

Parent Signature Form Agreements

Use of Student Photograph

Throughout the school year, we will showcase student work and projects on the City Charter High School website and in promotional materials. Also, at times the local media-newspapers, radio and/or TV may feature a City Charter High School student's picture or interview. We will abide by your selection on the Parent Signature Form for usage of your child's photograph.



201 Stanwix Street
Suite 100
Pittsburgh, PA 15222
(412) 690-2489
Fax: (412) 690-2316
www.cityhigh.org

Student Lockers

I acknowledge and understand that:

- ✓ Student lockers are the property of City Charter High School and they remain, at all times, under the control of City Charter High School.
 - ✓ I also understand that I am never permitted to share my locker or locker combination with any other student.
 - ✓ I am expected to assume full responsibility for my school locker and City Charter High School retains the right to inspect student lockers for any reasonable suspicion, OR at random without notice, without student consent, OR without a search warrant.
 - ✓ Students have the right, with cause, to request a change of locker.
-

Field Experiences

The educational program at City Charter High School will occasionally take students on field experiences during the school day. Transportation to these locations will be either through Port Authority or walking. **All field experiences will be chaperoned by City Charter High School staff.** This permission form covers these educational program field experiences. If a field experience has a cost associated with it, or requires transportation by school bus, a separate permission form will be sent home for a parent/guardian signature. Parents are notified ahead of time of field experiences that require travel beyond the city of Pittsburgh boundaries.

Title One

Please refer to the double-sided Title One information sheet in this packet.

Dress Code

The dress code handout in this packet and in the student handbook outlines the City Charter High School dress code. Parents and students are obligated to comply with the dress code. Any student not in dress code will be sent home to change. Being sent home for a Dress Code Violation is an unexcused absence.

Handbook

5 sections of the handbook are in this packet: Attendance Policy, Dress Code, Technology-Acceptable Use policy, Social Media Policy, and the Student Code of Conduct. Students will receive and bring home the full handbook during the first week of school. Updates to the handbook will be sent home at the start of each school year. Parents and students are obligated to read, become familiar with, and be held accountable for the contents of the Student Handbook.

TITLE ONE PARENT – STUDENT-SCHOOL COMPACT

City Charter High School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.



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School Responsibilities

City Charter High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state's student academic achievement standards as follows:
 - ✓ Combine relevant curriculums and align them to the State standards.
 - ✓ Provide after school tutoring programs to allow students to receive assistance with regular school work.
 - ✓ Tracking will not be utilized in classes thus exposing all students to high quality curriculum.
 - ✓ Differentiate the instruction in classes ensuring the individual needs of students are met.
 - ✓ Ensure that appropriate instructional techniques are utilized through regular peer and administrator observation of teachers.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held on Columbus Day in October and Presidents' Day in February as well as on an as needed basis for individual students.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - ✓ Trimester Report Cards
 - ✓ Online information that is regularly updated.
 - ✓ Achievement test results as soon as they are available.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - ✓ Appointments can be made with individual teachers, advisors and grade level teams during the daily planning time allotted to teachers and/or before and after school.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - ✓ To participate as appropriate in classrooms discussions and presentations.
 - ✓ To observe classes with permission of the school administration.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- ✓ Making sure that all homework is completed.
- ✓ Monitoring amount of television children watch.
- ✓ Volunteering to participate in my child's education.
- ✓ Participating, as appropriate, in decisions relating to my child's education.
- ✓ Promoting positive use of my child's extracurricular time.
- ✓ Staying informed about my child's education and communicating with the school by promptly reading all notices from the school either received by my child or by mail and responding, as appropriate.
- ✓ Serving, to the extent possible, on advisory committees.
- ✓ Adhering to the attendance policy.
- ✓ Reviewing the online parent portal weekly.
- ✓ Keep early dismissals to a minimum and only for emergencies.
- ✓ Participate in scheduled parent conferences.
- ✓ Establish a set time when my child is expected home from school.
- ✓ Insist on appropriate classroom behavior.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards.

As I enter City Charter High School I pledge to do the following:

- ✓ Follow **all** of the rules and policies of the school, **all** of the time.
- ✓ Work diligently to improve all of my skills, increase my knowledge and become proficient on all of the state standards.
- ✓ Turn in **all** homework.
- ✓ Adhere to **all** provisions of the dress code, everyday.
- ✓ Work cooperatively with students and staff.
- ✓ **Respect all** students and staff.
- ✓ Follow the direction of the staff.
- ✓ Bring my ID card everyday.
- ✓ Dress appropriately for physical education.
- ✓ Spend extra time studying for classes that are the hardest for me.
- ✓ Be open minded, willing to listen to the opinions of others especially when they differ from mine.
- ✓ Support my fellow classmates in their quest for academic excellence.
- ✓ **Value achievement for myself and others.**
- ✓ Take care of my computer and other materials provided by City High.
- ✓ Take care of my school environment.
- ✓ **Be on time to school every morning and to every class every day.**
- ✓ **Attend school everyday unless ill.**



• DRESS CODE at CITY HIGH •

A Dress Code update/reminder will be sent home with every trimester report card mailing.

This update/reminder is an addition to the Dress Code information that is already in the Student Handbook.

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

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

The Dress Code applies at all school related activities and remains in effect when students participate in field experiences, Internships, college visits, classes at partner institutions and programs/activities incorporated into the school schedule. The Dress Code only changes on days when students participate in special field trips that require 'dress down' attire. Examples of these trips are Laurel Caverns, 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.

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

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



ACCEPTABLE BUSINESS ATTIRE

Females and Students who Identify as Females

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

Males and Students who Identify as Males

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

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



THE FOLLOWING ITEMS ARE NOT APPROPRIATE FOR SCHOOL

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

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

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

Dress Code

Professional attire as defined by the administration of City High

Prepare students to dress for workplace

When revised, updates are sent home in the report card mailing

- ❖ Tip: keep a pair of dress code appropriate shoes, a shirt & a pair of pants in your locker – just in case!



School policies – Dress Code

Students must be in dress code upon entering the building.

Students out of dress code will be sent home to change.

