



THE
LEHIGH VALLEY
CHARTER HIGH SCHOOL
FOR THE **ARTS**

2018-19 HANDBOOK & PLANNER



STUDENT/PARENT/GUARDIAN HANDBOOK 2018-2019

Grades 9-12

*Please be advised that the contents of this handbook are subject to change.
The most current version of this handbook will be made available online at our website.*

**Please refer to your artistic department handbook for further guidelines and expectations
specific to your department.**

The Lehigh Valley Charter High School for the Arts

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Charter Arts Mission Statement

The Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, rigorous academic approach to learning and a development of talents in the arts. Built on passion, discipline, and a commitment to excellence, this integrative educational experience inspires all students to believe in who they are and in what they can accomplish.

Charter Arts is an audition-based, public charter high school for the arts, offering college and career preparation through immersion in an artistic community of peers, teachers and mentors. Charter Arts students excel in a vibrant, safe haven for artistic expression and a disciplined academic atmosphere in which everyone – through his or her passion for the area - shares a common language.

Equal Opportunity

In accordance with Title VI, Title IX, Section 504 and the Americans with Disabilities Act, The Lehigh Valley Charter High School for the Arts, Inc. does not discriminate, either in the educational or vocational programs and activities, which it operates, or in the employment of a personnel, on the basis of gender, handicap, disability, race, color, national origin, age, or religion. If you are physically or mentally handicapped or disabled, you may qualify for special services and instruction and equipment modifications so you can successfully complete the education program or participate in activities.

All inquiries regarding this policy should be directed to:

Diane LaBelle, Executive Director and CEO

Charter Arts

321 East Third Street

Bethlehem, PA 18015

(610) 868-2971

Parent and Family Engagement

Parent and Family Engagement events will be offered throughout the school year. These events will often be scheduled before performances and refreshments or dinner will be provided. Raffles and prizes may also be available to participants. A full schedule of events is posted on the Charter Arts website under the Parent Tab.

Parent Association meetings will be held throughout the year. Date and times will be announced in the newsletter/eblast. All are welcome to attend and share ideas.

Departmental Parent Meetings will be hosted by Artistic Departments. Artistic Directors will communicate dates and times of these meetings.

2018-19 School Calendar

Please be advised, this calendar is subject to change

New Teacher Orientation	Thursday, August 16 and Friday, August 17, 2018
Teacher In-service	Monday, August 20 through Wednesday, August 22, 2018
New Student Orientation 9 am – 2 pm	Thursday, August 23 and Friday, August 24, 2018
First Day of School for ALL Students	Monday, August 27, 2018
School Closed for Labor Day	Monday, September 3, 2018
“Back to School Night” for Parents	Wednesday, September 19, 2018
School Closed for Teacher In-Service	Monday, October 8, 2018
Early Dismissal 11 am/ PM Teacher In-Service	Friday, November 2, 2018
Open House	Tuesday, November 6, 2018
Open House	Tuesday, November 20, 2018
Early Dismissal 11 am	Wednesday, November 21, 2018
School Closed for Thanksgiving Vacation	Thursday, November 22 through Monday, November 26, 2018
Early Dismissal 11 am	Friday, December 21, 2018
School Closed for Winter Vacation	Monday, December 24, 2018 through Tuesday, January 1, 2019
*Keystone Exam Testing Window (and make-ups)	Monday, January 7 through Friday, January 18, 2019
Open House	Wednesday, January 9, 2019
Full Day of School – Dismissal at 3:00 pm	Wednesday, January 16, 2019
Early Dismissal 11 am/ PM Teacher In-Service	Friday, January 18, 2019
School Closed for Martin Luther King Jr. Day	Monday, January 21, 2019
School Closed for Auditions	Friday, January 25, 2019
School Closed for Auditions	Friday, February 15, 2019
Auditions	Saturday, February 16, 2019
School Closed for President’s Day (snow make-up day)	Monday, February 18, 2019
Auditions (snow date)	Saturday, February 23, 2019
Early Dismissal 11 am/ PM Teacher In-Service	Friday, March 29, 2019
School Closed for Spring Break	Monday, April 15 through Monday April 22, 2019
Snow Make-up Days	Monday, April 15 through Thursday, April 18, 2019
AP (Advanced Placement) Exams	Monday, May 6 through Friday, May 17, 2019
*Keystone Exam Testing Window (and make-ups)	Monday, May 13 through Thursday, May 23, 2019
Full Day of School – Dismissal at 3:00 pm	Wednesday, May 15, 2019
Full Day of School – Dismissal at 3:00 pm	Wednesday, May 22, 2019
Early Dismissal 11 am	Friday, May 24, 2019
School Closed for Memorial Day	Monday, May 27, 2019
Final Exams and make-ups (Early Dismissal 11:00 am)	Tuesday, June 4 through Monday, June 10, 2019
Last Day for ALL Students (Early Dismissal 11:00 am)	Monday, June 10, 2019
Graduation Rehearsal /Graduation (tentative)	Tuesday, June 11, 2019
Last Day for Teachers (tentative)	Thursday, June 13, 2019

Please Note: Student attendance during Keystone Exam Testing Window is mandatory

- School begins at 7:40 am
- Monday, Tuesday, Thursday, Friday – Dismissal at 3:00 pm
- Wednesday – Dismissal at 1:40 pm unless noted above
- If our school has a delayed opening on a Wednesday, dismissal will be at 3 pm
- School calendar has 183 student attendance days and 5 snow make-up days
- Further changes are possible and will be made in the best interest of our school

MARKING PERIODS	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Marking Period Ends	10/30/18	1/15/19	3/26/19	6/10/19
Mid-Report	9/26/18	12/4/18	2/19/19	4/3/19

Student Responsibilities & Expectations

Be Safe, Respectful, Responsible, Professional, & Creative

Be Safe

ALL students are expected to:

- See something ... Say something! If something doesn't seem right to you, please let someone know!
 - Follow school regulations regarding entering and leaving the school parking lots and school building (refer to Transportation Policy).
 - Help maintain a school environment free of weapons, illegal drugs, controlled substances, and alcohol by reporting anything you know to the administration.
 - Carry and be able to present student ID at all times.
 - Act responsibly when out on open campus. You represent Charter Arts when in the community and should comply with all local and state laws.
 - Bring to school only those personal possessions that are necessary for learning and do not interfere with the learning environment.
 - Behave in a manner that contributes to a safe learning environment and that does not violate other students' right to learn.
 - Exercise proper care when using school and/or local facilities and equipment.
 - Share information with school officials regarding matters that may endanger the health and welfare of members of the school community.
 - Be aware that all Charter Arts employees are mandated reporters. What is reported to or put in writing may not be confidential if it causes concern for the student's safety and the safety of others. School administration will comply with The Office of Children and Youth and local law enforcement.
-

Be Respectful

ALL students are expected to:

- Make a conscientious effort to respect the policies and rules set forth by Charter Arts and conduct oneself accordingly.
 - Not interfere with the education of another student. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others involved in the education process.
 - Show respect for school property and respect the property of others, both private and public.
 - Be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status, and political beliefs, and refrain from making slurs based on these criteria.
-

Be Responsible

ALL students are expected to:

- Be present - both physically and mentally each school day so you can show your best self at Charter Arts.
- Complete all assigned work by assigned deadlines.
- Be engaged in the learning process to the best of your ability; continue to be self reflective.
- Be mindful of those around you ("if you see something, say something") at all times.
- Attend school regularly, arrive on time each day, and make every effort to achieve in all both your core and artistic areas. Remember, you chose Charter Arts for a reason!

- Come to school prepared for class with appropriate materials and properly maintain all school equipment.
 - Make up work all work that is missed when absent from school for any reason in the timeframe given.
 - Check all grades in PowerSchool to monitor your learning and achievement.
 - Avoid distractions that pull you away from the important parts of your education.
 - Seek out the help and guidance of the adults in the building when help is needed. This includes in your core and artistic classes, and all areas of your high school experience.
 - Be familiar with the contents of this handbook and abide by school and classroom rules and regulations.
 - ASK for HELP when you need it!!!
-

Be Professional

ALL students are expected to:

- Share the responsibility of developing a professional climate within the school, which is conducive to learning, living, and creating.
 - Promote mutually beneficial relationships with the goal of building understanding and respect within the school community.
 - Keep lines of communication open with faculty and staff.
 - Read, be familiar with, and comply with the contents of your Artistic Department handbook.
 - Ask questions and engage in professional discussion in a mature and productive way with classmates, teachers, other faculty and staff.
 - Represent Charter Arts in a professional, mature manner when attending performances and exhibitions at our school and within the community.
 - Seek out and enthusiastically participate in the opportunities presented to you while at Charter Arts.
-

Be Creative

ALL students are expected to:

- Work with school staff in developing broad extracurricular programs in order to represent the diverse range of physical, social, and cultural interests and needs of students.
 - Engage in and embrace the creative opportunities presented to you during your time at Charter Arts.
 - Take creative risks, do not be afraid to make mistakes, and embrace the process.
 - Support fellow Charter Arts students by attending performances, readings, and exhibitions for students in and outside of your own major.
 - Work hard to develop your skills and always remember why you chose Charter Arts.
-

Student Code of Conduct

Be...Safe, Respectful, Responsible, Professional, Creative....

