an adult.

EXCLUSION FROM SCHOOL

Suspension is an exclusion from school for a period of one (1) to (10) consecutive school days.

Suspensions will be authorized by the CEO/Principal, Education Manager or Assistant Principal. The student and parent will be informed of the reason(s) for the suspension. Suspensions are given when it is clear that the health, safety or welfare of student and/or the school community is threatened.

Suspensions in the excess of three (3) school days require a parent meeting or informal hearing with an administrator. The parent will first be offered an informal hearing. The purpose of this informal hearing or parent meeting is to enable the student and parent/guardian to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended. Students have the responsibility to make up exams and work missed while being disciplined by suspension. Students will be permitted to complete these assignments within three (3) days after returning to school.

Expulsion is exclusion from school for a period exceeding ten (10) consecutive school days for egregious violations of the Code of Conduct. Suspensions in which a formal hearing is pending require an informal hearing within (3) school days. The purpose of the informal hearing is to enable the student and parent/guardian to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended.

Parents/Guardians and the student will be made aware of all evidence and charges at the time. Following the informal hearing, a formal board hearing will be held within 10 school days from the date of the incident. This formal hearing will be held by a committee of the Board of Trustees, the full Board of Trustees or a specially appointed hearing examiner appointed by the Board

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

of Trustees, and the school solicitor. Notification of the charges shall be sent to the students' parents/guardians by certified and regular mail. A notice, at least three (3) days prior to the time and place of the hearing shall be sent. The notice should include the hearing procedures as well as state the student's right to counsel. A student or parent/guardian may request the rescheduling of the hearing by demonstrating good cause for an extension. A majority vote of the entire Board of Trustees is required to expel a student for more than ten (10) consecutive days. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Suspended and expelled students are not allowed to participate in any City High sponsored activity.

City Charter High School does not utilize In-school Suspension. However, City High employs restorative practices and in so doing seeks alternatives to suspensions, particularly for non-violent offenses where possible.

AEDY (ALTERNATIVE EDUCATION FOR DISRUPTIVE YOUTH) COMPLAINT RESOLUTION NOTIFICATION PROCESS FOR CITY CHARTER HIGH SCHOOL

If a student is recommended for an AEDY placement for a major violation (i.e. drugs, weapons, or assault), they will receive a formal hearing within 10 days of the incident. An informal hearing takes place within three days. The formal hearing is facilitated by City Charter High School's Solicitor. Additionally, 1-2 Board members serve as the Hearing Officer(s). Students and families are able to produce witnesses on the student's behalf. If the family does not agree with the Board's recommendation, they have the right to appeal the decision. City Charter High also notifies the family in writing of this right and provides them a copy of the adjudication as well as all supporting materials provided as exhibits during the hearing. The student is excluded while they await their formal

hearing, which will take place within 10 days from the date of incident.

If a student is recommended for an AEDY placement as a chronically disruptive student, they will have an informal hearing and also will be entitled to a formal hearing if they disagree with the school administration's recommendation. The formal hearing will be scheduled within 10 days of the recommendation. The student will remain at City Charter High School until the decision rendered at the formal hearing.

This Complaint Process will be provided to students, parent/guardians, and organizations as a part of our annual distribution process of the Student Handbook/Code of Student Conduct. An email alerting parents and families of the Handbook will also be sent. We outline changes to the Handbook so the changes are clear and more apparent. An updated copy of the Handbook is housed on the City Charter High School website, which will be accessible to organizations with whom City High partners.

Behavioral Levels of Violations, Interventions and Disciplinary Actions

The following levels of violations, interventions, and disciplinary actions serve as a guide for addressing violations of the Code of Student Conduct. Our first steps are always to explore interventions in lieu of and alongside disciplinary actions. Our goal is to implement such actions in a way that is responsive, consistent, and equitable. Please know that Administration retains the right to make adjustments based on the uniqueness of various situations.