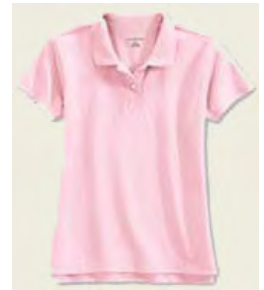
Missing class due to dress code is an unexcused absence that could result in a “DAT”
(class failure due to attendance).

Dress code - Females

Dress blouse or shirt with a collar

Sweaters, vests and blazers

Dress Pants: full cut, boot leg, straight leg, full length or ankle pants



Dress Code – Females

Dresses and skirts: must be knee length or longer and skirts must originate at the waist

Dress shoes with a closed toe



Dress Code – females

Sleeveless/spaghetti strap blouses must be worn with a sweater

Cami's must be worn with a sweater that buttons up (cardigan)

Remember the 3 B rule!



Dress Code - Males

Shirts: Button down shirts, polos, and turtlenecks

- ❖ Must be tucked in
- ❖ Collar

Sweaters, vests and blazers



Dress Code - Males



Pants: full cut, boot leg, straight leg full length pants only, MUST originate at the waist and cannot sag

Shoes: dress shoes or loafer type shoes



What not to wear

- ❖ Denim or any clothing that looks like denim
- ❖ Logos, pictures, insignias or branding larger than two inches in diameter
- ❖ Shirts and sweaters with a hood
- ❖ Any clothing with a person's image
- ❖ Pants with more than 2 pockets in the front and 2 pockets in the back and/or have rivets
- ❖ Pants with pockets stitched on the outside of the pant
- ❖ Halter tops or strapless tops and dresses
- ❖ T-shirts, tank tops, Henley's/long john type shirts

What not to wear-Examples

T-shirt



Strapless shirt



Camouflage



Henley shirt



Cami
without a
sweater



Hood



Denim



Skirt does not come to
top of knee

What Not to wear-pants

Denim or looks like denim



Flare pants



Yes-Shirt tucked in



No-Shirt Untucked



Yes-Cami under a button-up sweater



No-Cami under a sweater that does **not** button



Yes-Skirt to the top of knees



No-Skirt **not** to the top of knees



Yes-All in Dress Code



- ❖ Refer to your handout for more detailed information on dress code and what is acceptable and unacceptable
- ❖ E-mail us pictures or any questions that you have about dress code
 - ❖ Ms. Welch – welch@cityhigh.org
 - ❖ Ms. DeLaRosa – delarosa@cityhigh.org



Orientation Handbook

June 2020

WELCOME TO CITY HIGH

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

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

Sections reviewed at orientation:

- | | | |
|---------------------------------|-----------------------|-------------------------------|
| 1. Academic Programs | 5. Code of Conduct | 11. School Attendance |
| 2. Acceptable Use of Technology | 6. Dances | 12. Social Media |
| 3. Board of Trustees | 7. Dress Code | 13. Special Events Guidelines |
| 4. Clubs | 8. Field Experiences | 14. Special Events Dress Code |
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• 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 has a policy of nondiscrimination on the basis of race, age, gender, religion, sexual orientation, color, national origin, handicap or disability, as applicable in its educational program, activities and employment policies. This policy is in compliance with Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Regulations of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all other applicable state, federal and local laws and ordinances.

• BOARD OF TRUSTEES •

1. David Lehman, President
2. William Stayduhar, Treasurer
3. Rasha Brown, Parent Representative
4. Douglas Anderson
5. Valerie Njie
6. Dr. Cynthia Tananis
7. Gerry Dudley
8. Teri Dillon, Board Secretary
9. Wayne DeLuca, Solicitor

PARENT BOARD MEMBER

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

• ACADEMIC PROGRAMS •

CURRICULUM CLUSTERS

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

City Charter High School models workplace and college environments. Students are provided with tools, learning activities and projects that mirror the world of work and the world of college. We have high expectations that every student can succeed at becoming a communicator, a problem solver and a collaborator. The academic program is built on clustering of the PA Chapter 4 Academic Standards. This clustering allows for flexibility in scheduling and staffing as well as providing a common sense approach to interdisciplinary, project-based learning.

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

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

Information Literacy – Research; Graduation Project.

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

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

COURSE REQUIREMENTS

CULTURAL LITERACY

English Language Arts (8 trimesters)

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

Social Studies (8 trimesters)

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

Information Literacy (4 trimesters)

Research 9
Research 10
Graduation Project 11
Graduation Project 12

World Languages (2 trimesters)

Spanish 1 (10th grade)

SCIENTIFIC LITERACY

Mathematics (10 trimesters)

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

Science (8 trimesters)

Physics (9th)

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

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

WORKSKILLS LITERACY

Financial Literacy (3 trimesters)

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

Technology (5 trimesters)

Tech Applications 9
Web Applications 10
Advanced ADOBE and MOS

Career Readiness (4 trimesters)

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

Service Learning (1 trimester)

Service Learning (12th Grade)

WELLNESS LITERACY

Fitness and Health (1 trimester)

Fitness 9
Health 9

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

All students are required to maintain a full schedule

AND carry a minimum of 6 courses per trimester through graduation.

THE 12TH GRADE MODEL

The new 12th Grade Model provides students with the type of experiences they will encounter in college or at a job placement. The new 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)

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”. 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.

INTERNSHIP

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

SERVICE LEARNING

City High requires all seniors to complete a Service Learning course where they participate in activities to serve a community organization. The service learning consists of a minimum of 44 hours over the course of one trimester. Students complete 4 hours of active service each week. Service learning hours must be completed during the school day (8:00 am - 4:00 pm). This course is counted into the total number of elective courses needed to successfully complete the graduation requirements of City High. Students are required to log their hours via an online program (X2Vol) and grades are determined by total numbers of hours completed. Service Learning is an elective credit on the transcript.

HONORS POLICY

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

The City High Honors program has the following attributes:

Students do honors work in the regular heterogeneously grouped classrooms

Honors Credit is given within a course for work over and above the core curriculum
Honors Credit is offered in English, Social Studies, Mathematics, and Science
Honors Credit is offered in 10th through 12th grade
Students enter Honors at the beginning of the trimester. Students are allowed to drop Honors any time during the first four weeks of a given trimester.

