

PROPEL SCHOOLS

CODE OF CONDUCT AND RELATED POLICIES



Inspiring Achievement!

Code of Conduct and Related Policies

Code of Conduct

Introduction

Discipline is an integral part of teaching and learning. Young people must develop good work habits and attitudes if they are to be successful students and become successful members of the larger community.

Because one of the primary goals of Propel is to promote constructive and respectful behavior, the procedures and consequences described in this Code are designed to modify unacceptable behavior, not to punish.

Propel's Board has authorized the school administration to make reasonable and necessary rules and procedures for guiding student conduct. The intent of the rules, procedures, and consequences that follow is to explain how students will be held accountable for their behavior.

School Wide Behavior Support Plan

Propel has developed a school wide behavior support plan designed to encourage positive and productive behaviors and handle relatively minor infractions in a consistent and fair manner with a constant goal of returning the student to active engagement in the classroom.

Guidelines

The following serves as a framework for behavior expectations throughout the school. Additional rules may be established in each area (acting responsibly, being prepared, etc.) by school staff to guide student behavior in classrooms and elsewhere in the school.

Respect yourself and others by...

- acting responsibly
- being prepared
- listening carefully
- expressing yourself clearly and appropriately
- asking permission
- being respectful of yourself and others
- acting in a safe manner at all times

Propel Schools has placed violations of the Code of Conduct into three categories based on the seriousness of the offense. Propel administration and each individual building principal reserve the right to determine the seriousness of each offense and place it at the appropriate level.

Major I Violations

Refer to behaviors that impede orderly classroom procedures or interrupt the orderly operation of the school.

Examples But Not Limited To:

- Repeated classroom disruption or inappropriate classroom or school behavior
- Defiance/Disrespect/Insubordination
- Disorderly bus conduct
- Eating outside of the dining room or in an unauthorized area
- Lying
- Running or shouting in the hallways
- Verbal harassment of others
- Failure to follow a directive
- Violation of dress code policy
- Inappropriate display of affection

Examples of Disciplinary Options:

- Verbal or Written Reprimand
- Parent Contact
- Removal from class
- Special Assignment
- Written Agreement/Contract
- Loss of Recess
- Loss of Privileges
- After School Detention
- Before School Detention
- Saturday Detention

Major II Violations

Refer to misbehavior with seriousness or frequency that tends to disrupt the learning climate of the school and/or consequences that endanger the health or safety of others in the school.

Examples But Not Limited To:

- Continuation of or extreme Major I violations
- Continuation of or extreme Defiance/Disrespect/Insubordination
- Property Damage/Vandalism
- Skipping a Consequence (Failure to serve detention, Saturday School or other consequences)
- Abusive, obscene, or disrespectful oral or written language or gestures, swearing
- Plagiarism/Cheating
- Harassment/Bullying/Threats
- Possession of Unauthorized Electronic Devices (Cell phones, handheld games, iPods, mp3 players, laser pointers, cameras)
- Violation of Student Network/Internet Safety Policy

Examples of Disciplinary Options:

- Verbal or Written Reprimand
- Parent Contact
- Removal from class
- Special Assignment
- Written Agreement/Contract
- Loss of Recess
- Loss of Privileges
- Confiscation
- Restitution
- After School Detention
- Before School Detention
- Saturday Detention
- Bus Suspension
- Out of school suspension
- Referral to police or District Magistrate
- Expulsion

Major III Violations

Refer to misbehavior with seriousness or frequency that tends to disrupt the learning climate of the school. These acts also may be directed towards a person and/or property that pose a threat to the safety or welfare of others in the school. These violations may lead to administrative actions that could result in removal of the student from school and possibly intervention from legal authorities.

Examples But Not Limited To:

- Continuation of or Extreme Major II Violations

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- Assault
- Theft
- Extortion or attempted extortion
- Possession or use of Tobacco Products
- Vandalism
- Physical Aggression
- Fighting
- Out of Bounds/Out of Authorized Area
- Possession of or use of drugs
- Possession or inappropriate use of prescriptive or over the counter medication
- Undesirable Group Activity (includes clothing associated with undesirable group, language, symbols or gestures and hazing)
- Verbal or physical threats
- Continuation of or extreme Harassment/Bullying/Threats
- Bomb Threat or threatening phone calls
- Racial, ethnic or minority slurs or intimidation
- Possession/use /transfer of weapons
- Arson or attempted arson
- All other violations of local/state/federal laws

Examples of Disciplinary Options:

- Loss of Privileges
- Confiscation
- Out of school suspension
- Loss of transportation privileges
- Restitution of property or payment of damage
- Referral to police or District Magistrate
- Expulsion

Prohibited Items

Unless authorized by school administration, a student may not have in his or her possession any of the following items:

- Personal radios, mp3 players, iPods, electronic handheld games, cameras, or personal computers
- Toys or playing cards of any type
- Items associated with gambling
- Pornographic or obscene material
- Tobacco, tobacco products, or lighting devices
- Prescription and over-the-counter medicines
- Drugs and weapons (see [Major Level III Violations](#) for consequences and review the [Weapons Policy](#) for additional information)
- Other items that the administration may from time to time find are disruptive to the learning environment

These items will be confiscated and will not be returned until the end of the school year.

Items must be picked up by a parent/guardian by the last day of school or they will be discarded.

Cell Phones

If students possess cell phones or other electronic devices without permission during the school day, they will be treated as prohibited items (see above). The school is not responsible for any loss as a result of theft.

School Dress Code

Provel has a uniform student dress code in order to provide an environment where the focus is on learning and the distractions of dress are kept to a minimum. All students are expected to be properly dressed in the school

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uniform every day. All parents and guardians are expected to support their children by ensuring that students are properly dressed when they leave for school each morning.

Students must be properly dressed throughout the school day and during all school activities, including before and after school activities and field trips. Parents and guardians will be notified in advance of any exceptions to this rule (field trips requiring old clothes, for example).

Acceptable Clothing

- SHIRTS: Solid pale yellow, navy/ pale blue, or solid white dress shirt with collar, polo style knit shirt with collar, button down oxford or turtleneck, long or short sleeves. Any shirt worn under uniform shirt must be solid white, blue, or yellow with no visible design/color.
- PANTS: Solid navy blue, or khaki *dress* pants (Dockers or Dickies style, for example). Cargo style pants with patch pockets, jeggings or form fitting pants are not allowed. No denim of any color.
- SHORTS, SKIRTS, SKORTS, or JUMPERS: Solid navy blue, or khaki, knee length or longer. No denim of any kind.
- T-SHIRTS: T-shirts may only be worn for special events or at the discretion of the administration.
- SWEATERS: Solid blue or solid white button down, cardigan style sweaters. No jerseys of any kind.
- HOODED SWEATSHIRTS: Only hooded sweatshirts with the Propel logo may be worn.
- HATS: No hats, bandanas, sweatbands or scarves.
- TIGHTS AND SOCKS: Solid white or blue tights, matching knee socks, or leggings under skirts may be worn. Patterned tights are NOT permitted.
- SHOES: Black or brown dress shoes, black or white tennis shoes, or boots (during the winter) may be worn. Boots may not be worn above the calf. Open toed shoes, sandals, flip flops, crocs, or bright colored shoes may NOT be worn.
- BELTS: Belts are not required but are highly recommended. Belts should be black, brown, blue or khaki.
- JEWELRY/ACCESSORIES: Minimal jewelry may be worn if it does not become a distraction to other students and/or the learning environment.

General Instructions

**Daily uniform checks will be conducted.

1. Shirts must be buttoned to the second button and tucked inside pants.
2. Pants must be worn at the waist
3. Sweaters must be worn over uniform shirts
4. Clothes must be in good repair, clean, and without writing or markings
5. No coats, hoods, or jackets may be worn in the classrooms
6. **Attempts to violate the intent and purpose of the school dress code will not be permitted**

Consequences

Violations of the dress code are considered violations of the school's Code of Conduct and repeated violations will be treated as described in the section Serious or Repetitive Violations.

First Offense: Phone call and/or letter sent home.

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Second Offense: Parents **MUST** bring a change of clothes that day for student. Student will receive a detention before/after school, Saturday detention, or an in-school suspension.

Third Offense: Student will be sent home for the day.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature of severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between parties involved
- Context in which alleged incident(s) occurred

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture
- School climate
- Student-staff relationships and staff behavior towards the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with Propel's Code of Student Conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below;

Examples of Consequences:

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- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out of school suspension
- Legal action
- Expulsion

Example of Remedial Measures:

Personal

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem to reach a goal.
- Restitution and restoration
- Transformative conferencing/restorative justice
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation in the Care Team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Behavior Support Coach
- Positive Behavioral Support Management Plan
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

Environmental (Classroom, School building)

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustment in hallway traffic
- Modifications student routes or patterns traveling to and from school
- Targeted use of monitors
- General professional development programs for certificated and non-certificated staff
- Professional development plans for involved staff
- Parent conferences
- Involvement of parent-teacher organizations, such as Parent Council
- Development of a general bullying response plan
- Peer support groups
- Law enforcement involvement

Student Search Policy

INTRODUCTION

Propel provides lockers for storage of students' books, school materials and personal property. This policy is designed to establish guidelines for situations in which student lockers may be searched.