Level One (Offenses that do not lead to an out-of-school suspension): The following are violations of a less serious nature that do not necessarily pose a threat to the health, safety or property of any person but may negatively impact the learning environment. Staff persons must use appropriate forms of positive, school-wide behavioral interventions and supports to correct the misbehavior. Staff should maintain a record of interventions within the Student Information System, which is accessible to students and their

LEVEL 1		
Violation	Intervention	Disciplinary Actions
Cutting class/leaving without permission	Hallway conversation	After School detention
Dress code violations		Lunch detention
Electronic devices	Dress code- use of City High clothes closet; parent drops off change of clothes; student goes home to change clothes and returns to school	
Evacuation drill violations		Referral to Admin for a restorative conversation
Failure to comply	Parent call home/ conversation	
Fundraising/solicitation		Use of Restorative Practices (i.e. affective statements, restorative questions & circles, small impromptu conferences, etc.)
Late to class/seminar/lecture	Re-teaching of expectations and expected skills/behaviors	
Plagiarism/cheating		
Possession of tobacco products or electronic cigarette products		
Technology violation (nuisance level)		
Unacceptable language		
Unprepared for class or seminar		

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Level Two (Offenses that may lead to an out-of-school suspension):

The following are violations of a serious nature that may pose a threat to the health, safety or property of any person and may negatively impact the learning environment. Staff persons must use appropriate forms of positive, school-wide behavioral interventions and supports to correct misbehavior. Staff should main-

tain a record of interventions and disciplinary actions within the Student Information System, which is accessible to students and their parents/guardians via the Parent Portal. Please note that some items may fall into more than one level depending on the severity of the violation.

LEVEL 2		
Violation	Intervention	Disciplinary Actions
Conspiracy to violate the Code of Student Conduct	Student/Admin Conference	Afterschool Detention
Disorderly conduct, rioting or failure to disperse	Parent call home/conversation	Could result in an out of school suspension of 1-3 days
Electronic recording (audio, camera and video)	Student/Teacher Conference	Confiscation of items
Evacuation drill violations	Student Mediation	Restorative consequence that helps to repair harm
Failure to comply	Use of Restorative Practices (i.e. affective statements, restorative questions & circles, small impromptu conferences, etc.)	
Falsifying information		
Fundraising/solicitation		
Identification card (ID) violations		
Instigation		
Leaving school without permission	Referral to Wellness	
Loitering, unauthorized presence during school hours and criminal trespass	Re-teaching of expectations and expected skills/behaviors	
Loss of school property		
Minor or verbal altercation		
Misconduct		
Physical Aggression/Altercation		
Possession or use of contraband (non-drug, weapon or explosive)		
Possession of obscene and inappropriate material		
Refusal to cooperate with a search that may present a safety threat		
Sexual offenses		
Technology violations		
Threatening another student (non-lethal threat)		
Under the influence of drugs or a controlled substance		
Unacceptable language		
Vandalism		
Vaping (nicotine)		
Repeated violations of lower level		

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Level Three (Offenses that lead to an out-of-school suspension): The following are violations of a more serious nature that do pose a threat to the health, safety or property of any person as well as a disruption to the learning environment. Staff persons must notify an Administrator when a Level 3 violation occurs. The Administrator must investigate the incident including gathering written statements from involved parties and complete appropriate documentation for discipline which may be recommended, such as a

referral for an out of school suspension of 4-10 days. For incidents of bullying or harassment, appropriate Bullying and/or Harassment Forms must be completed. The Administrator will notify the student and parent/guardian of all applicable charges, consequences and due process rights during the disciplinary and investigative process. Please note that some items may fall into more than one level depending on the severity of the violation.