9th grade offers an Honors-prep program. 9th grade courses will provide interested students “honors type” assignments. Students have option of including or not including those assignments in their class grade. The goal of the Honors-prep program is to encourage students to participate in more challenging academic work. 10th, 11th and 12th grade students must stay in Honors for the entire year-long class.

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.

HEALTH AND PHYSICAL EDUCATION

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

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

City High makes locks available to students. These locks are for the lockers in the fitness area. To ensure that a student’s property is not taken, students are required to use the lock provided by City High not is responsible for items taken from lockers that do not have locks on them. Locks borrowed from City High must be returned at the end of the trimester or student will be charged a replacement cost of \$8.00.

Successful completion (C or better grades) of Physical Education and Health are required for graduation. This requirement also applies to transferring 10th graders.

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.

All Physical Education classes missed must be made up before the end of the trimester. Exceptions are only made when serious illnesses or injuries occur and a doctor’s note is provided.

PHYSICAL EDUCATION ELECTIVE

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.

GRADING PROCEDURES

A City Charter High School grade measures and reflects both engagement (process) and final products. We focus on engagement in an effort to encourage students to take an active role in their academics and work hard in order to pass their courses with a grade of a C or higher. The goal of standardizing grading procedures is to ensure that students who struggle to buy-in and have yet to display the work ethic needed to achieve at high levels are not critically hampered by a single missed assignment or a “zero in the grade book”. Teachers will update grades at least every two weeks. All current grades can be located on the Portal in which students, parents and teachers have access.

Grade	Descriptive System	Numerical System
A	The student has achieved the learning standards at the ADVANCED level. They have demonstrated unusual depth and breadth of understanding and are performing with distinction.	90 - 100%
B	The student has achieved the learning standards at the PROFICIENT level. They are performing at a level consistent with that expected by the Pennsylvania Department of Education.	80 - 89%
C	The student has NEARLY ACHIEVED PROFICIENCY on learning standards. The student needs to improve in some of knowledge or process in order to graduate with the Seal of Proficiency.	70 - 79%
D	The student NEEDS SIGNIFICANT IMPROVEMENT before they reach proficiency on the learning standards. If they remain at this level, they will not be able to graduate.	60 - 69%
E	The student has NOT ENGAGED in the learning process.	0 - 59%

REPORT CARD

Report cards are issued and mailed at the end of every trimester. Below is an example of the official City Charter High School Report Card.

City High "High School at Life-Speed"

Student Name
Grade: 09
Advisor: Mr. Henry

Trimester 2 Report Card
School Year: 2017-18

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

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

Cumulative GPA

Weighted: 3.50 **Unweighted: 3.50**
(GPA includes ONLY CCHS courses from all years with FINAL grades)

School Attendance Record

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

Units Earned to Date: 4

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

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

*Weighted GPA

Grading Key

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

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

• SABBATICAL POLICY •

City Charter High School is committed to providing its students with the best educational programming possible. Often there are opportunities in the region or across the country that are consistent with City Charter High School's educational program. Examples of such programs include, but are not limited to, the Pennsylvania Governor's Schools, NASA Space Camp, the Pittsburgh Public Theater's Shakespeare program and the Student Conservation Association National Parks programs. Because outside programs often occur during the City Charter High School calendar, students may apply for a sabbatical to participate in the outside program. Applications must be received at least 8 weeks prior to the sabbatical's start. In general, qualifying programs must:

- Provide an academic opportunity that is **superior** to the existing City Charter High School program
- Furthers the student's education in a manner consistent with the mission of City Charter High School
- Be consistent with the student's career plans

REQUIREMENTS FOR THE SABBATICAL APPLICATION

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

- B grade or higher during the previous AND current trimesters in all courses including Workforce Readiness
- 95% attendance (Present AND On Time)
- Cumulative GPA of 3.0 or above
- No disciplinary referrals in the previous AND current trimesters

• SCHOOL ATTENDANCE •

CITY CHARTER HIGH SCHOOL ATTENDANCE POLICY

After seven school absences a trimester, the student will fail all courses that trimester. **Absences include those that are both excused and unexcused.** An absence is when a student does not card swipe or sign into the school's attendance system. If a student misses 50% of a class (arriving late or leaving early), he or she will be marked absent for that session.

If there are extenuating circumstances that have caused more than 7 absences in a trimester, parents/guardians must obtain approval for these absences from the CEO/Principal. In order for the CEO/ Principal to make exceptions to the City Charter High School 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, 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 will call the parent when necessary to confirm the excuse.

EARLY DISMISSALS - POLICY AND PROCEDURES

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

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

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

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

EXCUSED AND UNEXCUSED

- A parent note submitted within three (3) days of the absence will change an Unexcused Absence to an Excused Absence, BUT the absence still counts against attendance.
- A medical note indicating the student may not be in attendance is marked Absent Does Not Count (ADNC) and does not count against the attendance total for that trimester.
- A doctor's excuse for an appointment does not excuse the day. Everything prior to/after the appointment will be unexcused. (A 2:00 appointment does not excuse the morning; a 9:00 appointment does not excuse the afternoon.)

• **HEALTH and WELLNESS** •

DROP-IN PROGRAM

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

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

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.

• **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, and they 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

Students may add money to the debit part of their ID cards by bringing in cash or a money order to give to the Cafeteria Manager before 8:00 AM each morning.

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

EAR BUDS

Ear Buds are issued to all 9th grade students at the school's expense. The Ear Buds are required in certain classes and must be used for educational purposes only. The Ear Buds are marked with an inventory tag that may not be removed. If a student loses, damages or destroys his/her Ear Buds, the replacement cost is \$5.00.

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

ELECTRONIC DEVICES RULES AND REGULATIONS

Cell phones and electronic devices (including Smart watches) must be turned off before entering school and may not be turned back on until student leaves for dismissal. Cell phones and electronic devices are not to be used during the school day. These items must be kept in the student's locker not in a purse, pocket or anywhere else. Cell phones and electronic devices may never be used while a student is in the building, on field-trips or going to or from any activity during the instructional day.

VIOLATIONS AND PENALTIES

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

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

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

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.

FOOD - EATING IN THE BUILDING

Students ARE NOT permitted to enter the building eating or drinking. Open food and beverages MUST BE consumed prior to entering the building. Open food 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.