In order to protect the right of all students to receive the best education possible in a safe, orderly, learning environment, certain expectations for behavior must be established. Student misconduct is classified into five levels based upon place of occurrence, frequency of occurrence, and disruptive effect upon the safety and orderliness of the learning environment. Interventions are classified into three tiers.

Each classroom teacher will provide or involve students in the development of a **classroom management plan that is aligned to the school wide expectation that our students will *Be ... Safe, Respectful, Responsible, Professional, and Creative.*** The plan will include a list or description of classroom expectations and consequences for failing to adhere to the procedures established by the teacher. This plan will be shared with parents at the start of the course.

- School administration will support teachers in holding students accountable to classroom expectations as necessary.
 - Unless IEP specifically states otherwise or behavior is deemed a manifestation of the student's disability, students with an IEP are subject to the same behavior standards as all students.
 - When a student is not meeting classroom expectations, teachers and/or staff members will refer to the classroom management plan, the behavioral management plan incorporated in their IEP, and/or the tiers of intervention listed within this Code of Conduct.
 - Students will be referred to administration when despite efforts of the teacher and/or staff member to communicate the classroom and/or schoolwide expectations, the student chooses, refuses, or neglects to follow the directions of the teacher or staff member OR when the behaviors escalate beyond a level one infraction.
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Levels of Student Conduct Infractions & Tiered Interventions

The school code of conduct includes prohibited behaviors while in school, during school hours including arrival and dismissal, in the community while out on open campus, during school-sponsored activities before and after school, on school property including the student parking lot, and while students travel to and from school by school bus.

Level 1 Infractions	Tier 1 Interventions
<ul style="list-style-type: none"> • Tardiness to class • Prohibited cell phone and electronic device use (filming is Level 3 infraction) • Disruptive behavior • Drinking/eating outside of designated areas • Excessive talking/distractions/noise making in classrooms or common spaces • Not following directions • Public displays of affection • Defiance or disrespect • Dress code violations • Profanity • Any other act deemed inappropriate by administration or Charter Arts Staff 	<ul style="list-style-type: none"> • Official warning issued by teacher to notify school administration of first offense • Contact (email/phone call) to parent/guardian to report incident for first and/or second offense (may be combined with Official Warning at teacher discretion) <p>School administration will be notified for all further interventions:</p> <ul style="list-style-type: none"> • Teacher issued classroom or lunch detention for second or third offense • Discussion with school counselor and/or case manager, if applicable • Teacher consultation with artistic director and possible student/teacher meeting with artistic director • Loss of privileges such as open campus, performance privileges, etc.

Level 2 Infractions	Level 3 Infractions
<ul style="list-style-type: none"> • More than 3 repeated occurrences of Level 1 infractions • Class cut verified by teacher • Being in unassigned area • Inappropriate use of school wifi/internet • Creating an unsafe environment in hallways, study halls, commons, bus, classroom, or any other location • Non-permanent, minor vandalism • Chronic tardiness to class (after Tier 1 interventions) • Chronic disruptive behavior (after Tier 1 interventions) 	<ul style="list-style-type: none"> • Repeated occurrence of Level 2 infractions • Leaving school building/campus without permission • Violation of open campus policies, including abuse or misuse of open campus • Unapproved filming during school hours (violation of electronic device/cell phone policy) • Social media use that poses a substantial disruption to the operations of the school day • Sexting or transmission of inappropriate text, images, and/or video that poses a substantial disruption to the operations of the school day • Harassment, intimidation, and/or bullying or

<ul style="list-style-type: none"> • Inappropriate contact, language, or gestures • Leaving classroom without permission • Hindering an investigation • Violation of locker guidelines • Abusive language • Repeated violation of any school policy following multiple teacher interventions** • Any other act deemed inappropriate by the administration and/or Charter Arts Staff. 	<ul style="list-style-type: none"> • cyberbullying • Verbal threats to another person • Inappropriate sexual contact and/or behaviors or sexual harassment • Possession of lighters, matches, vaporizer liquid • Plagiarism or cheating • Forgery • Persistent insubordination • Possession of “look-a-like” weapon(s) • Violation of student medication policy • Any other act deemed inappropriate by the administration
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Tier 2 Interventions

<ul style="list-style-type: none"> • Discipline referral to the administration for consequent, repeated offenses or for tier two or higher infractions • Behavior modification contract issued by administration developed with the student, parent/guardian, and other stakeholders. • Loss of privileges such as open campus, performance privileges, etc. (Artistic Directors may also revoke these privileges) • Lunch detention(s) and after school detention(s) issued by administration • In School Suspension and/or Out of School Suspension 1-5 days • Community Service and/or Restorative Modules may be available at administrative discretion • Search of property when deemed appropriate or when there is reasonable suspicion. • All violations of the PA Crimes Code will be reported to the police and may be reported to the Office of Children and Youth.
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Level 4 Infractions	Level 5 Infractions
<ul style="list-style-type: none"> • Repeated occurrences of Level 3 infractions • Fighting • Abusive and threatening language towards a school employee • Recurrent insubordination • Threats of violence • Permanent vandalism or destruction of school property • Theft or stealing on or off campus during school hours or school sponsored events • Smoking on or off campus during school hours or school sponsored events 	<ul style="list-style-type: none"> • Use/possession/sale of drugs, drug paraphernalia or alcohol on or off campus during school hours or school sponsored events • Use/possession/sale of vaporizers on or off campus during school hours or school sponsored events • Use/sale/possession of weapons on or off campus during school hours or school sponsored events • Use/sale/possession and/or abuse of over the counter medications and prescription

<ul style="list-style-type: none"> ● Possession of tobacco products on or off campus during school hours or school sponsored events ● Possession of “look-a-like” drugs or paraphernalia on or off campus during school hours or school sponsored event ● Any other act deemed inappropriate by the administration <p>Students cited for Level 4 infractions will immediately be suspended up to ten (10) days.</p> <p>**Habitual offenders of Level 4 infractions may be referred to the CEO for an expulsion hearing.</p>	<ul style="list-style-type: none"> ● medications for non-prescribed medical conditions ● Serious vandalism, theft or destruction of school property ● Arson or attempted arson ● Setting off the fire alarm ● Terroristic threats ● Serious breach of Charter Arts computer guidelines ● Any other act deemed inappropriate by the administration <p>Students cited for Level 5 infractions will immediately be suspended from school for ten (10) days. A conference will be held between administration and the parents/guardians and a possible expulsion hearing with the CEO may take place.</p>
Tier 3 Interventions	
<ul style="list-style-type: none"> ● Continued Tier 2 Interventions listed above ● Parent conference ● Loss of privileges such as open campus, performance privileges, etc. ● In school suspension ● Out of school suspension 5-10 days ● Outside interventions (referral to SAP team, school psychologist, other resources, etc.) ● Confiscation of any contraband deemed inappropriate for school ● Possible referral to the CEO for an expulsion hearing ● Tobacco violation may result in prosecution for a summary offense ● Possible law enforcement interventions 	

**Habitual offenders may be defined as either:

- Students who have exceeded ten (10) days of suspension during the current school year for a specific Level 4 infraction.
- Students who have exceeded three (3) separate suspensions during the current school year for any combinations of infractions.

After School Detention

After school detention will be held on Thursdays from 3:00pm – 4:00pm. Charter Arts is not responsible for providing transportation for students who are assigned after school detention. If a student receives an after-school detention, parents/guardians will receive notification by phone or email. If the student does not attend the assigned detention, they will be assigned a second detention

and/or multiple lunch detentions. If the student does not attend detention for the second time, an in-school suspension will be assigned.