LEVEL 3		
Violation	Intervention	Disciplinary Actions
Assault	Referral to Admin for a restorative conversation	Could result in an out of school suspension of 4-10 days
Bomb threat		
Bullying	Parent call home/ conversation	Confiscation of items
Burglary, Robbery, Theft, Receiving Stolen Goods	Student Mediation	Notification of police, which could result in criminal charges
Fighting or act of violence		
Gambling	Use of Restorative Practices (i.e. affective statements, restorative questions & circles, small impromptu conferences, etc.)	Restorative consequence that helps to repair harm
Gang activity		
Harassment, intimidation, stalking		
Instigation		
Physical Aggression/Altercation	Referral to Wellness	
Possession of contraband items (i.e. drug paraphernalia that does not contain drugs)	Referral to appropriate agency resource	
Possession of obscene and inappropriate material	Re-teaching of expectations and expected skills	
Reckless endangerment		
Refusal to cooperate with a search that presents a safety threat		
Sexual offenses		
Technology violations		
Terroristic threat		
Threatening a school official (i.e. teacher, staff member, etc.)		
Threatening another student (violent but not the level of a terroristic threat)		
Vandalism		
Vaping (nicotine- subsequent offenses)		
Repeated violations of lower levels		

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

Level Four (Offenses that lead to an out-of-school suspension): The following are violations of the most serious nature that pose a threat to the health, safety or property of any person as well as cause a major disruption to the learning environment. Staff persons must notify an administrator when a Level 3 violation occurs. The Administrator must investigate the incident including gathering written statements from involved parties and complete appropriate documentation for discipline which may be recom-

mended, such as a referral for an out of school suspension of 4-10 days. For incidents of bullying or harassment, appropriate Bullying and/or Harassment Forms must be completed. The Administrator will notify the student and parent/guardian of all applicable charges, consequences and due process rights during the disciplinary and investigative process.

LEVEL 4		
Violation	Intervention	Disciplinary Actions
Arson and Related Acts	Student/Admin Conference	Will result in an out of school suspension of 10 days
Assault		
Bomb threat	Parent call home/ conversation	Confiscation of items
Possession or use of any explosive material	Student/Teacher Conference	
Possession, use or distribution of drugs, alcohol or any other controlled substance	Student Mediation	Expulsion (11 or more suspension days)
Possession, use or distribution of a weapon or dangerous instrument	Use of Restorative Practices (i.e. affective statements, restorative questions & circles, small impromptu conferences, etc.)	
Technology violations (i.e. Technology levels 2 & 3; see Technology Policy)		Alternative education placement
Terroristic threat	Referral to Wellness	
	Re-teaching of expectations and expected skills/behaviors	Notification of police, which could result in criminal charges
		Restorative formal hearing

ACCEPTABLE USE OF TECHNOLOGY POLICY

PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the City Charter High School network and computer system as well as acceptable and safe use of the Internet, including electronic communications.

GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the network and computer system and the Internet, including electronic communications, City High considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school's network and computer system and to the Internet enables students and employees to explore online libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. City High expects that faculty will blend thoughtful use of school network/computer systems and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

LIMITED EDUCATIONAL PURPOSE

City High is providing students and employees with access to the network/computer system, which includes Internet access as well as various software packages. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school computing technology system has a limited educational purpose, which includes use of computing technology for classroom activities, educational research, and professional or career development activities. Users are expected to utilize computers, network and Internet access to further educational and personal goals consistent with the mission of City High and school policies. Any other activity, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited-purpose educational network.

USE OF SYSTEM IS A PRIVILEGE

The use of City High computing technology and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of City High computing technology and/or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

CITY HIGH EMAIL

Everyone using a City High email address (name@cityhigh.org) is required to use their own picture or the system default.