FUNDRAISING 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 Accounts:

- 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.
- Student accounts 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

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.

LOCKERS

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

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

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

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

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

LOST AND FOUND

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

LUNCH

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

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 immediately cancel the meeting and the parents will be escorted from the building. This type of behavior may result in the parent(s) being banned from the school and may require the parent to provide, at their expense, a mediator for future meetings.

RESTROOMS

LOITERING IN THE RESTROOMS IS NOT PERMITTED.

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 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. Parents are asked to leave messages for students only in extreme emergencies. Students are not allowed to bring pagers to school or school functions.

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.

- **CITY CHARTER HIGH SCHOOL DOES NOT ISSUE OR REPLACE BUS PASSES OR CONNECT CARDS.**
- Students who lose their monthly bus pass/CONNECT CARD will be given A one-TRIP CONNECT CARD to get home.
- City High will provide one SINGLE TRIP CONNECT CARD PER trimester to students who lose their monthly bus pass/CONNECT CARD.

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

VISITORS

Visitors must enter the building using the 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.

• SPECIAL EVENTS GUIDELINES •

There are situations when students may not be permitted to attend an Overnight Trip.

1. A student may not attend an overnight 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 school trips for extreme misbehaviors 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 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.

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 ATTENDANCE REQUIREMENT

Students are required to attend school for the entire day on the day before an overnight trip. 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.

SPECIAL EVENTS ACADEMIC REQUIREMENT

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

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

• DANCES •

A dance is held each trimester. The Fall Dance is a casual event. The Winter Snowball is a semiformal event and generally takes place in February. Prom is held in spring.

Participation in the prom is limited to Seniors and their guests. All guests must be at least sophomores in high school, but may not be over twenty years old. A photo copy of each guest's photo ID card (school ID with a birthdate, state ID or driver's license) must be provided with the permission slip. Guests must prove that they are either attending school or employed.

The Winter Snowball and the Prom require that students adhere to the prescribed dress code for these events. This dress code is prescribed by the administration of City High.

A permission form for City High students that details the dance dress code and rules is sent home prior to each event. The guest section of the permission form must be completed for guests.

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 on the day of a dance, then he/she cannot attend the dance that evening.

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

ILLICIT 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 Pyle and seniors to the Teen Quest ranch.

A special event is planned for each class during the spring. This year the freshmen trip was a one-day event to Presque Isle. Sophomores spent the day at Niagara Falls, and the juniors went to New York City for three days. Additionally, juniors can apply to participate in a trip to Costa Rica. This trip is collaboration between the Social Studies and World Languages departments. It is a 10-day trip and students are selected according to criteria and course requirements developed by the two departments.

Dances and 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 from a school sponsored activity will be sent home via ZTrip. The parent(s) will be billed for the cost.

• CLUBS •

ART CLUB

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

FIRST ROBOTICS CLUB

FIRST Robotics exists to provide an introduction to science, technology, and business in a uniquely engaging manner to the students of City Charter High School. The Short Circuits compete in the FIRST Robotics competition, a competition that challenges teens from all over the world to create a fully functional robot that is designed to complete specific tasks. 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).

SAGE

Students for the Advancement of Global Entrepreneurship –SAGE was founded to help create the next generation of entrepreneurial leaders. City High SAGE students create and operate businesses, take care of book keeping, scheduling, marketing and public relations, sales, and community outreach and volunteering. SAGE is open to students in grades 9 - 12 who are interested in entrepreneurship.

SPRING MUSICAL

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

YOUNG PLAYWRIGHTS

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

• CODE OF STUDENT CONDUCT •

This Code of Student Conduct has been developed to promote a safe and productive environment for staff and students. The conduct required by this Code applies to all students on the School campus or offsite locations where a School function or activity is being held. Official locations include, but are not limited to - Port Authority transportation vehicles, bus or “T” stops being used for transportation to and from School or School activities, and areas where students congregate before the start of School and after dismissal.

The School campus is considered those floors of the building being utilized by the School, all access hallways and stairwells between those floors, elevators, common areas in the building (for example, lobbies) that are accessible by the students, and the city block within which the school building is located. Violation of any provision of the Code may result in suspension and/or expulsion, or other

appropriate sanctions. When a violation is also a violation of Federal, state or local laws, the appropriate law enforcement agency may be contacted.

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

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

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

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

ARSON AND RELATED ACTS

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

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

ASSAULT

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

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

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

Under the law, a student who assaults a school employee will be charged with aggravated assault.

BOMB THREAT

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

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

BULLYING

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

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 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.

CONSPIRACY TO VIOLATE THE CODE OF STUDENT CONDUCT

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

CUTTING CLASS/LEAVING CLASS WITHOUT PERMISSION

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

DISORDERLY CONDUCT, RIOTING OR FAILURE TO DISPERSE

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

DRESS CODE VIOLATIONS

Students must enter the building dressed appropriately. Only shoes may be changed at a student’s locker. Students may not change clothing after school or before going to any off-site location where a School activity or function is being held. If a student is not dressed in accordance with the Dress Code set forth in the Student Handbook, the student will call their parent and be sent home to change into proper attire. If the parent cannot be contacted, the student will spend the day doing

alternate assignments and eating lunch in the School office. Repeated violations will necessitate a parent conference.

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

ELECTRONIC DEVICES

Electronic devices must be kept in the student locker and turned off at all times. Cell phones may only be used outside before or after school. Electronic devices will be confiscated if they are used during the instructional day. 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.

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, plagiarism, willfully making false statements and a failure on the part of the student to properly identify him or herself.

FIGHTING OR AN ACT OF VIOLENCE

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

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

FUNDRAISING/SOLICITATION

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

GAMBLING

Any form of gambling is a violation.

GANG ACTIVITY

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

HARASSMENT, INTIMIDATION, STALKING

A student shall not engage in any form of harassment or any act of intimidation for the purpose of obtaining money, property or other advantages, or to induce fear. A student shall not engage in any conduct or language that harasses others, including but not limited to slurs, jokes and other verbal, graphic or physical conduct relating to an individual's religion, ancestry, sex, national origin, age or handicap/disability. This includes cyber acts of harassment, intimidation and stalking which occur during the school day. City Charter High School cannot be responsible for social media violations which occur during non- school hours. Those violations should be referred to the police.