Suspension

A suspension from attending classes during the regular school day may be invoked as a disciplinary measure at the discretion of the administration. The suspension may be ISS (ISS) or out of school (OSS) and may be from one (1) to ten (10) days in length depending on the nature and frequency of the infraction. "Suspension" means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period of time. *Suspension and expulsion of classified students will be in accordance with due process requirements as defined by state regulations.*

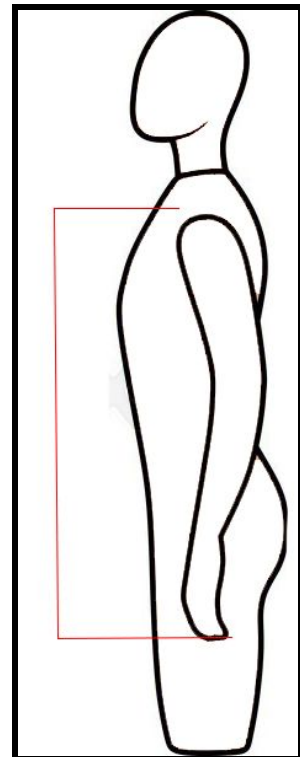
In School Suspension	Out of School Suspension
<ul style="list-style-type: none"> Students may not have electronics or cell phones during ISS Student assigned to ISS must report to the designated ISS area no later than 7:40am Students assigned to ISS must remain there for the duration of the day under the direct supervision of Charter Arts personnel Students serving ISS are required to work on school related work during the day Students should bring necessary school related items with them (laptop, notebooks, etc.) All of the student's teachers will be contacted to provide assignments It is the student's responsibility to follow up with teachers for their assignments Students in ISS are subject to the rules of ISS and shall be provided with those rules at the beginning of their suspension When a student is on ISS, it is considered an excused absence Students serving ISS will not have access their open campus privilege and should either bring their lunch or be prepared to purchase something to eat in the Commons Cafe 	<ul style="list-style-type: none"> An OSS will be issued automatically for an action that poses an imminent threat to the safety and security of the school/school environment. Students on OSS are not allowed to attend or participate in any school sponsored events Students on OSS are not to be anywhere on school property during the suspension Students may be arrested for trespassing if found on school property or at a school sponsored event while on suspension All of the student's teachers will be contacted to provide assignments It is the student's responsibility to follow up with teachers for their assignments When a student is on OSS, it is considered an excused absence For out of school suspensions exceeding 3 days, parents/guardians and the student will be offered an informal hearing in order to give the student an opportunity to discuss the suspension and, in some cases, to present evidence to possibly reduce the duration of the suspension For suspensions that are 10 days in length, a parent/guardian must attend a re-entry conference with school administration prior to the reinstatement of the suspended

	<p>student. Failure to appear at the time indicated on the suspension letter without having made contact with the appropriate member of the administration will constitute a violation of suspension policies established by the School Board of Directors as well as the compulsory attendance laws of the Commonwealth and will result in the student's continued suspension.</p>
<p>Students may make up any in-class work missed during a suspension (This work must be completed within one week of the students return to school unless the student has accommodations that would allow for additional time)</p>	

Student Dress

In order to maintain a professional and safe environment, yet still allow for self-expression and creativity, some parameters must be followed when dressing for the school day. Students may be asked to change when the clothing they choose poses a substantial disruption to the learning environment. Students should adhere to the following guidelines when choosing clothing for school:

- Wear clothing that is appropriate for your learning environment; we encourage creativity and professionalism
- You will be asked to change should you choose to wear clothing that displays profanity, offensive language, or sexual innuendo in any way, including but not limited to hate speech, gang related clothing, drug or alcohol references, or sexual content
- You will be asked to change if you wear clothing that exposes any part of the torso (skin should be covered between mid-thigh and shoulders, see illustration to the right)
- For the safety of yourself and others:
 - Refrain from wearing hoods or brimmed hats in hallways and stairwells
 - Refrain from wearing extremely high heeled shoes



Electronic Devices/Cell Phone Use

At Charter Arts, we embrace the potential of electronic devices as a learning tool in the classroom, and therefore, we allow teachers to implement the use of electronics when appropriate. **However, without specific teacher permission, cell phones and/or other electronic devices are not to interrupt the school**

day and should **remain out of sight and off or silent during class times**. In order to maintain a safe and professional school environment, students should be respectful of the learning and performing environments and follow these guidelines.

Electronic Devices include but are not limited to: cell phones, smart watches, pagers, iPods, Smartphones, Bluetooth speakers, etc.

CHARTER ARTS is not responsible for any lost or stolen electronic device.

Care and security of these devices is the responsibility of the student. Students bring these devices to school at their own risk. Students are assigned lockers with locks and should use them to secure their belongings.

****PLEASE NOTE:** Filming of any kind on a video camera, cell phone, or any other electronic device is strictly forbidden without permission by the Charter Arts administration. *In the Commonwealth of Pennsylvania, "It is unlawful to record either an in-person conversation or electronic communication without the consent of all parties. 18 Pa. Cons. Stat. Ann. § 5704 (West 2012)."* Consequences may include, but are not limited to: after school detention, in-school suspension, and out of school suspension.

It is Charter Arts' mission to educate our students to be responsible citizens in the 21st century, and we understand that use of electronic devices and electronic communication is a part of this growth. To that end, we ask that students adhere to the following guidelines:

Permitted Cell Phone Use Areas: (texting and checking social media only; no voice or video calls, etc.)

- Commons Cafe during lunch and study halls
- Theater ONLY during Study Halls
- **Cell Phone Free Areas:**
- Classrooms - unless approved by a teacher
- Hallways
- Theater during times other than Study Halls

Electronic devices may be used in other school areas, including the classrooms and practice rooms at the discretion of the instructor and/or artistic director. Teachers will outline their policies in their syllabi so refer to that for specific information. **Cell phones should be silent or powered down and stored out of sight during class unless the teacher has specifically given permission for use. Use of cellphones and electronic devices is not permitted in lunch detention, after school detention, or in school suspension; this may result in further disciplinary action.**

If a student needs to make an important phone call during the day, they should report to an Administrator. In an emergency situation, parents may call the Main Office number to leave a message for their child; in most cases, messages will be delivered during lunch or after school. Emergency use of devices may be granted at the discretion of and in the presence of teachers and/or administration.

Study Hall Expectations

All students are expected to:

- Work diligently. Bring work to stay focused and engaged during the entire period. Study halls are not designated for socializing.
- Students should use the areas designated by the study hall teachers for collaborative work.
- When signing out Chromebooks, students will use them responsibly and return them where they belong when finished (see technology section of this handbook for more details).
- All study halls, in the theatre, classrooms, and Commons Cafe are meant to be quiet spaces for studying and getting work done.
- Be respectful of those around you by being quiet and not distracting those trying to work.
- Use headphones responsibly. Headphones should not disrupt other students. Sound (music, video, podcasts, etc.) from external speakers or other devices is not permitted at any time.
- Only leave study hall with prior approval by a teacher or need to use the restroom/nurse.
- Present a completed pass to the monitor before signing out in the event they are seeing another teacher. No matter the reason, please utilize the sign out sheet.
- Only utilize vending machines while in a Commons study hall. All food and drink must be consumed in the Commons Cafe. This is a privilege which will be revoked by the monitor if the student does not clean up after themselves.
- Not have food or drink in the theatre during study halls. This is NON-negotiable because we want to maintain our performance environment; water bottles in clear plastic containers are allowed.
- Treat the study hall space with respect by not sitting on tables, etc.
- When in a theatre study hall, do not put feet up on backs of seats.

Smoking on School Property

Any person that is found to be smoking cigarettes or vapes on school property or during school hours, including during arrival, dismissal and evening performances, may be given a citation from the local magistrate which will result in a fine of up to \$150 and may be required to take a smoking cessation class or other consequences, which may include an out of school suspension up to ten (10) days for violating school policy or may be barred from attending school performances. School property also includes the student parking lots and any outside venue at which the students perform.

Attendance Policies and Procedures

The Charter Arts School Board of Directors requires that school-age pupils who are enrolled at Charter Arts attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania.

The Charter Arts community is a collaborative community. Learning and the arts thrive when all are present to participate. In short, we must gather together to work together. We expect our students to be present in school and on-time to school every day. Charter Arts recognizes the assurance of our student's compulsory attendance as both a legal and a moral obligation.

Every parent/guardian of a school-age child (8 to 17) is responsible for the child's school attendance. All persons residing in this Commonwealth between the age of 6 and 21 years of age are entitled to a free and appropriate public education. Failure of a student to attend school has specified legal consequences for parent/guardian(s) and potentially for the student as well.