UNACCEPTABLE USES OF TECHNOLOGY

The following uses of City High computing technology and Internet resources or accounts are considered unacceptable:

1. Users will not use school computing technology resources to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Information or materials that could cause damage or danger of disruption to the educational process;
 - e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;
 - f. All staff, all student or all school emails without express permission of a staff member.
2. Users will not use City High computing technology resources to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use City High computing technology resources to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use City High computing technology resources to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the computing technology resources such as software, hardware or wiring or take any action to violate the school security system, and will not use City High computing technology resources in such a way as to disrupt the use of the system by others.
5. Users will not use City High computing technology resources to gain unauthorized access to information resources or to access another person's materials, information or files without the direct permission of that person.
6. Users will not use City High computing technology resources to post private information about another person, personal contact information about themselves or other persons,

ACCEPTABLE USE OF TECHNOLOGY POLICY

or other personally identifiable information, including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, photographs or other information that would make the individual's identity traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. These prohibitions specifically prohibit a user from utilizing City High computing technology resources to post personal information about a user or another individual on social networks.

7. Users will not attempt to gain unauthorized access to City High computing technology resources or any other system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on City High computing technology resources may not be encrypted without the permission of appropriate school authorities.
8. Users will not use City High computing technology resources to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use City High computing technology resources for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of City High.
10. Users will not use City High computing technology resources to offer or provide goods or services or for product advertisement.
11. Users will not use City High computing technology resources to purchase goods or services for personal use without authorization from the appropriate school official.

A student or employee engaging in the foregoing unacceptable uses of computing technology resources and/or of the Internet when off school premises may be in violation of this policy as well as other school policies. Examples of such violations include, but are not limited to, situations where City High computing technology resources are compromised or if a school employee or student is negatively impacted. If City High receives a report of an unacceptable use originating from a non-school computer or resource, City High may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to City High computing technology resources and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.

INTERNET FILTERING

With respect to any school owned device with Internet access via the school's network or use of computing technology resources on an outside network, the school can monitor the online activi-

ties of both minors and adults and will employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized are considered reasonable attempts to block or filter Internet access while at school and/or off school property (using school computers) to any visual depictions or web sites that are not considered appropriate for the school's educational mission and goals. The technology protection measures may also be applied to computing technology devices not owned by the school, but given permission for use on the school networks.

CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of City High computing technology resources and use of the Internet shall be consistent with school policies and the mission of City High.

LIMITED EXPECTATION OF PRIVACY

1. By authorizing use of City High computing technology resources, City High does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the City High network.
2. Routine maintenance and monitoring of City High computing technology resources may lead to a discovery that a user has violated this policy, another school policy, or the law.
3. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
4. Parents have the right at any time to investigate or review the contents of their child's files and email files.
5. School employees should be aware that City High retains the right to investigate or review the contents of their school social networking accounts, school websites, text messages, files, data and other materials in files and email files that are generated using school accounts and/or school computing technology resources.
6. City High will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through City High computing technology resources.

LIMITATION ON SCHOOL LIABILITY

Use of City High computing technology resources is at the user's own risk. The system is provided on an "as is, as available" basis. City High will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school owned diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or non-deliveries of information or materials, regardless of the cause. City High is not responsible for damaged, lost, or unobtainable data stored on

ACCEPTABLE USE OF TECHNOLOGY POLICY

non-school owned, personal storage devices such as thumb drives, flash drives, USB hard drives, etc. City High will not be responsible for financial obligations arising through unauthorized use of the computing technology resources or the Internet.

PARENT RESPONSIBILITY

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offen-

sive media. Parents are responsible for monitoring their student's use of City High computing technology resources (such as student laptops) and of the Internet if the student is accessing the school system from home or a remote location. Parents will be notified that their students will be using school resources/accounts to access the Internet.