IDENTIFICATION CARD VIOLATIONS

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

LATE TO CLASS/SEMINAR/LECTURE

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

LEAVING SCHOOL WITHOUT PERMISSION

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

LOITERING, UNAUTHORIZED PRESENCE DURING SCHOOL HOURS AND CRIMINAL TRESPASS

Students are prohibited from entering or remaining in the building without authorization. Further, during instances where students are authorized to be on School property, they are prohibited from

entering unauthorized areas of the building. Student presence is only permitted on City Charter High School floors. Failure to follow this policy is a violation.

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

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 are speaking out in class out of turn, physical horseplay (pushing, 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. Acts of misconduct are a violation.

Public displays of affection are also considered misconduct. Students may not hold hands, kiss, have inappropriate physical contact or otherwise display affection for each other while attending School, or at School-sponsored activities.

Throwing snowballs or other objects or causing annoyance, alarm, is also unacceptable.

PLAGIARISM/CHEATING

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

POSSESSION OF OBSCENE AND INAPPROPRIATE MATERIAL

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

Inappropriate material 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, 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, firecrackers, incendiary devices or related explosive materials is a violation. These items are considered weapons. Please refer to the weapons policy set forth in this Code.

POSSESSION or use of CONTRABAND

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

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

Under no circumstances should a student pick up the contraband. The student should immediately proceed to and advise School staff of the location of the contraband. A student should never accept any contraband from another person, even for the purpose of delivering it to a School staff member. Students must remember that mere possession of contraband is a violation.

POSSESSION, USE OR DISTRIBUTION OF A WEAPON OR DANGEROUS INSTRUMENT

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

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

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

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

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

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

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

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

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

POSSESSION OF TOBACCO PRODUCTS OR ELECTRONIC CIGARETTE PRODUCTS

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

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

RACIAL/ETHNIC INTIMIDATION

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

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

TECHNOLOGY VIOLATIONS

It is a violation for any student to improperly use the school technology as set forth in the Student Handbook in the section Acceptable Use of Technology Policy (see page 00). Technology violations are categorized as Nuisance, Ethical, and Network Security and the consequences for these infractions range from confiscation to the removal of the wireless card.

TERRORISTIC THREAT

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

THREATENING SCHOOL OFFICIAL

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

UNACCEPTABLE LANGUAGE

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

UNPREPARED FOR CLASS OR SEMINAR

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

VANDALISM

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

SEARCH OF SCHOOL PROPERTY

All school property, including carrels, book bags, purses or lockers, including lockers located at the YMCA that are assigned to students, are the property of the City Charter High School. The student is given a temporary privilege to use this property which may be revoked at any time. School property may not be used to store materials, objects, etc. that are in violation of the Code of Student Conduct or any statutes or ordinances.

With the exception of lockers, prior to a search of school property, the students involved shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the school property contains materials that pose a threat to the health, welfare or safety of students or staff, the school property may be searched without prior warning.

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

SEARCH OF STUDENT'S PERSON

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.

THE USE OF REASONABLE FORCE

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

- to quell a disturbance
- to 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 exclusion from school for a period of one (1) to (10) consecutive school days. Suspensions will be authorized by the CEO/Principal, Education Manager or Assistant Principal. The student and parent will be informed of the reason(s) for the suspension. Suspensions are given when it is clear that the health, safety or welfare of the school community is threatened.

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

Expulsion is exclusion from school for a period exceeding ten (10) consecutive school days for egregious violations of the Code of Conduct.

Suspensions in which a formal hearing is pending require an informal hearing within (3) school days. The purpose of the informal hearing is to enable the student and parent/guardian to meet with the appropriate school officials to explain the circumstances surrounding the event for which the student is being suspended. Parents/Guardians and the student will be made aware of all evidence and charges at the time. Following the informal hearing, a formal board hearing will be held within 10 school days from the date of the incident. This formal hearing will be held by a committee of the Board of Trustees, the full Board of Trustees or a specially appointed hearing examiner appointed by the Board of Trustees, and the school solicitor. Notification of the charges shall be sent to the students' parents/guardians by certified and regular mail. A notice, at least three (3) days prior to the time and place of the hearing shall be sent. The notice should include the hearing procedures as well as state the student's right to counsel. A student or parent/guardian may request the rescheduling of the hearing by demonstrating good cause for an extension.

A majority vote of the entire Board of Trustees is required to expel a student for more than ten (10) consecutive days. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Suspended and expelled students are not allowed to participate in any City High sponsored activity. City Charter High School does not utilize In-school Suspension.

• WITHDRAWAL PROCESS •

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

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

• 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.

UNACCEPTABLE USES OF TECHNOLOGY

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

- 1 Users will not use school computing technology resources to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d Information or materials that could cause damage or danger of disruption to the educational process;
 - e Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination;
 - f All staff, all student or all school emails without express permission of a staff member.
- 2 Users will not use City High computing technology resources to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- 3 Users will not use City High computing technology resources to engage in any illegal act or violate any local, state or federal statute or law.

- 4 Users will not use City High computing technology resources to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the computing technology resources such as software, hardware or wiring or take any action to violate the school security system, and will not use City High computing technology resources in such a way as to disrupt the use of the system by others.
- 5 Users will not use City High computing technology resources to gain unauthorized access to information resources or to access another person's materials, information or files without the direct permission of that person.
- 6 Users will not use City High computing technology resources to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, photographs or other information that would make the individual's identity traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. These prohibitions specifically prohibit a user from utilizing City High computing technology resources to post personal information about a user or another individual on social networks.
- 7 Users will not attempt to gain unauthorized access to City High computing technology resources or any other system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on City High computing technology resources may not be encrypted without the permission of appropriate school authorities.
- 8 Users will not use City High computing technology resources to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- 9 Users will not use City High computing technology resources for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of City High.
- 10 Users will not use City High computing technology resources to offer or provide goods or services or for product advertisement.
- 11 Users will not use City High computing technology resources to purchase goods or services for personal use without authorization from the appropriate school official.

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

or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to City High computing technology resources and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.