Absences from School

- A list of lawful (acceptable) or excused absence reasons appears in a [chart below](#).
- All attendance documentation will be required within three (3) days of return from absence and, when possible, on the approved **school absence template** available online and in the Main Office. All notes must be legible and include a parent/guardian's signature.
- Any excuse documentation turned in during the 3 day window from the day of the absence and that states a lawful (acceptable) reason will be modified to an excused absence in Powerschool.
- Any absence where an excuse documentation is not turned in within 3 days will be deemed unlawful for students under 17 or unexcused for students over 17 and will accumulate. These absences may be subject to truancy procedures as stated in [Pennsylvania Truancy Law](#).

Unlawful/Unexcused Absences

Parents will receive the below **Warning Letters** when a student has accumulated 3,6,10, and 20 total unexcused absences.

3rd Unexcused Absence

- Warning letter sent home
- District of residence contacted for possible truancy charges

6th Unexcused Absence

- Phone call/Warning Letter sent requesting the parent schedule a Student Attendance Improvement Conference (SAIC) if the parent cannot provide proper excuse documentation
- District of residence contacted for possible truancy charges

10th Unexcused Absence

- Letter sent home from grade level AP/Admin
- Possible referral to SAP team
- Physician note required for illnesses
- District of residence contacted for possible truancy charges
- After school detention
- Loss of outside privileges at Administrative discretion

20th Unexcused Absence

- Letter from Principal sent to family
 - Possible referral to SAP team
 - Physician note required for illnesses
 - District of residence contacted for possible truancy charges
 - After school detention(s)
 - Loss of outside privileges at Administrative discretion
 - Potential loss of performance opportunities
-

Tardy to School

One of the defining characteristics of Charter Arts is that our students come from over 50 school districts. Due to distances traveled to school, we understand there will be occasions where students will be late. Students should make every effort to arrive on time accounting for weather and other circumstances that may develop during travel to school. If a student is going to be late, they should make every reasonable effort to contact the Main Office. Students who are late to school may be denied open campus lunch privileges if applicable.

- Students must report to advisory period by 7:40 AM or will be considered tardy and must present a pass from the SWIPE station or Main Office (bus or late pass) to their advisory period teacher
 - Late bus passes are considered excused tardies
 - Students arriving late by bus are not penalized
 - Students will be given 10 parent excused tardies per year (with parent documentation)
 - Parents will be required to submit notes for excused tardies the same or next day
 - If a student arrives more than 60 minutes after the start of the school day, the day will be counted as half day absence
 - A list of [interventions for excessive tardiness](#) appears below.
-

Parent Pick Up Procedure

- When a student is going to be picked up early, please send a note with the student to be handed in to the Main Office in the morning.
 - If someone other than a parent is picking the student up, please include the person's name in the note and the parent should call the office to confirm.
 - Please include the pick up time, reason, and a parent/guardian signature.
 - If a student is driving themselves or is being driven by another student/person, please indicate this in the note.

- Anyone picking up a student must present ID and sign the student out in our Main Office. This is required for safety purposes and is non-negotiable.
- Documentation is required for official appointments and can be presented the following day.
- If a student leaves more than 60 minutes prior to the end of the day, the day will be counted as half day absence. With official documentation, this half day absence will be excused.
- All early dismissal requests must be in writing; we cannot accept phone calls to excuse a student early.

Student Sign-Out Procedures

Students who are going to miss a part of a day of school must bring a note signed by a parent/guardian requesting the student's excusal. The note must be written legibly and must include the following information:

- The date that the note is being submitted
- First and Last Name of Student
- Parent/Guardian First and Last Name
- Date(s) of Requested Absences
- First and last name of the persona picking up the student or if the student will be driving themselves
- Time of Dismissal
- Reason for Dismissal
- Signature of Parent/Guardian

The note should be presented to the Main Office before school begins. Students will receive a pass to be excused at the time indicated on the parental note. **Students will not be released to individuals not on their permission to pick up list or individuals who do not present ID in the Main Office. No Exceptions.**

Lawful/Excused Absence Details and Documentation Required

Absence Reason	Required Documentation	Number Permitted
College Visits/Auditions (11th and 12th grade only)	Documentation from College or University including dates of visit.	4 visits permitted per school year
Professional Artistic Obligations	Parent request to administration PRIOR to requested dates; Documentation from artistic organization	2 permitted per school year, per administrative discretion
Parent Excused Absences	Parent note required to be submitted to Main Office PRIOR to vacations or immediately following absence for any other reason.	10 permitted per school year with parent note

Absence Reason	Required Documentation	Number Permitted
Medical Appointments	Physician Note	With proper documentation
Court Hearing	Documentation from court	With proper documentation
Field Trips	Teacher documentation	With proper documentation
Bereavement	Parent note	With proper documentation
Religious Observances	Parent note	With proper documentation

Interventions for Excessive Tardiness to School

Unexcused School Tardies	Consequence
6-8	<ul style="list-style-type: none"> • Main office will alert Assistant Principal • AP or designee will meet with student to develop a tardiness elimination plan • AP or designee will contact parent and notify artistic director • Warn student of consequences for subsequent tardies (below)
10	<ul style="list-style-type: none"> • Main office will assign 1 lunch detention and alert AP • Possible SAP referral • Loss of privileges (open campus lunch for 10 - 12th grade for 1 week, etc.) • AP or designee will contact parent and notify artistic director
15	<ul style="list-style-type: none"> • Main office will assign 2 lunch detentions and alert AP for • Possible SAP referral • Loss of privileges (open campus lunch for 10 - 12th grade for 2 weeks) • Loss of performance opportunities at Administrator discretion • Other consequences at Administrator discretion
20	<ul style="list-style-type: none"> • Main office will alert AP • AP or designee will meet with student for possible 3 lunch detentions/ or after 1 after-school detention • Loss of privileges (open campus lunch for 10 - 12th grade for 1 month) • Loss of performance opportunities at Administrator discretion • Other consequences at Administrator discretion • Letter sent home to parent/guardian
25+	<ul style="list-style-type: none"> • Main Office will alert AP • AP assigns after school detention • Loss of privileges (open campus lunch for 10 - 12th grade permanently) • Loss of performance opportunities at Administrator discretion • Other consequences at Administrator discretion

Class Attendance Procedures

Late to Class/Tardy

If a student is late to a particular class, Tier 1 interventions will be considered. Teachers will make contact with the parent/guardian and/or assign a lunch detention after recurring instances. After all Tier 1 interventions have been exhausted, students will be referred to administration for further consequences.

Cutting Class

Not attending class as scheduled is considered **cutting class**. It is part of your responsibility at Charter Arts to attend class regularly, demonstrate responsibility and professionalism, and inform to your classroom teacher when you will not be present in class.

Students not present in class and without a legal excuse on file with the Main Office:

- Will serve consequences according to the Student Code of Conduct. Cutting class is a level 2 violation and will be reported to the administration.
 - May not be permitted to make up work missed in that class and may receive a zero for the class and work missed.
 - May lose Open Campus and other privileges.
-

Use of Hall Passes

In order to ensure the safety of all Charter Arts students, hall passes are required when moving throughout the building. Classroom issued hall/restroom passes should be carried by all students leaving the room to use the bathroom. Students who have appointments throughout the school should carry the pass issued by the Charter Arts faculty/staff member who the appointment is with. In all other cases, a hall pass will be issued by Charter Arts faculty/staff members. Students should be respectful when asked to present their pass to faculty/staff members. In order to maximize time spent in the classroom, teachers will present their classroom policy on leaving the room in their syllabus.