PROCEDURES

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- Lockers are the property of Propel. Therefore, students have only a limited expectation of privacy in their lockers.
- Lockers will not be used to store any substance or item that is prohibited by law, Propel policy or rules, or that presents a threat to the health, safety or welfare of Propel's community or property
- Propel may conduct without suspicion unannounced blanket or random searches of lockers in middle schools or high schools if school officials determine in good faith that a substantial problem is threatening the welfare or safety of students and staff and that blanket or random searches may help solve or eliminate the problem. Before such a search is conducted, Propel will take the following steps:
 - The Superintendent or his/her designee and the school principal will jointly approve the search.
 - The Superintendent or his/her designee and the school principal will determine the method and scope of the search. Blanket searches will include all lockers in a school or all lockers in a section of a school. Random searches will include only those lockers chosen at random without discretion of school officials. For example, searching every fourth locker in a school.
- All students will sign an acknowledgment of this policy at the time the students are assigned lockers. Failure or refusal to sign the acknowledgment will have no effect on Propel's right to search student lockers.
- Propel reserves the right to search a student's locker at any time based on reasonable suspicion for the purpose of determining whether the locker is being used improperly for the storage of contraband, drugs or controlled substances, illegal objects or anything that poses a threat to the school population.
- Inspections or searches may include but not be limited to the use of certified drug-sniffing dogs, metal detectors or any similar means or device used to protect the health, safety and welfare of the school population.
- The principal or his/her designee will be present whenever a student locker is searched on the basis of reasonable suspicion.
- The student will be notified and be given an opportunity to be present before an individual locker search based on reasonable suspicion. If, however, Propel has reasonable suspicion that a locker contains something that poses a threat substance or an item that poses a threat to the health, safety or welfare of Propel's school population, the student locker may be searched without prior warning and without the student being present.
- A principal shall open a student locker on the request of law enforcement only upon presentation by the requesting officer of a duly authorized search warrant or on the intelligent and voluntary consent of the student.
- The principal will be responsible for the safekeeping and proper disposition of any substance or item found in a student locker if such substance or item is prohibited by law, Propel policy or rules, or presents a threat to the health, safety or welfare of Propel's community or property. Confiscated substances or items may be used as evidence in a disciplinary hearing.
- Illegal or dangerous substances or items will be given to law enforcement officials.
- Students are responsible for the security of their lockers.
- Students, parents and staff will receive a copy of this policy at least annually.
- The Superintendent or his/her designee will develop procedures to implement this policy.

Student Network Internet Policy

Purpose:

The Propel Charter Schools and community have developed the Propel Charter Schools computer network for instructional use. All files on the network are considered property of Propel Charter Schools, and subject to normal review and maintenance procedures. The use of the Internet is a *privilege*, not a right.

Policies:

It is the policy of Propel Charter Schools to mandate and expect that students will use the Internet/network in a responsible manner. Accordingly, the school has established a policy and procedures for the use of the Internet/network along with rules governing the behavior of students who access the Internet. Students who do

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not comply with the standards of behavior outlined in the student conduct and discipline plan or with the Internet/network rules below may lose their privilege to use the Internet/network and/or be subject to other disciplinary action.

Guidelines:

The Propel Charter Schools network is to be used only in a moral and ethical manner. As a user of the network, students are expected to abide by the following guidelines:

- Only licensed software may be used on the network.
- Games and personal software are not to be installed on the computers. No one shall execute a software program that has not been installed on the server by the Propel Technology Department.
- Intentionally altering the files and/or the hardware on Propel computers or mobile devices will be viewed as vandalism.
- Deliberate attempts to spread viruses through the network will be dealt with by the administration of the school as a violation of the Student Network Acceptable Use Policy.
- Unauthorized copying of school software will be considered theft.
- Each student will be provided a username and password to be used by that student to access the network. This is the only login information that a student should be using. Students shall not lend their password out to anyone else and should inform a staff member immediately if they feel their password has been compromised.
- Users are to log off the system as soon as they are finished to prevent use under the wrong login information.
- There will be no distributing of threatening, obscene, or harassing messages over the network or through the printer.
- Abusive, obscene, or disrespectful oral or written language or gestures and swearing will be strictly prohibited in any digital format including, but not limited to, electronic mail.
- Students may not engage in advertisement of products or services for sale or participate in "chain letters" or "pyramid schemes".
- No confidential information is to be distributed to other parties at any time. This includes reposting of information sent by another party.
- Students are not permitted to connect to networks other than those provided by the school.
- Students are not permitted to deliberately bypass the Propel Charter Schools Internet firewall by use of proxy servers or other known methods.
- **Students will follow the instructional directives of the teacher or staff member in charge at all times.**
- The illegal use of copyrighted software is strictly prohibited. Any and all damages which may occur as a result of unauthorized usage or access will be the responsibility of the user.
- The use of the network to access obscene or pornographic material is prohibited and will be dealt with as a serious breach of school rules.

Social Media Policy:

As a Propel student you represent the school even when you are not posting to social media during class time, and you must follow Propel Internet policies and these guidelines anytime you post material that could identify you or your relationship to the school or when using Web tools in the classroom or in any way related to classroom or school activities.

1. *Be aware of what you post online.* Social media venues are public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or future employers to see.

2. *Follow the school's policies when writing online.* What is inappropriate in the classroom is inappropriate online. Harassing, bullying, threatening and other types of inappropriate conduct is prohibited in school and online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Criticism should be constructive and not hurtful.

3. *Be safe online.* Never give out personal information, including last names, phone numbers, exact birth dates, and addresses. Do not share your password with anyone besides your teachers and your parents.

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4. *Be careful when you link.* Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate to a school setting.

5. *Do your own work!* Do not use other people's work without their permission. It is illegal to copy and paste other people's work (even parts of their work) without giving credit to that person. Hyperlink to your sources or include the web address where the information can be found. Pictures, videos, songs, and audio clips may also be protected by law. If you don't have permission to use the images, videos, songs or other clips, don't use them.

6. *Don't be an imposter.* Do not misrepresent yourself by using someone else's identity.

7. *Use appropriate writing.* Blog and wiki posts should be well written. Use proper grammar, capitalization, and punctuation. If you suggest edits to someone else's work be sure it is in the spirit of improving the writing.

8. *Tell someone.* If you find inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher. If you cannot tell your teacher, tell your principal.

9. *Follow the rules.* Students who do not abide by Propel's policies and these guidelines will be subject to the consequences outlined in this Acceptable Use Policy.

General Statement:

Propel Charter Schools issued email accounts are not private and Propel Schools retains the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic mail system as necessary.

Propel Charter Schools Administration reserves the right to make random audits of the history files that record which web sites students have visited.

The school is not, and cannot be, held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.

Propel Charter Schools has taken all precautions to maintain safety of all users and these guidelines are written and enforced in the interest of all users' safety and effective use of the Internet.

Consequences:

- Restriction of network access
- Loss of the grade
- Financial responsibility for repair/replacement of damaged items
- Suspension in accordance with school discipline code
- Criminal prosecution under appropriate state and federal laws

While teachers do their best to monitor student use of the Internet, the nature of the network makes it impossible to guarantee that students will never gain access to inappropriate areas. It is the intent that the network be used ethically for instructional activities. If we determine that a student has been using the system in an inappropriate activity, the privilege will be withdrawn.

The signature of the parent or guardian must be on file for each student *prior* to Internet access. **Access will be denied until a signature in this Code of Conduct is received.**

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Propel Internet Safety Policy – go to www.propelschools.org to view full policy

Introduction

It is the policy of the Propel Schools to (a) prevent its computer network from being used to access or to transmit inappropriate material via Internet, electronic mail or other forms of direct communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of minors' personal identification information; and (d) comply with the Children's Internet Protection Act, 47 U.S.C. § 254(h) ("CIPA"). For specific definitions, please see an administrator.

Inappropriate Material Access

To the extent practical, technology protection measures shall be used to block or filter access to inappropriate material on the Internet or in other forms of electronic communications. Specifically, as required by the CIPA, internet filters will be used to block any material deemed to be obscene, child pornography or harmful to minors. Subject to staff supervision technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. 47 U.S.C. § 254(h) (5) (D).

Inappropriate Network Use

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

Supervision and Monitoring

All Propel Schools staff members shall be responsible for supervising and monitoring use of the online computer network and access to the Internet in accordance with this policy and the CIPA.

Propel will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The concept of digital citizenship will continue to be discussed from Kindergarten through 12th Grade, with additional instruction focusing on research and information literacy.

The Chief Academic Officer or his/her designated representative(s) shall be responsible for developing and implementing procedures for disabling or otherwise modifying any technology protection measures.

Adoption

The Board of Propel Schools adopted this Internet Safety Policy at a public meeting, following normal public notice, on November 18, 2008 and revised in 2013.

- **Photo Permission**

Photographs and videotape footage of students involved in various school related activities are often used as part of Propel's community relations. Photographs/videotapes may be used in school publications, video productions, newspapers and on television. Names of students may be placed in articles in school and local newspapers/newsletters to recognize various student achievements. "Opt-Out" photo permission forms are sent home to families at the beginning of each school year.

- **Attendance**

Immediately upon returning to school after an absence, students are to present an absence form to the school office containing the dates of absence, the reason for the absence, and a parent/guardian signature. Absences for reasons of illness, funeral, medical and dental appointments, religious observance or court appearances will

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be considered excused.

When a student accumulates three or more days of unexcused absences, a legal written notice will be sent to the parent/guardian informing them that there has been a violation of the compulsory attendance provisions of PA School Law. Further violations can result in a citation being filed against the parent with the district magistrate.

Students with 10 consecutive unexcused absences will be permanently dropped from the school's rolls and will not be able to return.