INTERNET FILTERING

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

CONSISTENCY WITH OTHER SCHOOL POLICIES

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

LIMITED EXPECTATION OF PRIVACY

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

LIMITATION ON SCHOOL LIABILITY

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

thumb drives, flash drives, USB hard drives, etc. City High will not be responsible for financial obligations arising through unauthorized use of the computing technology resources or the Internet.

PARENT RESPONSIBILITY

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student’s use of City High computing technology resources (such as student laptops) and of the Internet if the student is accessing the school system from home or a remote location. Parents will be notified that their students will be using school resources/accounts to access the Internet.



CONSEQUENCES FOR INAPPROPRIATE USE

<p>The Principal reserves the right to exercise discretion for all technology violations. This rubric serves as a guide but repeated violations may be dealt with on an individual basis.</p>	<p>Level 1 -Nuisance Violations such as but not limited to downloading games/music, use of Instant Messaging and Social Networking, unauthorized use during classroom time.</p>	<p>Level 2 -Ethical Violations such as but not limited to downloading software, pornographic images, movies and excessive music or video files, or cyber bullying.</p>	<p>Level 3 - Network Security Violations such as but not limited to password compromise, use of proxy servers to subvert filtering, attempts at hacking network/Internet servers, theft of identity</p>
<p>First Offense</p>	<p>Laptop is taken Lose machine for 3 school days</p>	<p>Laptop is taken Lose machine for 5 school days</p>	<p>Due to possible security issues, Level 3 violations will be dealt with on a case by case basis by</p>

	Re-clone Phone call home	Re-clone Phone call home	administration and may involve law enforcement.
Second Offense	Above measures + Lose machine for 5 school days	Above measures + Lose machine for 10 school days	
Third Offense	Above measures + Lose machine-for 10 school days	Above measures + Lose machine for 20 school days	
Fourth Offense	Above measures + Lose wireless card for 20 school days	Above measures + 1 day suspension + Lose wireless card for 45 school days	
Any additional offense	Persistent violations will be treated as a Level 3. 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: Depending on the extent of the damage, students may be charged an additional repair fee)

Loss

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

AC Adapter Replacement:	\$35
Battery Replacement:	\$75
Laptop Loss:	\$500.00 (1 st time), \$1000.00 (2 nd time)

Theft

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

Theft w/Police Report:	1 st Occurrence - No Cost
	2 nd Occurrence - \$500
	3 rd Occurrence - \$1000

• BULLYING POLICY •

The City Charter High School Bullying Policy Committee (“the committee”) reviews this policy annually to maintain a Bullying Policy which ensures the safety of the student population and provides consequences to deter hazing and threatening behaviors which are inconsistent with the educational goals of the school.

For the purposes of the City Charter High School policy, bullying is defined as:

- The willful act of repeatedly victimizing a student by negative actions that attempt or intentionally cause injury or physical, emotional or mental discomfort; and/or
- Physical contact, assault, name calling, threats, pranks and taunting directed at a student by a single student or a group; and/or
- Spreading rumors and engaging in any form of electronic bullying (which includes but is not limited to texting, Facebook, Twitter, SnapChat, and email); and/or
- Placing a student in reasonable fear of damage to or loss of personal property; and/or
- Any form of intimidation
- Any form of hazing is a violation. Hazing is any action which recklessly or intentionally endangers the health or safety of the student for the purpose or initiation or admission into or affiliation with any class or organization of City Charter High School. Hazing shall include, but not be limited to, physical activity, forced consumption of foods or liquids or any other forced activity which could adversely affect the health or safety of the student or subject the student to mental stress or embarrassment.

The school zone which is covered under this policy includes acts of bullying which occur in school or outside of school (during a school sponsored event/activity or before and after the school day while a student is in transit to or from the school).

Any act of bullying is a violation of the Code of Conduct and is subject to consequences defined by the law and City Charter High School Code of Conduct. The following consequences apply strictly to isolated acts of bullying which do not involve physical harm, stalking, emotional distress or damage to personal property. Due to the severity, consequences for acts of bullying which involve physical harm, stalking, emotional distress or damage to personal property will be dealt with on a case by case by administration and may involve law enforcement.

- First Offense – Student is warned and parent is notified.
- Second Offense – Student is suspended for three (3) days
- Third Offense – Student is suspended for ten (10) days
- Repeated offenses will result in a recommendation for expulsion

Consequences for acts of bullying may include any of the following:

- Student Mediation
- Parent Conference
- Out of School Suspension
- Referral to Law Enforcement
- Referral to Children, Youth and Families
- Recommendation for Expulsion

Parents should also be aware that after a full investigation by the administration some incidents may be categorized as child on child abuse as described in Child Protective Laws. Suspected child on child abuse includes a child who is assaulted, sexually harassed, bullied or any other violation that represents abuse anytime, anywhere before, during and after school. The Pittsburgh police and CHILDLINE will be contacted in those instances. This is in addition to any school discipline and/or charges filed with the local magistrate. The school is required to cooperate with all investigations.

Annual reports of bullying incidents will be maintained by School Security.

• CLASSROOM OBSERVATION POLICY •

Authority

City Charter High School welcomes and encourages active engagement and participation of parents/guardians in their child's educational programs and other school-related activities. The administration recognizes that such interest may result in visits to the school by parents/guardians. To ensure order and safety within the school and to protect students and employees, it is necessary to establish policy governing classroom observation school visits.

Guidelines

All parent classroom observation sessions must be planned in advance so as to not create conflict with the teacher and student schedule. Parents/guardians must inform the building principal in writing of the proposed visit by completing and submitting an Observation Request Form, a copy of which may be retrieved from the office of the building principal or on the school website, <http://cityhigh.org/students/handbook/>. The completed Observation Request Form must be returned to the building principal at least 48 hours prior to the requested date of the proposed visit. The principal or other designated administrator must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Observations will be limited to one time per month, per child, for no more than 60 minutes per visit in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere. However, under certain circumstances, a parent/guardian may request additional observation time. Under these circumstances, the principal or other designated administrator is directed to use his or her discretion to either approve or decline such requests. In addition, formal observation does not include times when parents/guardians are invited to a classroom for special events or presentations, back-to-school events, when acting as a chaperone for field trips, or serving as a volunteer with a teacher.