Scholastic Standards & Expectations

Core & Artistic Department Guidelines

Charter Arts' understands that our students are coming from many different school environments. We will be consistent and hold students to professional standards that will contribute to their success. Please refer to Artistic Department Handbooks for information specific to that department. In general, to support student success the following guidelines have been developed:

- Students are to be responsible for handing assignments in on time.
- Students are expected to hand in written assignments that are legible and presented in a professional format

- Students are expected to be prepared for every class
- Each teacher will provide a list of specific classroom supplies and course expectations
- More specific procedures and information will be stated in the respective syllabi, and
- Students are expected to complete all assigned summer work

For these other important curricular topics, please refer to the Course Catalog, which can be found on our school website under the curriculum tab:

- Graduation Requirements
- Internships/Community Service Hours
- Graduation Project
- Keystone Exams
- Course Scheduling Process
- Schedule Changes
- Courses Not Taken at Charter Arts
- Credit Recovery
- Academic Rigor
- Grading

Grading

Please refer to the Course Catalog on the Charter Arts website for more details regarding Grading. In general:

- Charter Arts does not provide class rank
- GPAs are not weighted and are based on a 4.00 scale
- Pass/withdrawn grades are not factored into a student's GPA

Final Exams

- A final examination or project will be given in a course unless otherwise specified by the instructor
- Individual teachers will provide students with the final exam requirements for each course
- The finals schedule will be released in May along with a student/parent Q&A document, which be posted to our school website to clarify details and expectations

High Honor and Honor Roll

- High honor roll and honor roll will be determined at the end of each marking period:
- High Honor Roll - 93% or better in all classes
- Honor Roll - 87% or better in all classes

GRADING SCALE

100-97 (A+)	4.0-3.85
96-93 (A)	3.8-3.65
92-90 (A-)	3.6-3.5
89-87 (B+)	3.4-3.2
86-83 (B)	3.1-2.8
82-80 (B-)	2.7-2.5
79-77 (C+)	2.4-2.2
76-73 (C)	2.1-2.8
72-70 (C-)	1.7-1.5
69-65 (D)	1.4-1.0
64-45 (F)	0

Medical Exemptions and Accommodations

Upon documentation from a physician that a student cannot complete their assignments due to extenuating circumstances (i.e. hospitalization, physical injury), the grade-level assistant principal may

approve an “M” for medical. (Please refer to the Attendance Policy posted to the school website for more information on the impact of a Medical Exemption on attendance.) When a medical is issued, the final course grade will be resolved by averaging the other three quarters. If the resulting grade is less than 65% the student may need to recover the course over the summer. In the case of a semester course, the student may be issued a M for one quarter and the grade will be based on the remaining quarter. If a medical is issued, the final exam will be adjusted to waive the content from the missed quarter.

Incompletes

If due to extenuating circumstances a student cannot complete all course work before the end of the marking period, a grade of incomplete “INC” may be approved as per administrator discretion. All incomplete grades must be resolved by the deadline agreed upon between all stakeholders; deadlines will not be extended.

For incompletes issued in the 4th quarter, all outstanding assignments, tests, and/or quizzes must be completed, at the latest, by June 30 of the current school year. Any work that is not submitted by the specified deadline will be factored into the grade as a zero.

Homework

Homework is an integral part of a student’s success in a college preparatory high school. Students are expected to block out the necessary time each day to complete all homework as assigned by teachers. Homework policies will be defined by individual teachers and presented at the beginning of a class in the course expectations and/or syllabus. If students have questions regarding homework, they are encouraged to reach out to teachers verbally and/or via email. Further, when parents have questions about specific assignments, they are encouraged to talk to their child for clarification and email the teacher, if necessary.

Excused/Legal Work Make-Up Work

Students are responsible for all makeup work due to excused/legal absences. Unexcused/Unlawful absences will result in a loss of credit for any missed work. (Please refer to the Attendance Policy for Unexcused/Unlawful absences.) Please refer to each teacher’s syllabus for specific make-up policies.

At Risk Report

Students who are failing one or more classes will be placed on the “At Risk Report”. These students are encouraged to meet with with a school designee (i.e. school counselor, artistic director, classroom teachers, grade level assistant principals, ect.) to discuss and develop a plan to achieve success. Parents are encouraged to check the Parent Portal of PowerSchool to monitor student progress. See the “Title 1” section of this handbook for additional information regarding criteria and supports for students who are at-risk of not meeting school and state standards.

Academic Integrity/Academic Dishonesty

Students are expected to be honest and professional when it comes to submitting their work. Academic

honesty is essential for true success and is unacceptable under any circumstances. Plagiarism, cheating, collusion, copyright infringement, and other acts of intellectual and scholastic dishonesty are violations of the Charter Arts Code of Conduct and will not be tolerated. Parents will be notified and academic sanctions related to the infraction will be imposed, and disciplinary action by the administration will be taken for these acts.

External exams, such as AP Exams, Keystone Testing, etc, may carry additional consequences beyond the scope of the Charter Arts Code of Conduct. During an exam, you **may not have out or look at your cell phone or other electronic device** unless specified by your instructor. Your examination will be invalidated and no score will be calculated for you if you use any such device or related communications technology or if you wear headphones while in the testing room or while on break. To that end, depending on the assessment, fines may be imposed by external organizations, i.e. the Department of Education, College Board, etc.

Academic Dishonesty - Plagiarism, Copyright/Trademark Infringement, and Cheating

- Students will always fully and accurately credit sources for written work and never engage in **plagiarism**: taking someone else's work and passing it off as one's own without acknowledgement. All English teachers will review the specific critical attributes of plagiarism at the beginning of each year.
- Respecting the rights of copyright and trademark owners is required. **Copyright/Trademark infringement** occurs when you inappropriately reproduce a work that is protected by copyright or trademark (copyright usually applies to photographs, videos, and song lyrics while trademarks routinely protect business logos and branding materials). Research should yield any provisions under which you may be able to use the material. If unsure, request usage permission from the copyright or trademark owner under the direction of your teacher.
- **Cheating**, an extremely serious act, includes but is not limited to using another student's resources (notes, homework) without instructor permission, turning in work that someone else did as your own, using a website or app to produce work in lieu of your own efforts, altering grades, distributing or receiving testing information, and fabricating facts as evidence.

How to Avoid Academic Dishonesty

- Take careful notes and make sure you use quotation marks whenever you write down exact words from your source.
- Cite a source each and every time you use it. The citation is needed even if you are using all your own words. (If the same source is used throughout a paragraph, you may cite it at the end of the paragraph).
- Whenever you use someone's words, indicate this by using quotation marks. If you do not do this, you will be guilty of plagiarism even if you cite your source.
- Do not copy work from a book or from the Internet. Instead, paraphrase those authors and cite work.
- Do not use published work (academic or creative) without fully investigating the circumstances under which they may be used.
- Do not use translators, including internet translator websites or apps, in your world language classes or on world language assignments unless instructed to do so by your teacher.

- Do not use apps to solve math problems when completing math homework. The purpose of the homework is to reinforce that students know the skills in order to do the problems.
- Do not work with classmates or share notes except with instructor's knowledge and permission.
- Do your best to keep current and not procrastinate on assignments; this will reduce the temptation to break academic codes of ethics.

At Charter Arts, plagiarism, cheating, and academic dishonesty are considered serious offenses. **If the student commits any of these infractions:**

- **The work will receive a zero for any acts of academic dishonesty**
- The teacher will notify the parent/guardian and the administration
- The administration reserves the right to issue a consequence for such offense

Repeated or persistent academic dishonesty will result in additional and appropriate administrative/disciplinary action as per our school code of conduct and may include loss of privileges in artistic areas, ineligibility to participate in honor societies, and possible marking period or course failure.

Food at Charter Arts

Food and drink are only permitted:

- during the lunch period in the Commons Cafe.
 - during study halls in the Commons
 - in the Health/Nurse Suite.
 - **Food and drink should not be present in classrooms** - with the exception of clear plastic water bottles (at the discretion of the instructor)
 - **No glass bottles are permitted in the building**
 - Administration reserves the right to search/inspect any food or drink items with reasonable suspicion
-

Vending Machines

Vending machines may be used during the following times, and we ask that students adhere to the guidelines below when accessing the machines:

- between 7:00am and 7:39am - before advisory/period 1
- lunch periods
- study halls in the commons
- after 3:00pm
- all food **MUST BE CONSUMED** in the commons
- vending machine use may be revoked if students do not clean up.
- **students are not permitted to leave class in order to use vending machines**
- **If the vending machines are not working properly, please make the lunch monitor or the Main Office aware.**
- Notify the Main Office if money is lost in the vending machine.