Students are limited to no more than 20 absences in a full school year and no more than 10 in a trimester. Both excused and unexcused absences are applicable to this total. Any absence beyond 20 days must be accompanied with a medical doctor's excuse. A student with a chronic health condition and/or other serious problem may petition for a waiver to the attendance policy.

- **Tardiness**

Those students who are not in their seats and prepared to learn when the first class begins at 8:30 are considered tardy to school.

Students who are tardy to school must be signed in at the Main Office by a parent or guardian. Tardiness for reasons of illness, funeral, medical and dental appointments, religious observance or court appearances will be considered excused. All other tardies will be considered unexcused. Three unexcused tardies will equal one unexcused absence and may lead to possible prosecution before the magistrate.

- **Early Dismissals**

Early dismissals may be requested for funerals, doctor appointments, and court appearances. Such requests must be made no later than 8:30AM the morning of the requested early dismissal. Students are to present an early dismissal form to the school office listing the date, time and reason for dismissal, and including a parent/guardian signature. At the time of dismissal, the student must report to the front office to sign out of the building. Students will not be permitted to leave for an early dismissal after 3:00PM.

Students will only be allowed to leave the school after phone verification of the dismissal from a parent/ guardian on the day of the dismissal.

- **Transportation**

Any change in transportation must be made no later than 8:30AM the morning of the request. The appropriate forms must be submitted to the main office. For example, if a student is not taking the bus home and is getting picked up by a friend/ relative the office must be notified that morning.

- **Bus Behavior**

Students who take a school bus are expected to act responsibly and respectfully at all times. The school takes a number of measures to facilitate responsible and respectful behavior, including but limited to:

The Code of Conduct and Related Policies apply whenever a student is on a school bus.

- The Principal or his/her designee reviews expectations for appropriate bus behavior at all Family Orientations.
- Classroom teachers review expectations for appropriate bus behavior.
- The support specialist or an administrator meets each bus every morning to ensure appropriate student behaviors with the bus driver.
- The support specialist or administrator contacts any parent or guardian whose child had failed to act responsibly and respectfully on the bus and imposes the appropriate consequences for the misbehavior.

Children Must:

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- Be at the bus stop 5-10 minutes prior to the scheduled time.
- Cross in front of the school bus when crossing a street.
- Keep buses clean, sanitary, and orderly.
- Obey bus drivers, as they are in full charge of buses and pupils while in transit.
- Always ride seated in an assigned seat facing the front of the bus.
- Never cause damage to the school bus, and report anything noticed to the driver. Any student disfiguring or mutilating a bus will be required to pay for the damage, and denied further use of buses.
- Never get off the bus at any stop other than your assigned bus stop, unless you have written permission from your parent and the bus driver.
- Never fight, scuffle, or incite any disturbance creating a hazard to the safety of others on the bus.
- Never use obscenities or profane language on the school bus.
- Do not extend arms or head out of the bus window at any time.

Since school officials do not ride the bus, we will act upon referrals given to us by the driver.

- First Referral – Bus Discipline Letter
- Second Referral – 1 day bus suspension
- Third Referral – 3 day bus suspension
- Fourth Referral – 5 day bus suspension (Parent Conference will be scheduled before the child is permitted to ride the bus.)
- Fifth Referral – 10 day bus suspension (Parent Conference will be scheduled before the child is permitted to ride the bus.)
- Sixth Referral – Loss of bus privileges for the remainder of the school year.

The above consequences are the bare minimum for each referral. School officials reserve the right to impose greater consequences depending on the severity of the situation.

- **Criminal Activity**

Propel will report to the appropriate authorities any criminal act upon suspicion that such an act has been committed. The school shall also cooperate with the authorities in the prosecution of such offenses.

- **Weapons Policy**

Any instance of possession or suspicion of possession of a weapon, or “look alike” weapon, will be reported to the appropriate authorities. A weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury. Propel will cooperate with the authorities in the prosecution of such offenses. Possession of a weapon will be grounds for expulsion from the school. Any object used in a threatening manner shall be considered a weapon even if its normal use is not as a weapon.

- **Smoke Free/Tobacco Free Policy**

Propel is committed to providing a healthy and productive environment for staff, students, student families and community members. We believe that education has a central role to play in establishing healthy habits for children; we also believe it is appropriate to take measures to help students resist the use of tobacco. Students shall not be permitted to use or possess tobacco products of any kind or any form while in a school building, on school property, in a school vehicle, in a school bus, or while attending any school sponsored function at any time.

Guidelines for Medication Administration

An increase in the number of medications being sent into the schools make it necessary to establish guidelines for taking medications in the school for the protection of both students and school personnel.

PARENTS SHOULD MAKE EVERY EFFORT TO GIVE MEDICATION AT HOME as only essential prescribed medicines will be given at school. The parent or guardian will assume, in writing, full responsibility for any medications sent into school. ***All medications MUST be brought to school and picked up by an adult.*** If the School Nurse

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is not available, the building Principal may accept delivery of the medication. In addition: the administration of over-the-counter medications is governed by state law, which forbids a school nurse to administer any medication without a licensed medical practitioner's or dentist's written order.

All Medications

1. All medications, including over-the-counter medications, must be accompanied by written instruction from a licensed medical practitioner or dentist.

NO EXPIRED MEDICATIONS WILL BE ACCEPTED. NO EXCEPTIONS.

2. All prescription medications must be in its original labeled pharmacy container and must be accompanied by a health professional's written request for administration which includes:

- Name of student
- Name of medication
- Name of qualified health care professional
- Dosage
- Date
- Time of administration

3. Over-the-counter medications must be in the manufacturer's original container and be labeled by the parent/guardian with the child's name and must be accompanied by a health professional's written request for administration which includes:

- Name of student
- Name of medication
- Name of qualified health care professional
- Dosage
- Date
- Time of administration

4. In addition, a parent or guardian must complete a permission form issued by the school for ALL medications given at school.

5. All medications are to be kept in a locked cabinet in the school health office.

6. Medications not in compliance with the above guidelines cannot be given and will be returned to the parents/guardians.

7. Self-administration of emergency asthma and anaphylaxis medications (Epi-pens) will be permitted with a licensed medical practitioner's order and parent permission, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.

Self-Administration

To self-administer medication, the student must be able to:

- Respond to and visually recognize his/her name
- Identify his/her medication
- Measure, pour and administer the prescribed dosage

8. All medication orders and parent permission will be valid for the current school year only. ALL MEDICATIONS must have a new doctor's order and parent permission submitted each school year.

9. All medications will be sent home at the conclusion of the school year. Any medication not picked up at the conclusion of the school year will be discarded. No medication can be kept at the school over the summer. Medication will be returned to the parent or an adult designee only.

Field Trip Medications

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Due to current Pennsylvania State Mandates school medications ***MAY NOT BE SENT WITH THE TEACHER*** if the school nurse is unable to attend the field trip. Parents of children with life threatening medical conditions and those taking daily medications will be dealt with on an individual basis. Parents of children who receive routine medication during school hours may choose to have their child not receive his/ her medication on the day of the field trip if a nurse cannot attend. Any questions should be directed to your child's school nurse.

When to Keep Your Child Home from School

Upon occasion it is necessary for your child to remain home due to an illness.

The Allegheny County Health Department and the Centers for Disease Control and Prevention have provided the following guidelines:

- Your child should not be sent to school hoping that he or she will feel better after arriving.
- Your child should be kept home following a nighttime bout of nausea, vomiting, or diarrhea and watched for further symptoms.
- Your child should remain home if he/she has had a temperature of 100 degrees or higher. A child should have a normal temperature for 24 hours ***without fever reducing medicines*** before returning to school.
- Whooping Cough: exclude from school until 5 days from start of appropriate antimicrobial treatment.
- Pink Eye: 24 hours after initiation of treatment.
- Strep Throat: 24 hours after initiation of treatment.
- Lice: Until treated with a pediculicidal agent. Seven days after treatment a health care provider or school nurse shall re-examine for infestation.
- Chicken Pox: Six days from the outbreak of the last crop of blisters with all pox marks dried.
- Impetigo, scabies or ringworm: Until judged non-infectious by the physician or 24 hours after initiation of treatment.

- **Telephone Use**

Students are not permitted to use the school telephones to make phone calls during the school day. If there is an emergency an adult will make a phone call home.

- **Lost and Damaged School Property**

Students are responsible for taking care of and returning school property provided for their use—including but not limited to locks, lockers, lab equipment and books. Families will be billed for lost or damaged items. Students with outstanding balances may be excluded from school activities.

- **Complaints**

Students and parents or guardians should direct complaints to the building principal. If the complaint is not resolved it should be directed to a Propel's Chief Academic Officer.

- **Accidents**

If your child is injured at school, we will make him/her comfortable and begin appropriate first aid procedures. If you cannot be reached, we will attempt to contact the emergency numbers you have listed on the student information cards. If your child needs to be transported to a hospital, an ambulance will be called. A school staff member will accompany your child to the hospital and stay with him/her until you arrive.

- **Volunteer Practices/Procedures**

All volunteers (parents, grandparents, community members) must have the required clearances including criminal, child abuse, FBI, PA Department of Education, and a TB test. Volunteers are assigned duties by the building principal and will work directly with an administrator who will work with faculty or staff for appropriate

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placement and direction of the volunteer work.

Any other arrangements must be cleared by with the superintendent or his/her designee. Volunteers must have proper clearances to assist with school events, performances, trips, etc. Paperwork to obtain the proper clearances can be provided by the building administrative assistant.