The principal reserves the right to decline any request for classroom observation if it is determined that such an observation would cause undue disruption to the educational process. In addition, the building principal, other designated administrator, program supervisor, classroom teacher, or security staff have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if the visitor violates a school policy. Failure to leave when asked or documented disruptions may result in the loss of classroom visitation privileges.

Upon arrival, all visitors are required to sign in at the school office indicating the name of the teacher and/or destination, present a valid government-issued picture identification, and receive a visitor's badge that must be worn and remain visible at all times when in the building. All visitors are also asked to sign out when leaving the building.

To protect the learning environment, the parent/guardian will be the only visitor in the classroom during the observation. Any observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit/observation.

Out of respect for the teaching environment, parents/guardians shall not bring younger siblings or children while observing in the classroom or to utilize any electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns. Recordings of the observation shall not be permitted absent specific approval by the school administration. In addition, no visitor shall be allowed to photograph or videotape any person or any part of the school building absent prior approval from the school administration.

All visitors should be aware that the school utilizes video surveillance systems.

During the observation, the principal or his designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.

Any decision of the principal shall be final regarding classroom observations.

• EXTRA-CURRICULAR ACTIVITY PARTICIPATION POLICY •

1. City Charter High School Students bringing guests to any school sponsored extra-curricular activity must complete the Guest Form, which includes providing a photo ID of the guest. The administration reserves the right to refuse permission for a guest to attend any extra-curricular event based upon that individual's previous behavior at their current or prior school, or while attending City Charter High School.
2. Students who are suspended or who have been expelled and have not met the requirements for readmission to City Charter High School will not be approved as guests to attend a City Charter High School sponsored event.
3. Students who withdrew from City Charter High School while suspended or when an expulsion hearing was pending will not be approved as guests to attend a City Charter High School sponsored event.
4. Students who have threatened a City Charter High School student or staff member or a guest attending a school sponsored event will not be approved as guests to attend a City Charter High School sponsored event.
5. Students who have been removed from City Charter High School or any City Charter High School event for loitering, vagrancy, under the influence of any substance, or for any act of aggression will not be approved as guests to attend a City Charter High School sponsored event.
6. Students who have been convicted of an act of aggression, felony, drug offense or sex crime will not be approved as guests to attend a City Charter High School sponsored event.
7. Students who are suspended or expelled from the school they are attending will not be approved as guests to attend a City Charter High School sponsored event.
8. All guests must be under the age of twenty-one (21) and be currently enrolled in the 9th-12th grades. It is the responsibility of the City Charter High School student to obtain an approved guest form.
9. Students arriving at school functions under the influence of a controlled substance will not be admitted.
 - a. Guests arriving under the influence of a controlled substance will be banned from all future activities sponsored by City Charter High School.
 - b. City Charter High School students will be isolated immediately until custody can be arranged with the individual's parents or local authorities. A 5-day suspension will result from students violating this policy.
10. Smoking is not permitted at any venue where an event sponsored by City Charter High School is hosted.

SCHOOL DANCE POLICY

Each guest **MUST** present an ID which indicates his or her name, and must have an approved Guest Form on file for entry. City Charter High School students and their guests must enter the dance at the same time. Once students/guests leave the dance, re-entry to the dance is not permitted. Students and guests may not enter the dance forty-five (45) minutes after the start time.

Dance tickets are nontransferable and nonrefundable. This means the person buying the ticket is the person who attends the dance. No refunds will be given if a student arrives late or is directed to leave before the end of the dance.

Inappropriate dress (as determined by City Charter High School Administration) may result in non-admittance to the dance. Extremely brief garments are not appropriate. No dress, skirt, pant or shirt should be so short as to show undergarments while seated or standing. Inappropriate items include, but are not limited to the following: bare midriff tops, see-through garments, low cut garments showing cleavage or any clothing that reveals undergarments. Acceptable attire for each dance is included with the permission form and may also be found in the Code of Student Conduct.

The City Charter High School Administration, Security and Staff reserve the right to search students and their possessions prior to entering the venue of any extra-curricular activity. Items that do not violate City Charter High School policies will be returned at the end of the dance.

Dancing must be respectful at all times. Dancing in a suggestive or explicit manner will not be tolerated. Dancing styles that involve intimate touching of your dance partner or that resemble sexual activity are **NOT** allowed. When dancing back to front, all dancers must remain upright—no squatting or bending is allowed. Students dancing inappropriately (see above) will be directed to leave the dance floor immediately. If inappropriate dancing (as determined by City Charter High School Administration, Security and Staff) continues, students will be asked to leave the dance and their parent or guardian will be notified. Students and guests violating this policy will not be permitted to attend future dances.

• **MODEL OF NOTIFICATION OF RIGHTS—FERPA** •

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the

University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest in the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
- [Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW
Washington, DC 20202-5901

[NOTE: In addition, an institution may want to include its directory information public notice, as require by §99.37 of the regulations, with its annual notification of rights under FERPA.]

• NALOXONE POLICY •

Pursuant to Act 139 of 2014, City Charter High School may obtain, maintain and administer, if necessary, doses of Naloxone for emergency use to assist a student, staff member or other individual reasonably believed or suspected to be experiencing an opioid overdose.

The principal or designee, in consultation with the school nurse, shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone and related emergency response procedures pursuant to this policy. The school nurse shall be the prescribing and supervising medical professional for the district's stocking and use of Naloxone. The principal or designee shall obtain a standing order from the school nurse for administration of Naloxone. The school nurse shall be responsible for building-level administration of Naloxone and management of Naloxone stocks.

The school physician shall provide and annually renew a standing order for the administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing

an opioid overdose. The standing order shall include, at a minimum, the type of Naloxone (intranasal, auto-injector), the date of issue, the dosage, and the signature of the school physician. The standing order shall be maintained in the Administration Office, and copies of the standing order shall be kept in each location where Naloxone is stored.

Permission to carry and administer Naloxone under this policy shall be limited to the school nurse, the school physician, and the Chief Security Officer. Before those with permission may have custody of Naloxone or administer Naloxone under this policy, the employee must successfully complete an online Pennsylvania Department of Health training program about recognizing an opioid related overdose, administering Naloxone, and promptly seeking medical attention for the drug overdose. Evidence that such training has been completed shall be kept in the employee's personnel file.