Lunch

Charter Arts will aim to sell lunches daily in the Commons Cafe in 2018-19. Students may also bring their lunch to school, purchase food from the vending machines or various school related food sales, or go out for open campus and purchase food to be consumed in the Commons Cafe. Commons Cafe Lunch guidelines are as follows:

- For safety and security, students must remain in the school building during lunch period unless they have outside lunch privilege.
- Students should not sit in halls, doorways, main lobby, walk around the hallways or any area deemed hazardous by a staff member.
- Students may only eat in the designated Commons Cafe area.
- Food and/or drink are not permitted in any classrooms, theater, stairwells, etc. under any circumstances other than with a medical exception.
- It is expected that everyone will take pride in the school building and eat lunch in a neat, orderly, and respectful manner.
- **Everyone is responsible for his or her own clean up. If you are unable to clean up after yourself, open campus (or other privileges) may be revoked.**
- Students are not permitted to order out for food or have food delivered from an outside vendor.
- In case of an emergency evacuation, students should leave the building via the closest exit, report to the designated area, and follow emergency protocol.
- Students may only exit the commons for non emergency purposes through the Columbia Street entrance located across from the Assistant Principal's Suite.
- Students are not permitted to relocate furniture, stand/sit on the window sills or tables, or tamper with the lighting, microphone, or equipment in the Commons at any time. If any damage does occur, students may be liable.
- Students must wear appropriate footwear in the Commons at all times.
- Students are not permitted to engage in actions that will promote an unsafe environment such as running, throwing any objects, engaging in aggressive physical contact with others, etc.
- Failure to comply to the rules in the Commons Cafe could result in a discipline referral as per the Student Code of Conduct.

Open Campus Lunch for Sophomore, Juniors and Seniors

Sophomore, Juniors and Seniors at Charter Arts will have the opportunity to take advantage of leaving the campus for lunch during lunch or study hall periods 4-9.

- In order to leave for open campus lunch, students and their parent/guardian must complete an Open Campus Permission Form sent home in the summer mailing and also available in the Main Office. NO STUDENT will be allowed out for open campus without a parent/guardian permission form on file.
- The student's most current cell phone number MUST be on the form for all emergencies - no exceptions.
- A student must be in good standing academically and behaviorally to maintain open campus

privileges. Students who are failing one or more courses when At-Risk reports are run every two weeks will lose privileges until the next report is run and they are no longer failing any classes. Students who improve grades before the next report is run may request to have the privilege reinstated by meeting with a grade level assistant principal or the student support liaison.

Privileges may take up to 48 hours to reinstate.

- The student will SWIPE out in the main office and MUST leave a photo ID behind. We strongly encourage students to also take a photo ID with them.
- A Charter Arts staff member will be located at that exit. Students will SWIPE OUT for lunch to ensure only students with permission are leaving the building. Students will then leave a student ID. IDs will be returned as students enter the building from lunch.
- Students must be in good academic and disciplinary standing in order to have open campus privilege. Students who are failing two or more classes are not permitted to go out for open campus until their grades improve.
- Students may go out for open campus for their lunch period and any study hall periods that are adjacent to their study hall. Students may not go out for open campus more than one time per day.
- All students must return to school prior to 10th period -- there is no open campus during 10th period.
- Students will not be permitted to leave the building for open campus without a permanent school ID. Temporary IDs will not be accepted to utilize open campus privileges.
- Students are encouraged to travel in pairs or in a group when out for open campus.
- Students are expected to prioritize school over open campus time. Students who have an appointment with a staff member during the lunch blocks MUST keep this appointment - no exceptions.
- If students do not return to Charter Arts in time for class, disciplinary consequences will apply and they will lose lunch privileges for a duration of time as determined by administration.
- While on open campus, students are representatives of our school and are expected to be respectful within the community.
- Abuse or misuse of open campus privilege is a level 3 infraction and may result in a suspension.
- Please see the open campus lunch privilege permission form for any additional updated information.

Open campus lunch is a privilege and NOT a right. Students are expected to be responsible and safe. This privilege can be revoked at any time for failure to meet these expectations at the discretion of a parent, artistic director, and/or school administrator.

Student Support Services

School Counseling Services

The Guidance Department of Charter Arts is staffed with a Director of Guidance and two full-time School Counselors. The students at Charter Arts are assigned to a school counselor which allows students to work with the same school counselor from 9th through 12th grade. The guidance department curriculum includes:

- Annual scheduling orientation for course requests
- Oversight of the completion of all graduation requirements
- Support with career exploration and post-secondary education planning
- Academic advisement
- Crisis counseling and providing further service referral(s)
- Transitional support for incoming students to Charter Arts
- Organization and time management skill building
- Peer conflict resolution

Charter Arts Child Find Program

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the state, including children who are homeless or attending private schools suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free, appropriate, public education (FAPE) can be made available. The types of disabilities that are found to cause a child to need services are autism, blindness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury, and visual impairment including blindness; and in the case of a child that is of preschool age, developmental delay. It is the intent of The Lehigh Valley Charter High School for the Arts to ensure that students, who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 or Chapter 14 are identified, evaluated, and provided with appropriate educational services. It is the policy of the School Board of Directors to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap.

Special Education Services

Individualized Education Program (IEP)

An IEP is a written plan for the implementation of services for the education of students with a disability who require specially designed instruction. The Lehigh Valley Charter High School for the Arts has a responsibility under Child Find to identify children "thought-to-be" eligible for special education services and/or accommodations. This responsibility includes locating, identifying, and

evaluating all students with suspected disabilities, including but not limited to evaluating students for whom a request for an evaluation has been made by the parent or guardian.

Two criteria exist for an IEP, both of which must be met:

- The student must meet one of the 13 disability categories defined by the (IDEA) Individuals with Disabilities Education Act: intellectual disability, hearing impairment, speech or language impairment, visual impairment, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deafness, deaf-blindness, and multiple disabilities.
- The student must need special education; that is, the child requires specifically designed instruction to receive educational benefits

A child must meet both qualifications in order to be eligible for special education. Eligible children have the right to a “free and appropriate public education” at no cost to the parents to meet the unique needs of a child with a disability. These students must have an individualized education program (IEP). The IEP is a document that is written and developed by an IEP team that includes: the student, the special education teacher, regular education teacher, Local Education Agency (LEA), and parents of the child.

Chapter 15 / Section 504 Service Agreement

Children with a disability that substantially limits their participation in, or access to school programs, but do not need specially designed instruction, may qualify for reasonable accommodations under Section 504 of the Rehabilitation Act of 1973. The rules that apply to their education differ from the rules that apply to special education students receiving an IEP.

A child with a disability is one with a physical or mental impairment that substantially limits major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. Accommodations often refer to building accessibility, classroom adjustments and curriculum modifications and may be updated or revised as the need changes. These students receive a Service Agreement that is written and developed by a 504 team. The team includes: the student, case manager, regular education teacher, Local Education Agency (LEA), school nurse if necessary, and parents of the child.

Evaluation Requests for Special Education or Chapter 15/Section 504

Your child may be referred for an evaluation in two ways:

- The school may contact you to ask permission to have your child evaluated wherein the school must send you a “Permission to Evaluate” form and a notice of your parental rights. The parent or guardian must give consent in writing. Charter Arts officials may not proceed **until written permission is obtained**
- You may initiate the evaluation by making a written request for the school to evaluate your child wherein the school will send you a “Permission to Evaluate” form and a notice of your parental rights OR indicate in writing that they decline the request for evaluation

Sample Request Letter

The following is an example of a letter that you may use to request the evaluation of your child by Child Find or the Special Education Department:

Your Name

Your Address

Your Phone Number/email address

Today's Date

Dear Principal's name,

I am the parent of child's full name whose date of birth is month/day/year. My child is in the number grade. My child is struggling to access his/her education in school and I am requesting that an evaluation be carried out to determine what the problems are and how they can be addressed. I understand that I am a member of my child's evaluation team and I wish to provide input to the team. Please let me know how and when I can participate in the process.

I am looking forward to receiving a notice of parental rights and "Permission to Evaluate" form for my signature.

Thank you for your time and please contact me if you require further information.

Sincerely,

Your Name

AND/OR

Contact Charter Arts Department of Special Education

Contact Charter Arts Principal

Contact Charter Arts Guidance Department

Student Support Team (SST)

The Student Support Team (SST) is one component of the Child Find process at Charter Arts. SST members brainstorm to find the best way to support individual students who are struggling in school academically, socially, and/or emotionally. The SST includes:

- Director of Special Education
- Director of Guidance
- Assistant Principals
- School Nurse
- Athletic Trainer
- School Psychologist
- School Counselors

Referrals to SST are made by faculty and staff and the members of the team. The team uses the following information as evidence to support the learning process and to make referrals for evaluation services if necessary, and to assist students and families in finding help with outside agencies:

- teacher feedback
 - parent input
 - student observations
 - academic monitoring
 - assessment performance
-

Title I

Charter Arts participates in the Title I targeted assistance program. In the federal programs administrative manual, the Pennsylvania Department of Education (PDE) defines a Title I student as someone who is “identified as failing, or most at risk of failing, to meet the state’s challenging student academic achievement standards.” Furthermore, PDE requires each school district to define a set of objective criteria that are uniformly applied to all students at each grade level to identify students that meet this definition.