School-Level Title I Parent Involvement Policy and School/Parent/Student Compact

This policy and compact has been jointly developed and agreed upon by Propel Charter School and parents of Propel Students. The parent is the child's first teacher and even after entering school, the continued involvement of the parent is critical to the success of the child while in school. In order to accomplish this goal all parents will be given the opportunity to participate in the education of their children. Each parent will receive a copy of the Parent Involvement Policy and Parent/Student/School Compact at the beginning of the school year.

Parent Involvement Policy

Statement of Purpose

Propel Charter School is dedicated to providing quality education for every student. To accomplish this objective, we will develop and maintain strong partnerships with parents. Parents and teachers working as partners increase student achievement and develop positive attitudes about self and school.

Teachers will keep parents informed of grade level learning objectives. All students will be expected to work toward mastering these objectives. Our school recognizes the fact that some students will need extra assistance to achieve their full potential. The extra assistance is available to students through the Title I program.

Propel School intends to include parent in all aspects of the Title I program. Students will be given every opportunity for success through the development and enhancement of the home/school partnership.

Parent Involvement in Developing the Policy

Parents, members of the community, and school staff will meet to discuss the design and implementation of the Parent Involvement Policy. Propel will recruit participation through various avenues of publicity. Meetings will be planned at convenient times and locations for all concerned parents.

Meetings for Parents about Title I

Propel will hold two meetings during each school year. Parents will be informed of Title I guidelines. Copies of the Parent Involvement Policy will be distributed. Parents will be encouraged to become involved in revising and updating the policy as necessary.

The meetings will be held at a convenient time and location. Childcare will be provided to ensure parent participation and attendance. Written notices will be directed at attracting as many parents as possible.

School/Parent/Student Compacts

In accordance with Title I regulations, the school must develop a parent/student compact with the parents of students participating in the program. This compact will enable the school and parents to share responsibility for student performance and success.

The compact must explain how students, parents, and staff will share responsibility for promoting student performance and success.

All parents will be given a copy of the compact detailing the responsibilities that teachers, parents and students have in helping students accomplish their goals. Parents are asked to discuss the contents of the compact with their child.

Compacts are signed at the beginning of each school year by the Parent/Guardian, the Student, the Teacher, and the Principal.

Types of Parent Involvement

There are many ways in which parents can be involved with their children's education. Propel values both the at-home contributions and those which take place at school.

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Many types of parental involvement are needed in a home-school partnership that will help all our children to succeed. Parent involvement opportunities include:

- Supporting their child/children's learning at home.
- Volunteering in the classroom (must possess appropriate clearances).
- Volunteering to help with field trips (must possess appropriate clearances), and other Title I Reading projects and activities .
- Parent/Teacher conferences throughout the year.

Matching Programs to the Needs of Our Parents and Students

Parent and student needs will be assessed through questionnaires and parental suggestions as well as a variety of other measures targeted at creating a successful school environment. Workshops and programs will be tailored to meet the unique needs of our students and parents. Parents will be informed of involvement activities through the school office. The school will welcome and promote parent suggestions.

Staff/Parent Communication

Parents will be welcomed through various avenues of communication throughout the school year. Newsletters, conferences, personal contacts, and written notices will be utilized to establish and maintain an open line of communication.

Staff members will be trained in positive communication activities as well as effective ways to work with parents and community members.

Evaluation

Parents will be questioned about the effectiveness of the program and offer suggestions for improvement. The evaluation procedure will include assessment of successes in the Parent Involvement Policy as well as recommendations for improvement. The school will revise its Parent Involvement Policy based on the results of this annual review.

- **Title I Program**

The Title I program is designed to help each student reach the state's academic standards. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

Student Responsibilities:

- Read the Code of Conduct and Related Policies
- Attend school regularly and on time
- Complete and return homework assignments
- Read every day at home
- Respect the rights of others to learn without distraction and disruption
- Accept responsibility for my own actions
- Make an effort to do my best work
- Respect the cultural differences of other students, their families, and staff
- Work to resolve conflicts in positive nonviolent ways
- Comply with school rules at all times and during off campus school functions
- Deliver all reports and notices sent by the school to my parent/guardian

Parent Responsibilities:

- Assure my child gets to school on time and attends regularly
- Provide adequate rest, food, and medical attention for my child
- Monitor the completion of homework by establishing a time for homework, reviewing it regularly, providing a well-lighted and quiet place for study, encouraging my child's efforts and being available for questions
- Monitor television watching
- Encourage positive use of extracurricular time

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- Encourage my child to read for about 30 minutes each day at home
- Participate in school activities on a regular basis
- Communicate with school staff regarding my child's needs and circumstances
- Stay aware of what my child is learning and his/her progress in school
- Be aware of and follow rules and regulations of the school. Encourage my child to follow the rules and regulations of the school
- Support the school in its efforts to maintain proper discipline
- Update contact information to maintain communication with the school

Teacher Responsibilities:

- Maintain and foster high standards of academic achievement and positive behavior
- Serve as a positive role model
- Respect the cultural differences of students, their families, and other staff.
- Assist the administration in facilitating and implementing the Title I Parent Involvement policy and parent involvement activities
- Provide a safe, caring and pleasant environment that promotes active learning
- Explain assignments clearly and provide homework that supports the curriculum
- Help students learn how to resolve conflicts in an appropriate and positive manner
- Advise parents of their student's progress on a regular basis
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education
- Provide opportunities for parents to volunteer and participate in their student's class and observe classroom activities
- Demonstrate exemplary attendance as a model for the students
- Provide necessary assistance to parents so that they can help with the assignments
- Continue efforts to develop professionally

Principal Responsibilities:

- Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet
- Involve parents in the planning, review and improvement of any Title I programs at the school
- If requested by parents, provide opportunities for regular meetings of parents and the school where parents may offer suggestions and ask questions regarding Title I policies and programs
- Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content and achievement standards, state and local academic assessments, the requirements of Title I, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parent involvement.
- Ensure that all information related to school and parent programs, meetings and other activities is sent to parents in a clear and understandable format.

Building Visitation Policy

Upon entering the building, please stop in the office and secure a visitor's pass. Please bring a photo ID as this will need to be scanned as a security measure.

Parent Visitation

The administration and faculty of Propel Schools wish to support home/school cooperation. In order to make your visit to school more profitable to you and to us, and safe for all students, we ask:

1. Please schedule your visit in advance. A phone call to the principal's office will alert all staff of your presence.
2. Classroom visits are scheduled through the respective teachers.

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3. If you desire a conference with a teacher, make an appointment through the office. Classes will not be interrupted for this purpose.
4. All visitors must register in the office and obtain a visitor's ID.

Annual Child Find Notice and Student Records Notice

The Family Educational Rights and Privacy Act of 1974 (FERPA - C.F.R. Part 99), was most recently amended January 8, 2008, state regulations (Chapter 711-Special Education Services and Programs, Chapter 12-Student Rights and Responsibilities) and district policy.

It is the intent of this Annual Notice and policy to inform parent/guardian(s) and eligible children (i.e. students 18 and older) of their rights relevant to their privacy rights in the collection, maintenance, release and destruction of these records as required by the **Family Educational Rights and Privacy Act (FERPA)**, 20 U.S.C. '1232g. 34 C.F.R. part 99 and the No Child Left Behind Act of 2001.

Annual notice of this policy is given on the District's website, in student agendas, in building handbooks and hard copies are available in the main lobby of the administration building.

The different categories of information maintained by the school district are as follows; educational and health records, personally identifiable information and directory information. Information known as directory information can be released without consent. Parents may opt out of this by requesting in writing to the school principal that some or all directory information not be released. In addition, photographs and/or videos may be used in newspaper articles highlighting various school activities or television coverage of school events. If you do not wish your child to be photographed or videotaped for these purposes, you must inform the district in writing.

Education Records include records directly related to a student that are maintained by Propel Schools. The Educational Records of the District may include all of the following (this list is not intended to be exhaustive): grades, standardized test results, student evaluation reports, samples of student work, records transferred from sending schools, discipline records, medical records and any other records created and maintained by the school district directly related to the student. Educational records do not include communications with legal counsel that are attorney client privileged. Educational Records do not include records maintained solely by the creator for their personal use, not shared with others. The contents of a student's educational file shall be determined by the District unless a specific parental request is made or a complaint is made, consistent with this Notice.

The District shall permit the parent/guardian(s) of a student or an eligible special education student, who is or has been in attendance in the District, to inspect and review the education records of the student upon written request. The District will comply with a written request to review records within a reasonable period of time (never to exceed 45 calendar days from the date of written request) after the request has been made. When there are special cases and where necessary, a parental request to review records will be granted and arranged as soon as possible. Visits to review a student's records shall be arranged and facilitated by the building principal or designee, or any party selected by the District, for the purposes of security and assistance in explaining or interpreting the data. The right to inspect and review education records includes:

1. The right to a response from the District to reasonable requests, made in writing, for explanation and interpretations of the record; and
2. The right to obtain copies of records from the District where failure of the District to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the educational records (e.g. where the parent lives too far to come review the records personally). ***A reasonable***

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fee of .25 will be charged per page for duplicate copies of documents already provided to parents/guardians.

In accordance with FERPA, the District will not produce or compile documentation that does not already exist.

It is presumed by the District that both natural parent/guardian(s) of a student has authority to inspect and review the education records of the student at the school in the child's attendance area (main office) by appointment unless there is evidence that there is a legally binding instrument, or a State law or court order governing such matters as divorce, separation or custody, which provides to the contrary. A District designee will sit with the parent when the parent reviews the records in a private conference area of the main office.