CONSEQUENCES FOR INAPPROPRIATE USE

NOTE: The Principal reserves the right to exercise discretion for all technology violations. This rubric serves as a guide but repeated violations may be dealt with on an individual basis.	Level 1 –Nuisance Violations such as but not limited to downloading and playing games/ music, watching YouTube (not class related), use of Instant Messaging and Social Networking, unauthorized use during classroom time.	Level 2 –Ethical Violations such as but not limited to downloading and/or installing non-approved software, pornographic images, movies and excessive music or video files	Level 3 – Cyber Stalking/ Bullying AND Network Security Violations such as but not limited to password compromise, use of proxy servers, attempts at hacking network/Internet servers, theft of identity
First Offense	Workforce taken and phone call home	Laptop is taken Lose machine for 3 school days Phone call home	Level 3 violations will be dealt with on a case by case basis by Administration and may involve law enforcement.
Second Offense	Workforce taken and phone call home	Above measures + Lose machine for 5 school days	
Third Offense	Above measures + Laptop taken for a full day	Above measures + Afterschool Detention assigned	
Fourth Offense	Above measures + Laptop taken for additional days (to be determined by Administration)	Above measures + Laptop taken for additional days (to be determined by Administration)	
Any Additional Offense	Consequences will be determined by Administration on a case by case basis.		

TECHNOLOGY - LOSS, THEFT, DAMAGE, WARRANTY

All students at City Charter High School are provided with a laptop computer for their use. Before students may take their laptops home, parents and students must sign off on both the Acceptable Use of Technology Policy and the Procedures for Repair Policy.

Warranty and Damages

Every City Charter High School laptop contains a 4 year warranty. This will provide complete protection for all repairs, accidental breakage and maintenance. The students should never have to pay for any laptop repair that is covered by the warranty. However, damage done to the computer through misuse, vandalism, or repeated breakage, is NOT considered "accidental" and must be paid for by the student responsible for the computer. In case of misuse, neglect, vandalism or repeated breakage, the following

represent some common replacement parts and approximate costs that will be incurred by the parent and paid to City Charter High School:

(Note: The accidental damage coverage allows for only 1 claim per school year.)

ADDITIONAL REPAIR FEES	
KEYBOARD	\$35
SCREEN	\$80
PLASTIC CASE (Bottom Plastic)	\$50
PALM REST (Touch Pad)	\$35
SYSTEMBOARD (Motherboard)	\$250

ACCEPTABLE USE OF TECHNOLOGY POLICY

Loss

Students are also responsible for lost laptops or their components. Loss is not covered by the school's commercial insurance policy. If a student loses a laptop, battery or ac adapter they must pay the school for the item. Students who owe the school for lost, damage or vandalized laptops must repay the school in full or setup a monthly payment plan. In case of a loss, students will not be allowed to take another laptop home until payment is made in full. Students will have access to a laptop during the school day as long as they continue to make monthly payments. In case of loss, the following approximate costs will be incurred by the parent and paid to City Charter High School:

AC Adapter Replacement: \$50

Battery Replacement: \$50

Laptop Loss: \$500.00 (1st time), \$800.00 (2nd time)

Theft

City Charter High School defines theft as when a student either 1) has their laptop equipment forcibly taken from their possession or 2) has their laptop taken when it is locked up. If a student's laptop is stolen the student must produce a Police Report to City High:

Theft w/Police Report:

1st Occurrence – No Cost

2nd Occurrence - \$500

3rd Occurrence - \$800

TITLE IX POLICY

POLICY ON NONDISCRIMINATION

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

APPLICABLE SCOPE

The core purpose of this policy is to prohibit sexual harassment and retaliation. When an alleged violation of this policy is reported, the allegations are subject to resolution using the process as detailed below.

This policy specifically applies, but is not limited, to allegations by or on behalf of students or employees that have been sexually harassed or sexually assaulted in or related to the school environment, whether by other adults or students. This procedure does not apply to complaints alleging violations of Title IX for equal access to athletic opportunities, nor other forms of sex discrimination, such as different treatment based on sex. Such complaints are covered under City High's nondiscrimination policies and procedures.

The procedures below may be applied to incidents, to patterns, and/or to the school climate, all of which may be addressed and investigated in accordance with this policy.

TITLE IX COORDINATOR

The Coordinator of School Counseling serves as the Title IX Coordinator and oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating City High's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment and retaliation prohibited under this policy.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Dr. Dara Ware Allen
Title IX Coordinator
CEO and Principal
201 Stanwix Street, Pittsburgh PA 15222
412-690-2489 extension 101
dwallen@cityhigh.org • www.cityhigh.org

City High has also classified all employees as Mandated Title IX Reporters of any knowledge they have that a member of the

community is experiencing sexual harassment and/or retaliation.