Any student who meets the school’s criteria is eligible to participate in Title I support services. A common misconception is that only students who are low-income are eligible for support. This is not true. Any student who is considered at risk of failing to meet the state’s academic standards is eligible to receive support.

Further, PDE provides the following description of Title I on their website:

“Title I is a 100% federally funded supplemental education program that provides financial assistance to local educational agencies to improve educational opportunities for educationally deprived children. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics. In buildings with 40% or more poverty, LEAs may use the funds to upgrade the entire curriculum of the school and are Schoolwide Programs. In buildings with less than 40% poverty, programs are designed to help specific children and are targeted assisted programs” (<http://www.portal.state.pa.us>).

At Charter Arts, we identify students for Title I services based on the following criteria:

- A score of Basic or Below Basic on Keystone Exams
- At-risk of not meeting graduation requirements
- Prior course failures in English, math, and science
- By Student Support Team or parent referral
- Enrollment in Title 1 course including Keystone Workshop/PBA.

After these criteria are reviewed, if a student is deemed to be eligible, a compact is given to the family and outlines services are offered. If your child qualifies for Title I services during the school day or after school, there is no cost to the families as this is funded through the federal grant.

Title I is discussed during our fall back-to-school night, and Charter Arts always hosts Title I parent meetings to review services offered and to plan for the upcoming year. A parent survey is given every spring to gather additional feedback and improve our programming. Additionally, parent education will be offered through our parent engagement series as outlined on our website.

Because Charter Arts receives Title I federal funding, we are required to meet all regulations of the “Every Student Succeeds Act” (ESSA). ESSA requires:

- Increased accountability for states and school districts
- Greater choice for parents, especially those in low performing schools
- Greater flexibility for state and local education agencies in the use of federal funding

Parents have a right to request professional qualifications of their children’s teacher(s) or paraprofessional(s), including:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived
- The teacher’s baccalaureate degree major and whether the teacher has any advanced degrees, and if so, the subject of the degrees
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

For further questions regarding Title I or other federal programs, please contact:

Lauren Sheldon, Federal Programs Coordinator

Student Assistance Program (SAP)

What is the Student Assistance Program (SAP)?

In Pennsylvania, every elementary, middle, and high school has a Student Assistance Program (SAP). A Student Assistance Program Team, made up of school and community agency staff (known as SAP Liaisons, related to county), is here to help students access school and community resources. The SAP Team uses anonymous referrals from Administrators, Teachers, Staff, Parents, Students, and/or Community Members to identify observable behaviors that bring a concern for the student’s success. The SAP Team is designed to support student’s and families, and provide resources. At no time will the SAP Team diagnose a student. The process is completely confidential. Parents, Students, Staff, and Community Members can all make a SAP referral at any time through the process outlined on the SAP page of the Charter Arts website.

Identification

When a parent, fellow student, staff member, and/or community member observes the following behaviors; a SAP referral may be appropriate:

- Withdrawal from family, friends, and/or school
- Change in friends; no longer spends time with old friends
- Unexplained physical injuries
- Talking about suicide*
- Depression
- Defying authority, both at home and at school
- Acting aggressively

- Lying
- Needing money without an explanation
- Sudden drop in grades
- Experimenting with drugs or alcohol
- Defiance of attendance policies - tardiness or truancy

PLEASE NOTE: *If a student speaks or writes about suicide, it is critical that it is brought to the attention of an administrator or a school counselor immediately. Do not wait!

Parents, Peers, Faculty/Staff, and/or Community Members may also be concerned about a student's reaction to?

- Recent death of a loved one
- Divorce of parents
- Family relocation
- Relationship problems
- Other traumatic event

SAP - FAQs

How does the SAP team help?

The Charter Arts SAP Team helps parents find additional assistance within school and community. Our job is not to diagnose or treat the student, rather to provide families with information, resources, and referrals. Parents and students make the choices as part of the team; our goal is to help every student succeed. Anyone can refer a student to the SAP Team. Any student, staff member, friend, or family member can make a SAP referral. In addition, students can go directly to the SAP Team to ask for help.

Once a need for a SAP Team intervention is validated, parent permission is required to proceed.

What happens once a referral is made?

Students are referred because someone (friend, family, staff) is concerned about them and has observed behavior or changes in a student. The SAP Team will meet to determine if there is the possibility that further interventions are required; if the SAP Team decides to go forward with the SAP referral, the parent/guardian is contacted. Generally, every referral received will initiate the process of consent with the parent/guardian.

The SAP Team will request that parents/guardians sign a consent form for the student to become involved with the SAP process, and Team. Once consent is signed, the SAP Team will begin to collect data/feedback, and work with both parent/guardian and student. Participation is voluntary.

What happens after permission is granted?

There are several steps that the Team will take:

- The SAP Team will gather specific information about student performance in school from all school staff that has contact with the student.
- A Case Manager will be assigned, and communicate directly with the student about the referral, their concerns, and areas they may feel they need support

- The Case Manager/Team Member will also talk with the parent/guardian about their observations, the student's strengths, and any other concerns.
- Together, parent/guardian and the SAP Team will develop a plan of action to help the student achieve success in school. The plan may include support in school and/or services from a community agency. If necessary, the SAP Team will communicate regarding services in the community and provide information on how to contact others who may be able to support the student's specific needs.
- The SAP Team will continue to work with and support your student if deemed appropriate. If needed, the Team will stay in contact with the parent/guardian to discuss progress and success in school.

Contacting the SAP Team

If you know a student who may need help, please contact a member of the SAP Team.

For further information please contact:

Kaitlyn Keller, SAP Coordinator or MaryJo Rosania-Harvie, Assistant Principal and SAP team member

You may also contact the Main Office, school administration, or your student's school counselor who can refer you to a member of the SAP Team.

Privacy

The SAP Team and the school will respect student privacy at all times.

Student Insurance

Charter Arts will distribute enrollment forms in homeroom. This insurance is optional. Parents are under no obligation to purchase this insurance.

Charter Arts has purchased insurance for students **during the school day or while participating in school activities**. If your child is injured during the school day, your child must report the injury to their teacher and the school nurse immediately. If the injury occurs before or after school hours, the child must report the injury to their teacher and the school nurse on the next school day.

Medical Information

Medication in School

An Authorization for Prescription Medication Administration During School Hours form must be on file and signed by both a physician and a parent/guardian for any medication that is to be taken in school, this includes both prescription and over the counter medication. All medication must be brought into the school by an adult in its original pharmacy container. The container must be labeled with the student's name, physician's name, name of the medication, dose of the medication, and time the

medication is to be given. Students are **NOT** allowed to bring any medication to school. All medication is to be kept in the nurse's office. Students are **NOT** permitted to carry their own medication, whether prescription or nonprescription, at any time. The exceptions to this rule are asthma inhalers and Epi-Pens. Students who carry asthma rescue inhalers and/or Epi-Pens **MUST** have a doctor's order for self-administration on file in the nurse's office complete with the doctor's and parent/guardian's signature. At any time, a parent/guardian may come to the school and administer medication to their child.

Possession, use, or distribution of **ANY** medication, prescription or nonprescription, will be cause for the student to be charged under the Charter Arts Drug and Alcohol policy. This includes, for example, but is not limited to over the counter medication, herbal, or homeopathic medications. A few examples of different types of over the counter medication that are not permitted are Tylenol, Advil/Motrin, Sudafed, Midol, etc.

*The Pennsylvania Public School Code, Section 1414.2 (g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, the PA Emergency Epinephrine Opt Out form has to be signed in front of the school nurse and school principal.

Any questions can be directed to our School Nurse:
nurse@charterarts.org or 610-868-2971 ext 3136

Immunizations

In accordance with Title 28, Chapter 23.83 of the Pennsylvania Code, to attend school all students must be immunized for the following prior to the start of school.

- 4 doses of tetanus, diphtheria, and acellular pertussis* (1st dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity/disease
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose

*Usually given as DTP or DTaP or if medically advisable, DT or Td

**A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

***Usually given as MMR

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction, but an exemption form must be on file. If you would

like your child exempt from these requirements, please fill out an exemption form that can be acquired from the school nurse and return it to the school as soon as possible. Otherwise, please contact your physician immediately to obtain the necessary requirements or your child may be excluded from school. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

If a child does not have all the immunizations/doses listed above, the child must receive that immunization/dose within the first five days of school or risk exclusion as per state regulation. If there are any questions, please contact the school nurse at 610-868-2971 ext. 3136.