Under federal law, parental consent is not required for the release of Directory information, which is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

The District designates the following as **Directory Information means:** information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

(a) Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

(b) Directory information does not include a student's ---

1. Social security number; or
2. Student identification (ID) number, except as provided in paragraph (c) of this section.

(c) Directory information includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

A written record of this information, or electronic copy of the same, including grade level completed and year completed, may be maintained at least 100 years after a student attains age 21. A parent/guardian or eligible student may notify the District in writing of their refusal to allow the District to release directory information without prior consent. Such written refusal for consent must be sent to Director of Pupil Services, Propel Schools, 3447 East Carson Street, Suite 200, Pittsburgh, PA 15203.

Pursuant to Section 9528 of the *No Child Left Behind Act*, the District is required to release student directory information (access to names, addresses, and phone numbers of high school juniors and seniors) to **military recruiters and college admissions officers**. The *No Child Left Behind* law requires high schools to release information to colleges or other higher learning institutions upon request. Any parent/guardian or student who has reached age eighteen may notify the District **in writing of their refusal** for this information to be released. Letters seeking the withholding of information to military recruiters should be sent to: Director of Pupil Services, Propel Schools, 3447 East Carson Street, Suite 200, Pittsburgh, PA 15203.

Per federal guidance, **student medical records**, maintained by the nurses' office, are considered educational records and will be shared with staff who the district determines have a legitimate educational interest in the information and a need to know medical information to protect the safety and health of the student. **Once**

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provided to the District, specific parental consent will not be sought to share information on a need to know basis. Parental requests to maintain the confidentiality of specific medical information must be made in writing to the nurse's office. Requests for complete confidentiality of medical information will be granted at the discretion of the nurse. These requests will be granted unless dangerous to the student.

If the district reported a crime committed by a student with a disability the district will ensure that copies of the special education records and disciplinary records of the student will be transmitted properly and only to the extent possible that the transmission is permitted by the Family Educational Rights and Privacy Act.

The District can communicate about sex offenders from agency to agency.

The District shall obtain the written consent of the parent(s)/guardian(s) of a student age eighteen before disclosing personally identifiable information, other than directory information, from the education records of a student to a third party. Consent is not required where the disclosure is to the parent/guardian(s) of a student who is not an eligible student or the student himself or herself.

Personally Identifiable Information

The term includes, but is not limited to ---

- (a) The student's name;
- (b) The name of the student's parent or other family members;
- (c) The address of the student or student's family;
- (d) A personal identifier, such as the student's social security number, student number, or biometric record;
- (e) Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- (f) Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
- (g) Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

Uses of Personally Identifiable Information:

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian(s) or the student or the eligible student in several situations. See 34 C.F.R. Part 99. Some important examples of when no consent to release information is needed include (list is not exhaustive):

1. To other school officials, including teachers, guidance counselors, nurses, and I.U. personnel within the District who have been determined by the District to have legitimate educational interests or are providing instruction or services to students. The District has determined that all school employees involved in the direct supervision of a student (academic or non-academic) (including support staff) have a legitimate education interest in academic and health related student information if the information is necessary to ensure appropriate fulfillment of their professional duties and to ensure the health and safety of the student.
2. To officials of another school or school system or post-secondary schools in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34. Parents may request a copy of the record sent.
3. To appropriate parties in a health or safety emergency, subject to the conditions set in 99.36, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
4. Information designated by the District as Directory Information.

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5. Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- Specified officials for audit and evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- State and local authorities, within the juvenile justice system, pursuant to specific state law
- Contracted, consultant, volunteer, or other party to whom an agency or institution has outsourced

institutional services or functions may be considered a school official under this paragraph---

- o (1) Performs an institutional service or function for which the agency or institution would otherwise use employees;
- o (2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and
- o (3) Is subject to the requirements of §99.33 (a) governing the use and disclosure of personally identifiable information from education records.

Propel Schools will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests.

When providing records to authorized third parties, the District will make a reasonable attempt to notify the parent/guardian(s) of the student or the eligible student of the transfer of the records at the last known address of the parent(s)/guardian(s) or eligible student. Per state law, the District will not provide any notice of transfer of records of a student to a school in which a student seeks or intends to enroll.

The District maintains student records in the individual Propel buildings. Special education student records, student health records, and 504 student service plans are kept in separate locked files in the individual schools until the time when the student is no longer active. Once a student becomes inactive in Propel their records are transferred to a locked storage space.

PLEASE NOTE: PROPEL SCHOOLS MAY DESTROY RECORDS UNDER THE FOLLOWING CIRCUMSTANCES AND TIMELINES

- a. Records that include a student's name, address, grades, attendance records, classes attended, grade level completed and year completed may be destroyed once 100 years have passed since the student's 24th birthday.
- b. **Special Education records**, Section 504 records, Response to Intervention (RTI) records, and health records **may be destroyed once 10 years have passed from the date a student has graduated or reached graduation age** (if exiting the district before graduation) as long as there is no outstanding request to inspect and review the records and the records are no longer deemed useful to the school district.
- c. **Notice of destruction of these records is provided annually via this publication.** Educational records of a student are longer needed by the District to provide educational services at the end of one year following a student's graduation from the District. A parent/guardian may submit a written request for the destruction of all education records at that time.
- d. Destruction will proceed where parents or eligible students have not requested copies by November 1st of the year the records may be destroyed as per paragraphs A&B above. Parents or students over eighteen have the right to request a copy of their record before destruction.

Parents are reminded that copies of the records might be needed for the acquisition of Social Security benefits or
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for other purposes.

Amendment of Education Records

A Parent/guardian or eligible student has the right to request amendment of a student's educational file if it is believed that any information is inaccurate, or in violation of a student's rights. The educational agency shall decide within a reasonable time whether to amend the record. If the school district decides not to amend the educational record it shall notify the parent/student of the right to and arrange an informal hearing. The hearing will be conducted by an official of the District without an interest in the outcome, who will be either the Director of Pupil Services or their designee. The parent may present relevant evidence. The District will issue a written decision based on the hearing. Informal inquiries may be sent to: ferpa@ed.gov or ppra@ed.gov. The website address is: www.ed.gov/policy/gen/guide/fpcd

Complaints regarding violation of rights accorded parent(s)/guardian(s) and eligible students with respect to student records are to be submitted to Director of Pupil Services, Propel Schools, 3447 East Carson Street, Suite 200, Pittsburgh, PA 15203, in writing. All Complaints will be investigated and responded to in writing within a reasonable period of time. If complaints cannot be satisfactorily resolved by the District, complaints can be filed with the following:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

Questions regarding the above information or requests for a copy of the records policy may be referred to: Director of Pupil Services, Propel Schools, 3447 East Carson Street, Suite 200, Pittsburgh, PA 15203.

SCREENING AND EVALUATION

Propel Schools has a three-part screening process in place that identifies any student who may need special education.

LEVEL 1: Review of Group-Based Data

The building principals, general education teachers, and resource teachers review enrollment information, academic and health records, and results from group-based tests such as Dynamic Indicators of Basic Early Literacy Skills (DIBELS), Measure of Academic Performance Assessment (MAP), Developmental Reading Assessment (DRA), 4- Sight Assessments, and the Pennsylvania System of School Assessment (PSSA). For incoming kindergarten students, results from a kindergarten readiness screening are examined. Data gathered through a thorough review of records may prompt a referral for screening of a child for special education.

LEVEL 2: Review of Hearing, Vision, Motor, Speech and Language

As prescribed by Section 1402 of the Pennsylvania school code, Propel Schools routinely conducts health screenings for kindergarten (K) through 12th grade students and new students without history of recent exams: Vision (Gr. K-12); Hearing (Gr. K-3, 7, & 11 and any student with a known history of hearing loss and ungraded students); Mandated Physical Exams (Gr. K or 1, 6, and 11); Dental Screenings (Gr. K or 1, 3 and 7); Scoliosis Screening (Gr. 6 & 7); and Body Mass Index (BMI) Screening (Gr. K-12). Speech and language skills are screened in kindergarten and upon referral to the speech pathologist. Gross motor and fine motor skills, academic and social-emotional skills are assessed by the general education teachers, special education teachers, and support staff on an on-going basis. Specified needs from all of these screening sources are noted within the child's official
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file, discussed with parents and, and when appropriate, referred to the Response to Intervention and Instruction Team (RTII) which meets monthly to conduct various on-going screening and to develop interventions

LEVEL 3: Response to Intervention and Instruction Team (RTII Team)

RTII is a group process aimed to maximize individual student success in the regular classroom, consider barriers to learning, and to serve as a screening process for students who may be in need of special education services. RTII is a positive, team based process which uses intervention techniques to help remove educational, behavioral or affective stumbling blocks for all students in the regular classroom. RTII program runs from kindergarten through grade 12. Referrals for RTII may be initiated by the parent, classroom teacher or any staff member. RTII includes general education teachers, special education teachers, math coach, literacy coach, guidance counselors, behavior coaches, and administrators.

RTII Process:

- A. Identify the student's needs for academic and behavioral support and identify the strategies that have been tried within the classroom.
- B. Determine more specific interventions to be implemented
- C. Implement the interventions
- D. Determine if the interventions are addressing the student's needs
 1. If the interventions work, continue the interventions
 2. If the interventions do not work, determine if the interventions need more time to be implemented or refer the student for a multidisciplinary evaluation (MDE)

Parents or guardians may request that their child be screened or evaluated for special education services. Requests for screening or evaluation should be made in writing and directed to the attention of Director of Pupil Services, Propel Schools, 3447 East Carson Street, Suite 200, Pittsburgh, PA, 15203.