The section below on Title IX Mandated Reporting details the responsibilities and duties that all City High School employees have as Mandated Reporters under Title IX.

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

For complaints involving employees: Equal Employment Opportunity Commission (EEOC) <https://www.eeoc.gov/>

DEFINITION OF SEXUAL HARASSMENT

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the Commonwealth of Pennsylvania regard Sexual Harassment as an unlawful discriminatory practice.

City High has adopted the following definition of Sexual Harassment in order to address the unique environment of an educational setting.

1. **"Quid Pro Quo" Sexual Harassment:** Quid pro quo harassment occurs when a school employee, such as a teacher, causes a student to believe that he or she must submit to sexual conduct, sexual advances, or grant sexual favors or that accepting or rejecting of such conduct or communications will be used as a factor in decisions affecting the student's education. For example, when a teacher threatens to fail a student unless the student agrees to date the teacher, it is quid pro quo harassment. Similarly, quid pro quo harassment can occur when an employee's supervisor makes unwelcome sexual advances or requests sexual favors and the employee reasonably believes that submitting to that conduct or communication is a condition of obtaining employment or that accepting or rejecting that conduct or communication will be used as a factor in employment decisions.
2. **"Hostile Environment" Sexual Harassment:** Hostile environment sexual harassment is conduct of a sexual nature that is sufficiently serious that it interferes with, limits, or denies a person the ability to participate in or benefit from a program, education, or environment. For students, hostile environment sexual harassment means unwelcome conduct of a sexual nature that is sufficiently serious that it interferes with, limits, or denies a student the opportunity to participate in or benefit from an education program or activity. For employees, a hostile work environment is created when unwelcome conduct of a sexual nature is sufficiently serious that it interferes with, denies, or limits the employee's work performance or work environment.

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- a. The term “conduct” includes, but is not limited to:
 - i. verbal comments, including unwelcome sexual advances, requests for sexual favors, and
 - ii. derogatory remarks;
 - iii. nonverbal conduct, such as graffiti, text messages, or notes; and/or
 - iv. physical conduct such as sexual touching, fondling, sexual assault, rape, and other forms of
 - v. sexual violence.
 - b. The term “of a sexual nature” is a broad term that includes conduct or comments about sex (the physical act), based on sex (persons being male or female), or based on sex or gender based stereotyping.
 - c. In determining whether conduct is “sufficiently serious” as to interfere with, deny, or limit education or employment so as to rise to the level of sexual harassment, City High will examine all the circumstances, including: the type of harassment (e.g., whether it was verbal or physical); the frequency and severity of the conduct; the age, sex and relationship of the parties; the setting and context in which the harassment occurred; whether other incidents have occurred at the school; and other relevant factors. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. For instance, a single instance of rape is sufficiently severe to create a hostile environment.
3. **Other conduct defined by federal law:**
- a. Sexual assault
 - b. Dating violence
 - c. Domestic violence
 - d. Stalking

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

INDEPENDENCE AND CONFLICT-OF-INTEREST

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and any related Title IX procedures or guidelines.

The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case or biased for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the City High Board President Gerry Dudley at gerry.dudley@cbre.com or gdudley@cityhigh.org. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct committed by the Title IX Coordinator should be reported to the City High Board President Gerry Dudley at gerry.dudley@cbre.com or gdudley@cityhigh.org. Reports of misconduct committed by any other Title IX Team member should be reported to the Title IX Coordinator.

NOTICE/COMPLAINTS OF SEXUAL HARASSMENT AND/OR RETALIATION

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

4. File a complaint with, or give verbal notice to, the Title IX Coordinator Dr. Dara Ware Allen, dwallen@cityhigh.org, 412-690-2489, ext. 101. A report may be made at any time (including during non-school hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.