Naloxone shall be safely stored in the school nurse's office or other location(s) designated by the school nurse in accordance with the drug manufacturer's instructions. Naloxone shall be made readily accessible to those who have completed the required training to administer it in the event of a suspected drug overdose. All properly trained employees shall be informed of the exact location where Naloxone is being stored. The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Department of Health Guidelines.

When responding to a suspected drug overdose, district employees shall follow the steps outlined below:

- (1) Call for medical help immediately.
- (2) Check for signs of opioid overdose.
- (3) Perform initial rescue breathing or CPR if needed, as instructed in training.
- (4) Administer Naloxone, as instructed in training.
- (5) Continue rescue breathing or CPR if needed, as instructed in training.
- (6) Administer a second dose of Naloxone if needed, as instructed in training.
- (7) Place the individual in recovery position, as instructed in training.
- (8) Stay with the individual until emergency medical help arrives.
- (9) Cooperate with EMS personnel responding to the incident.
- (10) Notify the building administrator or designee of the incident.

The school district shall indemnify and hold harmless any employee who administers Naloxone in good faith to another individual experiencing a suspected drug overdose, if all of the following conditions apply:

- (1) The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering Naloxone to that individual.
- (2) The employee successfully completed the training contemplated by this policy.
- (3) The employee promptly sought additional medical assistance before or immediately after administering Naloxone.
- (4) The employee is administering Naloxone pursuant to this policy.

This policy shall not be construed to create a duty on the part of the City Charter High School and/or its personnel to administer Naloxone.

• RECRUITMENT POLICY •
OCCUPATIONAL, MILITARY AND EDUCATIONAL

City Charter High School complies with both NCLB and FERPA. We understand that NCLB requires equal access to students for post high school options, including military recruiters, but it **DOES NOT** entitle unlimited access.

1. Please note that City Charter High School **DOES NOT**
 - participate in on-campus occupational, military, or educational recruitment and does not host college fairs (enlisted students are not permitted to recruit other students for their declared branch of the military during the school day or at school sponsored activities)
 - permit occupational, military, or educational recruitment presentations
 - permit occupational, military, or educational program recruiters to roam the halls, visit classrooms, approach students or have access to staff lounges
2. All recruitment inquiries must be to the attention of the Transition Department. Each City Charter High School student is assigned to a Transition Manager.
3. City Charter High School honors Military Opt-Out forms for the duration of enrollment.
4. City Charter High School will only release the name, address and phone number of students in grades 11 and 12 who **HAVE NOT** submitted an Opt-Out form.
5. Students in the senior year, who are on track to graduate with their cohort, are permitted **ONE** excused absence for each post high school option **BUT** may not exceed 5 school days in the senior year. (i.e., one day for Pitt, one day for Ohio State, one day to complete the military enlistment process - for a total of 5 school days).
6. Post high school options should not impede the student's ability to graduate and students should never be obligated, explicitly or implied, to complete rigorous activities which interfere with the academic program at City Charter High School.
7. The student must request required documentation for occupational, military, or educational programs. All properly requested transcripts/documents will be processed in 48 hours and will be sent directly to the agency the student has indicated on the request. Documents will be sent via US mail unless the student provides an e-mail address or fax number as an alternative method of delivery.

City Charter High School Transition Managers welcome the opportunity to meet with representatives from occupational, military, or educational programs/agencies.

Meetings with the Transition Department should be scheduled by phone or email at least 48 hours in advance. Unscheduled meetings are discouraged and availability of a Transition Manager is not guaranteed.

If you have any questions regarding our policy please do not hesitate to contact the Transition Department directly at 412-690-2489.

• SOCIAL MEDIA POLICY •

As an organization with a commitment to quality education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at City Charter High School are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in City Charter High School sponsored sites.

The City Charter High School Social Media Policy establishes rules and guidance for the use of social media by students, parents/guardians, employees and guests including, but are not limited to, visitors, workshop attendees, volunteers, board members, independent contractors and consultants.

COMMENTS AND PARTICIPATION

Comments to City Charter High School sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to City Charter High School -sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to City Charter High School sponsored sites as outlined above, users give City Charter High School the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. City Charter High School reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

City Charter High School has the right, but not the duty, to inspect, review, or retain electronic communication created, sent, displayed, received or stored on and over the school's server and network, as well as to monitor, record, check, track, log, access or otherwise inspect all communication on its server and network. This includes school issued technology, personal computers and electronic devices, and databases, files, software and social media that contain City Charter High School (program, event, student, staff) information and data.

City Charter High School further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments

for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

City Charter High School also reserves the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on City Charter High School-sponsored sites, you agree NOT to:

- Post material that City Charter High School determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of City Charter High School or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by City Charter High School, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the City Charter High School sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

City Charter High School reserves the right to do any or all of the following:

- Prohibit those who repeatedly violate this policy from participating on City Charter High School sponsored sites.
- Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless City Charter High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on City Charter High School sponsored sites.

By posting a comment or material of any kind on a City Charter High School sponsored site, the user hereby agrees to the Social Media Policy.

STUDENT USE

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the City Charter High School community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire City Charter High School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- Students may not use school issued equipment to publish disparaging or harassing remarks about City Charter High School community members, events or activities on social media sites.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at City Charter High School, may result in disciplinary action as described in the Student Handbook, or as determined by the Administration of City Charter High School.

OFFICIAL SOCIAL NETWORKING SITES

Any City Charter High School social networking sites must be approved by the CEO/Principal and Education Manager and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within these guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the City Charter High School network.

The City Charter High School Social Media Policy applies no matter where the use occurs whether brought onto school property, to a school sponsored event, or connected to the school's network, or when using mobile commuting equipment and telecommunications facilities in protected or unprotected areas or environments, directly from home, or indirectly through another social media or internet service provider, as well as by other means. All actions must be conducted in accordance with the law, assist in the protection of City Charter High School resources, ensure compliance with this Social Media Policy, its administrative regulations as well as local, state and federal laws. City Charter High School will cooperate to the extent legally required with social media sites, internet service providers, local, state and federal officials in investigations or with other legal requests, whether criminal or civil actions.