Parent or guardians should request an evaluation for special education services if their child demonstrates warning signs of a developmental delay.

What are the warning signs of a developmental delay?

There are several general "warning signs" of possible delay. These include:

- Behavioral Warning Signs
 - o Does not pay attention or stay focused on an activity for as long a time as other children of the same age
 - o Focuses on unusual objects for long periods of time; enjoys this more than interacting with others
 - o Avoids or rarely makes eye contact with others
 - o Gets unusually frustrated when trying to do simple tasks that most children of the same age can do
 - o Shows aggressive behaviors and acting out and appears to be very stubborn compared with other children
 - o Displays violent behaviors on a daily basis
 - o Stares into space, rocks body, or talks to self more often than other children of the same age
 - o Does not seek love and approval from a caregiver or parent
- Gross Motor Warning Signs
 - o Has stiff arms and/or legs
 - o Has a floppy or limp body posture compared to other children of the same age

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- o Uses one side of body more than the other
- o Has a very clumsy manner compared with other children of the same age
- Vision Warning Signs
 - o Seems to have difficulty following objects or people with his/her eyes
 - o Rubs eyes frequently
 - o Turns, tilts or holds head in a strained or unusual position when trying to look at an object
 - o Seems to have difficulty finding or picking up small objects dropped on the floor (after the age of 12 months)
 - o Has difficulty focusing or making eye contact
 - o Closes one eye when trying to look at distant objects
 - o Eyes appear to be crossed or turned
 - o Brings objects too close to eyes to see
 - o One or both eyes appear abnormal in size or coloring
- Hearing Warning Signs
 - o Talks in a very loud or very soft voice
 - o Seems to have difficulty responding when called from across the room, even when it is for something interesting
 - o Turns body so that the same ear is always turned toward sound
 - o Has difficulty understanding what has been said or following directions after once he/she has turned 3 years of age
 - o Doesn't startle to loud noises
 - o Ears appear small or deformed
 - o Fails to develop sounds or words that would be appropriate at his/her age

Services for School Age Students with Disabilities

Propel Schools provides a free, appropriate public education to students with disabilities according to state and federal rules. To be eligible, the child must:

- Be of school age.
- Have a disability and be in need of specially designed instruction.
- Meet eligibility criteria for one or more of the following physical or mental disabilities as set forth in the Pennsylvania State Standards: autism, deaf-blindness, blindness, visual impairment, emotional disturbance, specific learning disability, other health impairment, traumatic brain injury, and speech/language impairment, orthopedic impairment, hearing impairment, deafness, multiple disabilities or mental retardation.

If a student is found eligible for an Individual Education Plan (IEP) according to state and federal law, the following services are designed to meet the needs of eligible students with disabilities:

- The annual development of an individualized education program (IEP).
- A triennial multidisciplinary re-evaluation for students with disabilities (except for those students with Intellectual Disabilities where evaluation remains biennial).
- A range of supports for students from itinerant level to supplemental level to full time level special education support within the district or placement in a full-time special education disabilities class outside of the regular school.

The extent of special education services for students with disabilities and the location for the delivery of such services are determined by the parents and the district staff at the IEP team meeting and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention. The district also provides related services, such as, physical therapy, occupational therapy and assistive technology (not an exhaustive list) if they are required to enable the student with disabilities to derive educational

Date Revised: September 21, 2015

benefits.

Prior to initiation of services, parents of a student with disabilities are presented a "Notice of Recommended Educational Placement/Prior Written Notice" (NOREP) with which they agree or disagree. If parents agree to the program outlined by the multidisciplinary team and the parent signs the NOREP, then the program is implemented for their child. If parents disagree with the program being recommended, they have the right to request IEP facilitation, mediation and/or a due process hearing. Parents are issued their "Procedural Safeguards" which outlines in detail their legal rights as a parent of a child identified as having a disability.

Services for Protected Handicapped Students

Propel Schools will provide to each protected handicapped student without discrimination or cost to the student or family those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of school programs and extracurricular activities to the extent appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental handicap which substantially limits or prohibits participation in or access to an aspect of the school program.

Services for protected handicapped students are distinct from those applicable to disabled students enrolled in special education programs. Protected handicapped students fall under Pennsylvania's Chapter 15, sometimes known by its federal name, Section 504 (of the 1973 Rehabilitation Act). In contrast, students with disabilities who qualify for special education services are covered by regulations contained in Pennsylvania's Chapter 711. While both Chapter 711 and 15 provide services to students, there are technical differences between the two. Additional information about evaluation procedures and provision of services to protected handicapped students is available by contacting, Director of Pupil Services, Propel Schools, 3447 East Carson Street, Suite 200, Pittsburgh, PA, 15203.

PROPEL WIDE POLICIES

- **Propel Nondiscrimination Policy**

Propel Charter Schools ("Propel") provides equal opportunities for all students regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, genetic history, or disability to achieve their maximum potential through the programs offered in the schools. Propel shall provide to all students, without discrimination, course offerings, counseling, assistance, athletics and extracurricular activities. Propel shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

Propel encourages students and others (who are not students or Propel employees) who have been subject to discrimination to promptly report such incidents to designated employees as listed in this policy. Employee complaints of discrimination are covered in the employee handbook.

All complaints of discrimination shall be investigated promptly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained to the extent possible, consistent with Propel's legal and investigative obligations. No reprisals or retaliations shall occur as a result of good faith charges of discrimination. Propel's Superintendent or his/her designee is Propel's Compliance Officer for purposes of this nondiscrimination policy.

Date Revised: September 21, 2015

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Such communications to students, parents/guardians and the public shall include the position, office address and telephone number of the Compliance Officer. This policy, its complaint procedures and the Compliance Officer's contact information shall be available on the Propel Schools website.

Contact information for the Compliance Officer and for the building principals appears in Attachment A of this policy.

PROCEDURES

Examples of discrimination, harassment and retaliation when such actions (or any other actions) are based on the target's race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, genetic history, or disability prohibited by this policy include but are not limited to

1. Name calling or insults
2. Inappropriate jokes
3. Inappropriate pictures, cartoons, drawings or other depictions
4. Isolation or exclusion
5. Bullying
6. Intimidation

The list above is not all inclusive. Any behavior that marginalizes, isolates or harasses a student due to his/her race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, genetic history, or disability is prohibited by this policy. This policy also prohibits (a) retaliation against anyone who in good faith reports behavior prohibited by this policy; and (b) intimidation of any witness or party who participates in an investigation.

This policy applies to students, employees and third-parties (such as vendors, independent contractors and members of the general public) and covers incidents that cause a hostile environment for Propel students in the school regardless of whether the incidents themselves occur on school property.

The Compliance Officer is responsible for monitoring nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment and related matters.
5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.

The building principal or his/her designee shall be responsible to complete the following duties when receiving a complaint of discrimination:

1. Inform the complaining party of the right to file a complaint and the complaint procedure.
2. Inform the complaining party if s/he is a student that s/he may be accompanied by a parent/guardian

during all steps of the complaint procedure.

3. Notify the complaining party and the accused of the progress at appropriate stages of the procedure.
4. Refer the complaining party to the Compliance Officer if the building principal is the subject of the complaint.

A list of building principals is available in Attachment A of this policy and on the Propel Schools website. Students and parents will be provided with the names of their building principals before or at the beginning of the school year.

Complaint Procedure

Step 1 - Reporting

Anyone who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. Within two (2) school days, the building principal (or Compliance Officer, as the case may be) will follow up with the student reported to be the subject of such conduct. If the building principal is the subject of a complaint, the complaining party or the reporting employee shall report the incident directly to the Compliance Officer.

The complaining party or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable. In cases in which the alleged victim may be in danger or his/her ability to participate fully in the educational process may be seriously impaired, the Compliance Officer or his/her designee may take interim action (consistent with state and federal law) to keep the alleged victim from his/her alleged harasser. Such action may include parent contact, removal from class, loss of privileges, detention, or suspension of the alleged harasser. **REPORTS OF ALLEGED INCIDENTS MUST BE MADE NO LATER THAN SIXTY (60) DAYS AFTER THE ALLEGED INCIDENT OCCURRED.**

Step 2 - Investigation

Incidents of discrimination, intimidation and retaliation prohibited by this policy will be promptly and equitably investigated. Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to complete the investigation. If the building principal is unable to conduct the investigation, the Compliance Officer shall authorize another appropriate person.

The investigation may consist of individual interviews with the complaining party, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. Both the alleged victim and the alleged harasser will be given the opportunity to present witnesses and other evidence. The investigator will use the preponderance of evidence standard to determine whether this policy has been violated. That is, a violation will be found if the complainant or victim presents evidence establishing it is more likely than not that the prohibited conduct occurred. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

All complaints will be investigated within three (3) school days of a complaint being filed. Any reasonable delays (e.g., the unavailability of witnesses or parties due to illness) will be noted in the investigative file, and the investigation will be completed as soon as possible following the delay.

Step 3 - Investigative Report

The building principal (or other person conducting the investigation) shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. Any reason for additional time in which to complete the report will be noted in the investigative file. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated

as factual, whether it is a violation of this policy, and a recommended disposition of the complaint. Findings of the investigation shall be provided in writing within five (5) school days to the complaining party, the accused and the Compliance Officer.

Step 4 - Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, Propel shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Victims of substantiated harassment or discrimination claims will be offered counseling and other resources consistent with the circumstances of their charges.