A Formal Complaint means a document submitted or signed by the Complainant or their parent/guardian or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that City High Schools investigate the allegation(s). The school's formal complaint form can be accessed at www.city-high.org.

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail or by using the contact information above.

SUPPORTIVE MEASURES

City High will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

ONLINE SEXUAL HARASSMENT AND/OR RETALIATION

The policies of City High are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on City High's education program and activities or use of City High's networks, technology, or equipment.

Although City High may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to City High, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the City High community.

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Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of City High's control (e.g., not on City High networks, websites, or between City High email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

RETALIATION

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. City High will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

City High and any member of City High's community are prohibited from intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and related procedures and guidelines.

Filing a complaint under another school policy could be considered retaliatory if those charges could be applicable under this policy, when the charges are made for the purpose of interfering with or circumventing any right or privilege provided under this policy that is not provided under the other school/district policy that was used. Therefore, City High vets all complaints carefully to ensure this does not happen, and to assure that complaints are tracked to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

MANDATED TITLE IX REPORTING

All City High employees (teachers, staff, administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately. This includes employees who might otherwise be considered confidential resources.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting school resources. In school, some resources may maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation. They may offer options and resources without any obligation to inform an outside agency or school official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at City High for a Complainant or third-party (including parents/guardians when appropriate):

CONFIDENTIAL RESOURCES

Because all City High employees are required to report actual or suspected sexual harassment or retaliation, any such information a Complainant shares with any City High employee cannot remain confidential.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with a non-City High employee. Following are some confidential community-based resources:

- Employee Assistance Program
- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

All of the above-listed individuals are not City High Schools employees and may maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor, or when required to disclose by law or court order.

MANDATED TITLE IX REPORTERS AND FORMAL NOTICE/COMPLAINTS

All employees of City High are Mandated Title IX Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

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Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Failure of a Mandated Title IX Reporter to report an incident of sexual harassment or retaliation of which they become aware is a violation of City High policy and can be subject to disciplinary action.

Though this may seem obvious, when a Mandated Title IX Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though City High is technically not on notice when a harasser is also a Mandated Title IX Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Title IX Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

WHEN A COMPLAINANT DOES NOT WISH TO PROCEED

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the school and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether City High proceeds when the Complainant does not wish to do so.

EMERGENCY NOTIFICATIONS

City High may issue emergency notifications for incidents that are reported and pose a serious or continuing threat of bodily harm or danger to members of the school community.

City High will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

These notifications may be issued school-wide or may be limited to those members of the community who are potentially impacted. The Title IX Coordinator will work in conjunction with the appropriate school officials in determining the scope and content of the notification that may be issued.

FALSE ALLEGATIONS AND EVIDENCE

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false

evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under City High policy.

AMNESTY FOR COMPLAINANTS AND WITNESSES

The City High community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to City High officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the City High community that Complainants choose to report misconduct to City High officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, City High maintains a policy of offering parties and witnesses amnesty from minor policy violations related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

In determining whether to offer amnesty, the Title IX Coordinator will consider factors such as: the nature and severity of the policy violation; the age of the individual; the impact on the health and safety of the individual and the school community; and the best interests of the school community.

Students: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to seek assistance.

City High maintains a policy of amnesty for students who offer help to others in need.

RECORDKEEPING

City High will maintain for a period of seven years records of:

- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
- Any disciplinary sanctions imposed on the Respondent;
- Any remedies provided to the Complainant designed to restore or preserve equal access to City High's education program or activity;

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- Any appeal and the result therefrom;
- Any Informal Resolution and the result therefrom;
- All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an Informal Resolution process. City High will make these training materials publicly available on City High's website.; and
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
- The basis for all conclusions that the response was not deliberately indifferent;
- Any measures designed to restore or preserve equal access to City High's education program or activity; and
- If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

City High will also maintain any and all records in accordance with state and federal laws.

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