Disciplinary action shall be consistent with the employee handbook, Student Code of Conduct, Board policies, Propel procedures, applicable employment agreements, and applicable law. Employees will be disciplined consistent with the findings and such discipline may include termination. Independent contractors found to be in violation of this policy may have their agreements terminated or may be debarred from transacting business with Propel. Other third-party actors may be prohibited from participating in Propel activities.

Examples of student discipline are as follows:

A. Oral harassment of others may result in

- Oral or Written Reprimand
- Parent Contact
- Removal from class
- Special Assignment
- Written Agreement/Contract
- Loss of Recess
- Loss of Privileges
- After School Detention
- Before School Detention
- Saturday Detention

B. Students who continue to harass after being disciplined or students who

• Use abusive, obscene, or disrespectful oral or written language or gestures, swearing or Harass/Bully/Threaten may receive

- Oral or Written Reprimand
- Parent Contact
- Removal from class
- Special Assignment
- Written Agreement/Contract
- Loss of Recess
- Loss of Privileges
- After School Detention
- Before School Detention
- Saturday Detention
- Bus Suspension
- Out of school suspension
- Referral to police or District Magistrate
- Expulsion

C. Students whose discriminating or harassing behavior is so serious or frequent that it tends to disrupt the learning climate of the school such as continuation of behaviors listed in A and B above

- Assault
- Vandalism
- Physical Aggression
- Fighting
- Oral or physical threats

- Continuation of or extreme harassment/bullying/threats
- Discriminatory slurs or intimidation may receive

- Loss of Privileges
- Out of school suspension
- Loss of transportation privileges
- Restitution of property or payment of damage
- Referral to police or District Magistrate
- Expulsion

The above lists of prohibited behavior and possible discipline are illustrative only. Consistent with state and federal law, Propel will take appropriate action to provide equal opportunities for all students regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, genetic history, or disability to achieve their maximum potential through the programs offered in the schools.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.

2. The Compliance Officer shall review the investigation and the investigative report and may also conduct an additional reasonable investigation.

3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days of receipt. Copies of the response shall be provided to the complainant, the accused and the building principal (or other person) who conducted the initial investigation.

ATTACHMENT A – CONTACT INFORMATION

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DATE REVISED: August 14, 2015

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- **Propel School Anti-Bullying Policy**

INTRODUCTION

Propel prohibits acts of harassment or bullying. In order for the students of Propel to achieve high academic standards, it is necessary that the buildings be a safe and civil environment. Harassment or bullying, like any other disruptive or violent behavior, is conduct that disrupts a student's ability to learn as well as the learning of others. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying of any kind is expected of administrators, faculty, and staff as they provide positive examples for student behavior.

Harassment or bullying is any gesture or written, oral, graphic, or physical act (including electronically transmitted act) that takes place on school property, at any school-sponsored activity, or in a school vehicle and is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; a disability or impairment; or by any other distinguishing characteristic. *Harassment or bullying* includes any gesture or written, oral, graphic, or physical act (including electronically transmitted act) that takes place off school property if such act causes a hostile environment on school grounds.

Propel encourages students who have been subject to bullying or harassment to promptly report such incidents to designated employees as listed in this policy.

All complaints of harassment or bullying shall be investigated promptly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained to the extent possible, consistent with Propel's legal and investigative obligations.

This policy also prohibits (a) retaliation against anyone who in good faith reports behavior prohibited by this policy; and (b) intimidation of any witness or party who participates in an investigation.

This policy applies to students, employees and third-parties (such as vendors, independent contractors and members of the general public) and covers incidents that result in the bullying or harassment of Propel students regardless of whether the incidents themselves occur on school property.

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Propel's Superintendent or his/her designee is Propel's Compliance Officer for purposes of this anti-bullying policy. The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Such communications to students, parents/guardians and the public shall include the position, office address and telephone number of the Compliance Officer. This policy, its complaint procedures and the Compliance Officer's contact information shall be available on the Propel Schools website.

Propel officials must explain that this policy applies to all applicable acts of harassment and bullying that occur on school property, at school sponsored events, on a school bus or as a result of a student's association with the school. The Superintendent shall develop an annual process for discussing the policy on harassment and bullying with students and staff.

Contact information for the Compliance Officer and for the building principals appears in Attachment A of this policy.

DEFINITIONS

Harassment is conduct that meets all of the following criteria:

- Is directed at one or more students;
- Substantially interferes with educational opportunities, benefits, or programs of one or more students;
- Adversely affects the ability of a pupil to participate in or benefit from Propel's educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and,
- Is based on a student's actual or perceived distinguishing characteristic, or is based on an association with another person who has or is perceived to have a distinguishing characteristic, such as race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, genetic history, or disability.

Bullying is conduct that meets the following criteria:

- Is directed at one or more students;
- Is severe, persistent or pervasive; and
- Has the effect of doing any of the following:
 - Creating a threatening environment;
 - Substantially interfering with educational opportunities, benefits, or programs of one or more students; or
 - Substantially interfering with the orderly operation of the school.

PROCEDURE

Examples of bullying, intimidation and retaliation when such actions (or any other actions) are based on the target's race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, genetic history, or disability prohibited by this policy include but are not limited to

1. Name calling or insults
2. Inappropriate jokes
3. Inappropriate pictures, cartoons, drawings or other depictions
4. Isolation or exclusion

The list above is not all inclusive. Any action that marginalizes, isolates or harasses a student due to his/her race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, genetic history, or disability to the extent that such action creates a hostile environment is prohibited by this policy.

Propel expects students to conduct themselves in a manner keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school personnel. To prevent harassment and bullying, Propel staff shall use disciplinary situations as opportunities for helping students to learn to assume responsibility and consequences for their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline.

Propel prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts. Propel staff shall attempt to stop bystander support or encouragement of harassment or bullying. In serious cases of bystander support or encouragement of harassment or bullying staff shall report such actions to the building principal. Bystander support or encouragement of harassment or bullying shall be punishable as harassment or bullying.

Administrators shall develop and implement procedures that ensure both the appropriate consequences and

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remedial responses to student harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures harassment or bullying.

- Parties' ages, development, and maturity
- Harm, if any
- Surrounding circumstances
- Severity
- Prior incidents
- Parties' relationship
- Context
- Life skill competencies
- Experiential deficiencies
- Social relationships
- School culture
- School climate
- Social-emotional and behavioral supports
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions may range from positive behavioral interventions up to and including suspension or expulsion. Consequences shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, but consequences must be consistent with Propel's Code of Student Conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. The consequences may include, but are not limited to, the examples listed below

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out of school suspension
- Legal action
- Expulsion

Remedial measures may include:

Personal

- Problem solving advice
- Restitution and restoration
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation in the Care Team, peer-mediation, or similar services
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Behavior Support Coach
- Positive Behavioral Support Management Plan
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

Environmental (Classroom, School building)

- Modifications of schedules
- Adjustment in hallway traffic
- Modifications student routes or patterns traveling to and from school
- Targeted use of monitors

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- Parent conferences
- Law enforcement involvement
- Peer support groups
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- General professional development programs for certificated and non-certificated staff
- Involvement of parent-teacher organizations, such as Parent Council

The principal and/or associate principal at each school are/is responsible for receiving complaints alleging violations to this policy. All school employees are required to report alleged violations of this policy to the building principal or principal's designee. The complaining party or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. Within two (2) school days, the building principal (or Compliance Officer, as the case may be) will follow up with the student reported to be the subject of such conduct. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

COMPLAINT PROCEDURE

Step 1 - Reporting

The principal and/or the principal's designee also are/is responsible for conducting a prompt, thorough, and complete investigation of each alleged incident. The building principal or his/her designee shall

1. Inform the complaining party of the right to file a complaint and the complaint procedure.
2. Inform the complaining party if s/he is a student that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complaining party and the accused of the progress at appropriate stages of the procedure.
4. Refer the complaining party to the Compliance Officer if the building principal is the subject of the complaint.

A list of building principals is available in Attachment A of this policy and on the Propel Schools website. Students and parents will be provided with the names of their building principals before or at the beginning of the school year.

If the building principal is the subject of a complaint, the complaining party or the reporting employee shall report the incident directly to the Compliance Officer.

In cases in which the alleged victim may be in danger or his/her ability to participate fully in the educational process may be seriously impaired, the Compliance Officer or his/her designee may take interim action (consistent with state and federal law) to keep the alleged victim from his/her alleged harasser. Such action may include parent contact, removal from class, loss of privileges, detention, or suspension of the alleged harasser. **REPORTS OF ALLEGED INCIDENTS MUST BE MADE NO LATER THAN SIXTY (60) DAYS AFTER THE ALLEGED INCIDENT OCCURRED.**

Step 2 - Investigation

Incidents of bullying, harassment, intimidation and retaliation, including bullying, harassment, intimidation and retaliation on the basis of disability, prohibited by this policy will be promptly and equitably investigated.

The investigation may consist of individual interviews with the complaining party, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. Both the alleged victim and the alleged bully/harasser will be given the opportunity to present witnesses and other evidence. The investigator will use the preponderance of evidence standard to determine whether this policy has been violated. That is, a violation will be found if the complainant or victim presents evidence establishing it is more likely than not that the prohibited conduct occurred.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

The investigation is to be completed within three (3) school days after a report or complaint is made. Any reasonable delays (e.g., the unavailability of witnesses or parties due to illness) will be noted in the investigative file, and the investigation will be completed as soon as possible following the delay.

Step 3 - Investigative Report

The building principal (or other person conducting the investigation) shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. Any reason for additional time in which to complete the report will be noted in the investigative file. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided in writing within five (5) school days to the complaining party, the accused and the Compliance Officer.

Step 4 - Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, Propel shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Victims of substantiated bullying or harassment claims will be offered counseling and other resources consistent with the circumstances of their charges.

Disciplinary action shall be consistent with the employee handbook, Student Code of Conduct, Board policies, Propel procedures, applicable employment agreements, and applicable law. Employees will be disciplined consistent with the findings and such discipline may include termination. Independent contractors found to be in violation of this policy may have their agreements terminated or may be debarred from transacting business with Propel. Other third-party actors may be prohibited from participating in Propel activities.

Students will be subject to the consequences listed (above) in this Procedure section. The lists of prohibited behavior and possible discipline are illustrative only. Consistent with state and federal law, Propel will take appropriate action to address bullying and harassment.

Reprisal or retaliation against any person who reports an act of harassment or bullying is prohibited. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the reprisal or retaliation.

False accusations of harassment or bullying are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct an additional reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days of receipt. Copies of the response shall be provided to the complainant, the accused and the building principal (or other person) who conducted the initial investigation.

ATTACHMENT A – CONTACT INFORMATION

Compliance Officer

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- **Propel School Anti-Cyber-Bullying Policy**

INTRODUCTION

Cyber-bullying by a Propel student directed toward another Propel student or staff member is conduct that disrupts both a student's ability to learn and Propel's ability to educate its students in a safe environment. Propel prohibits acts of cyber-bullying by students through the use of any Propel owned, operated, and supervised technologies. Building principals or their designees may report allegations of cyber-bullying to law enforcement authorities.

This policy applies to students, parents, employees and third-parties (such as vendors, independent contractors and members of the general public) and covers incidents that result in the cyber-bullying of Propel students regardless of whether the incidents themselves occur on school property.

This policy also prohibits (a) retaliation against anyone who in good faith reports behavior prohibited by this policy; and (b) intimidation of any witness or party who participates in an investigation.

DEFINITIONS

"Cyber-Bullying" - Use of electronic information and communication devices, including but not limited to, E-mail, instant messaging, text messaging, mobile telephones, blogs, chat rooms, social media, and/or websites, that

1. Threatens, harasses, and/or intimidates an individual or group of individuals;
2. Places an individual in reasonable fear of harm to him/herself or damage to his/her property; or
3. Has the effect of substantially disrupting the orderly operation of Propel or any of its schools.

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Cyber-bullying includes any electronic transmission that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; a disability or impairment; or by any other distinguishing characteristic.

“Propel owned, operated, or supervised technologies” - Any computer, networking system, electronic equipment, or any other equipment or device owned, leased, operated, or under the control or supervision of Propel and/or its staff.

PROCEDURES

General

Examples of cyber-bullying, intimidation and retaliation when such actions (or any other actions) are based on the target’s race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, genetic history, or disability prohibited by this policy include but are not limited to

1. Name calling or insults
2. Inappropriate jokes
3. Inappropriate pictures, cartoons, drawings or other depictions
4. Isolation or exclusion

The list above is not all inclusive. Any use of electronic information and communication devices that marginalizes, isolates or harasses a student due to his/her race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, genetic history, or disability is prohibited by this policy.

Incidents of cyber-bullying, harassment, intimidation and retaliation, including cyber-bullying, harassment, intimidation and retaliation on the basis of disability, prohibited by this policy will be promptly and equitably investigated.

Any student or Propel staff member who believes he/she has or is being subjected to cyber-bullying, or any person who has reason to believe a student or Propel staff member is being cyber-bullied shall immediately make a report to the building principal or to his/her designee. A list of building principals is available in Attachment A of this policy and on the Propel Schools website. Students and parents will be provided with the names of their building principals before or at the beginning of the school year. Propel’s Superintendent or his/her designee is Propel’s Compliance Officer for purposes of this cyber-bullying policy.

All school employees are required to report alleged violations of this policy to the building principal or principal’s designee. The complaining party or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal. Within two (2) school days, the building principal (or Compliance Officer, as the case may be) will follow up with the student reported to be the target of such conduct. All other members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

All complaints of cyber-bullying shall be investigated promptly, and corrective action shall be taken when allegations are substantiated. The building principal or his/her designee shall investigate all reports of such conduct. If the investigation indicates cyber-bullying was not committed, the building principal or his/her designee will inform the affected parties of the investigation results. Confidentiality of all parties shall be maintained to the extent possible, consistent with Propel’s legal and investigative obligations.

In the event the investigation indicates cyber-bullying was committed by a Propel student on school grounds and/or using school district technologies, the student will be subjected to appropriate discipline.

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In the event the investigation indicates cyber-bullying was committed by a Propel employee on school grounds and/or using school district technologies, the employee will be subjected to appropriate discipline up to and including termination.

If the investigation indicates cyber-bullying was committed by a Propel student, a Propel employee, a parent, or a third-party using non-Propel technologies away from Propel school grounds, the building principal or his/her designee may report the investigation results to local law enforcement. This authority shall be exercised only when it is reasonably necessary for the student target's physical or emotional safety, security, and well-being or for the safety, security, and well-being of other students, staff, or Propel property.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the building principal or his/her designee.

COMPLAINT PROCEDURE

Step 1 – Reporting

The principal and/or the principal's designee also are/is responsible for conducting a prompt, thorough, and complete investigation of each alleged incident. The building principal or his/her designee shall

1. Inform the complaining party of the right to file a complaint and the complaint procedure.
2. Inform the complaining party if s/he is a student that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complaining party and the accused of the progress at appropriate stages of the procedure.
4. Refer the complaining party to the Compliance Officer if the building principal is the subject of the complaint.

A list of building principals is available in Attachment A of this policy and on the Propel Schools website. Students and parents will be provided with the names of their building principals before or at the beginning of the school year.

If the building principal is the subject of a complaint, the complaining party or the reporting employee shall report the incident directly to the Compliance Officer.

In cases in which the alleged victim may be in danger or his/her ability to participate fully in the educational process may be seriously impaired, the Compliance Officer or his/her designee may take interim action (consistent with state and federal law) to keep the alleged victim from his/her alleged cyber-bully. Such action may include parent contact, removal from class, loss of privileges, detention, or suspension of the alleged cyber-bully.

REPORTS OF ALLEGED INCIDENTS MUST BE MADE NO LATER THAN SIXTY (60) DAYS AFTER THE ALLEGED INCIDENT OCCURRED.

Step 2 – Investigation

The investigation may consist of individual interviews with the complaining party, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. Both the alleged victim and the alleged cyber-bully will be given the opportunity to present witnesses and other evidence. The investigator will use the preponderance of evidence standard to determine whether this policy has been violated. That is, a violation will be found if the complainant or victim presents evidence establishing it is more likely than not that the prohibited conduct occurred. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

The investigation is to be completed within three (3) school days after a report or complaint is made. Any reasonable delays (e.g., the unavailability of witnesses or parties due to illness) will be noted in the investigative

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file, and the investigation will be completed as soon as possible following the delay.

Step 3 - Investigative Report

The building principal (or other person conducting the investigation) shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. Any reason for additional time in which to complete the report will be noted in the investigative file. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, whether it is a violation of this policy, and a recommended disposition of the complaint.

Findings of the investigation shall be provided in writing within five (5) school days to the complaining party, the accused and the Compliance Officer.

Step 4 – Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, Propel shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Victims of substantiated cyber-bullying claims will be offered counseling and other resources consistent with the circumstances of their charges.

Some acts of cyber-bullying may be isolated incidents requiring Propel to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Disciplinary action shall be consistent with the employee handbook, Student Code of Conduct, Board policies, Propel procedures, applicable employment agreements, and applicable law. Consequences and appropriate remedial actions for students who commit acts of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion. In addition, cyber-bullying using Propel technology violates the Internet Policy and subjects the student to discipline as set forth in the policy.

Employees will be disciplined consistent with the findings and such discipline may include termination. Independent contractors found to be in violation of this policy may have their agreements terminated or may be debarred from transacting business with Propel. Other third-party actors may be prohibited from participating in Propel activities.

Reprisal or retaliation against any person who reports an act of cyber-bullying is prohibited. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the reprisal or retaliation.

False accusations of cyber-bullying are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another of cyber-bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a Propel employee found to have falsely accused another of an act of cyber-bullying shall be discipline in accordance with Propel policies and procedures.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the building principal or his/her designee.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.

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2. The Compliance Officer shall review the investigation and the investigative report and may also conduct an additional reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days of receipt. Copies of the response shall be provided to the complainant, the accused and the building principal (or other person) who conducted the initial investigation.

Publication

This Policy will be distributed by the Compliance Officer or his/her designees at the beginning of every school year to all Propel staff, students, and parent(s) or legal guardian(s). The policy will also be published on Propel’s website.

Confidentiality of Student Records

The privacy rights of parents and students are mandated by federal legislation known as the Family Educational Rights and Privacy Act of 1974 (FERPA - C.F.R. Part 99), most recently amended in November 1996, state regulations (Chapter 711-Special Education Services and Programs, Chapter 12-Student Rights and Responsibilities) and district policy.

Signature Page

I have read and understand the Code of Conduct, Anti-Bullying Policy, Nondiscrimination Policy, Cyberbullying Policy and Related Policies:

Parent /Guardian Signature	_____	Date	_____
Parent/ Guardian Print Name	_____	Date	_____
Student Name/Grade	_____	Date	_____
Student Signature	_____	Date	_____
Student Print Name	_____	Date	_____