Extra Curricular

After-School Clubs and Activities

- Please see the Charter Arts website for a full roster of Clubs and meeting times.
 - Club advisors must submit a written proposal to the administration for approval.
 - All clubs need a minimum of five members.
 - All clubs must have a faculty member present at all meetings
 - All students and their parents/guardians **MUST** sign an after school activity form for each group or students cannot participate.
 - Students that are not involved in after school activities MUST LEAVE school grounds at the end of the school day (3:00pm MTRF, 1:40pm W).
 - To start a new club, students should contact the Student Council advisors for more information.
-

After-School Supervision

Any students that are remaining after dismissal do so under the supervision of a faculty member. Students leaving the building at dismissal time will not be allowed back into the building after 3:00pm on regular dismissal days or after 2:00 pm on Wednesdays with the exception of those students attending a rehearsal or meeting with a faculty member. Students who are waiting for rides after dismissal must wait in the Commons Cafe or the Columbia Street vestibule.

- **Charter Arts will not be responsible for the safety of a student who remains on school grounds without school permission after dismissal.**
 - **Violators of this policy will be asked to leave the school and may be subject to disciplinary action.**
-

National Honor Society

The National Honor Society chapter of The Lehigh Valley Charter High School for the Arts is a duly chartered and affiliated chapter of the prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a faculty consensus, upon recommendation by the principal and the NHS faculty adviser.

Students in the 11th and 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.75 or better on a 4.0 scale. Those students who meet this criterion are invited to complete an application form that provides the faculty with information regarding the candidate's leadership and service. Any 11th or 12th grade student whose cumulative GPA does not meet the 3.75 but who believes their leadership, service, and character qualities are exceptional are encouraged to speak with the faculty adviser about application. No student with a cumulative GPA of less than 3.50 will be considered for membership.

Following notification, a formal induction ceremony will be held to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings during the school year, as well as participation in the chapter service projects.

Students and parents who have questions regarding the selection process or membership obligations are requested to contact the school.

Student Council

Charter Arts provides a place in which students can address school issues by maintaining communication among students, faculty, and administration. Student Council, with the approval of the administration, conducts fundraising, service and school bonding activities as well as social functions. Student Council provides the students with the opportunity to learn about and practice leadership skills within the school and the surrounding community.

School Events/Activities

All events, on and off campus, sponsored by Charter Arts, are considered school events. Therefore, all school policies and rules apply.

Charter Arts students may invite a guest to accompany them to a school-sanctioned dance/social functions. Students must complete and return a guest dance/social activities permission form to the main office for an administrator's signature at least two (2) weeks in advance of the activity. No one 21 years of age or older may attend Charter Arts dances or social functions. **Students must be in attendance for the entire school day in order to participate in afterschool activities and performances.**

Field Trips (School Sponsored)

Trips are designed to enrich student understanding of their culture and enhance the curriculum at Charter Arts. Students may decline to attend a trip if it involves an expenditure of money on the student's part or if parents object to their attendance for any reason. If you decline participation, your child must report to school. When students are on field trips, they are expected to represent Charter Arts in a respectful and professional way. Please note, if a trip is not tied to required curriculum and because trips are a privilege, students not in good academic or discipline standing may be denied this privilege. This will be under the discretion of the administration and teaching staff. Student absences from class due to attendance on such trips are excused. However, the student is responsible for completion of all missed work.

Fundraising

Any fundraising activities held within the school MUST be approved by the administration. Such activities must relate to a Charter Arts school function ONLY. Fundraisers that are for non-profit organizations must be approved by the administration. Outside fundraisers for personal profit will not be permitted. Students must see their grade level assistant principal before attempting to begin any fundraising activities.

Emergencies at Charter Arts

Emergency Closing or Delayed Opening

When the weather is severe and transportation is hazardous, check www.wfmz.com or Channel 69 for Charter Arts closing/delay announcements. In addition, parents who have registered their phone number and email with Charter Arts will receive a message from our automated call service. If your phone number changes, please be sure to update Charter Arts so that you will continue to receive our emergency alerts. See the registrar to update this information.

Students who use bus transportation will be dismissed from Charter Arts on an early dismissal when their bus arrives. In order for a bussed student to ride home with a student driver on early dismissal days, the parent/guardian must indicate approval on the Charter Arts compliance form. For students who are driven to school, it is the parent's responsibility to provide timely transportation during an emergency closing.

Emergency/Safety Procedures

Should there be an emergency at the school, please check the website: www.CharterArts.org and listen to WFMZ. **Do not** call the school, it is best to communicate with your child via text message to ensure their safety, as calls to the school may tie up phone lines needed to contact Emergency Services.

Evacuation of the building is the prime concern in the event of an emergency. When the alarm sounds, everyone must leave the building immediately. For the safety of all persons, students are asked to:

- leave all large belongings behind (backpacks, instruments)
- take only what will fit in their pockets (keys, cell phones)
- and exit the building quickly and quietly via the closest exit and assigned route from each location in the building

These routes will be reviewed at the beginning of each school year and are posted in each classroom and office. It is necessary for students to move through the halls quietly in the event that emergency directions need to be given. Once outside, everyone must move to an area a safe distance from the building to our designated location and areas. Students should not block roads or driveways that provide access to the structure for emergency personnel. Teachers will take attendance and report any student

missing to the administration. Students must remain with their artistic major/grade level while they are outside of the building.

In the event of an emergency evacuation, a command center will be established. For every emergency, a chain of command has been established and only the Executive Director or his/her designee will be the official spokesperson for the school. **Students may not leave campus without an administrator's permission - this is very important.** If the students need to be out of the building for an extended amount of time they will be taken to a designated reunification location that will be communicated to parents via the school's automated call service. Only persons designated to pick up students on their emergency contact/pick up list may pick up the student in the event of an off site reunification with parents/guardians. Reunification information for parents is included in this handbook and on the Charter Arts website. The safe school plan is available in the business office.

Charter Arts Evacuation/Reunification Process

<p>Student/Parent Reunification</p> <p>Circumstances may occur at the school that require parent/guardian to pick up their child using an orderly and efficient process. This process is called reunification and may be necessary due to weather, a utility/power outage, or if an emergency/crisis occurs at the school. The number one goal of this controlled process is to get your child safely to you.</p>	<p>How it Works</p> <p>For Parents, there are some steps to follow:</p> <ol style="list-style-type: none">1. Do not go to Charter Arts unless told via One Call to do so. You will not be allowed in the building.2. Once you are notified, please go directly to the reunification site. Please be more aware of traffic and emergency vehicles.3. Please park in the designated parking areas.4. In the event of an onsite reunification pick up, please park in the designated parent pick up area at Charter Arts.5. As you enter the reunification site, you will be asked to review and fill out a Student Release Form. Please complete this form before getting in line.6. Once the form is complete, please go to the line based on your child's last name.7. You will need to show ID...Please have that ready to show school personnel.8. After confirmation from school personnel, you will be given the bottom portion of your Student Release Form and asked to go to the reunification location. Please keep the bottom portion of the form as we need that when we reunite you with your child.9. A runner will go to the area where the
<p>Parent/Guardian Expectations</p> <p>If a parent/guardian is notified that a controlled release and reunification is necessary, there are some expectations that parents should be aware of:</p> <ol style="list-style-type: none">1. Bring ID - we will NOT release a student to an adult without identification2. Be patient - this process provides the safe and accountable change of custody from the school to an authorized adult	
<p>Types of Reunification</p> <p>On Site: Reunification takes place at the school building. Parents/Guardians come to the school building at a specified time and entrance to be reunified with student</p> <p>OffSite: Reunification takes place at an offsite location. Parents/Guardians are notified of a specific off site location and time to pick students up.</p>	

With both types of reunification, Charter Arts would announce information regarding bussing from various districts as it is received via One Call.

What if a Parent Cannot pick a Student Up?

In the event of an offsite reunification, and you are unable to get to the reunification location, students will be released only to individuals that you have listed on your emergency contact form at the start of the school year to do so. Each student has a Student Release Form and these individuals are listed on this form. If at any time you need to change these individuals, please contact the school. Otherwise, the school will hold these students until the parents/guardians can pick up their child.

Parent Notification

Parents will be notified using the school's automated call system. Parents will be notified via text, phone, or email message. A reunification message may look/sound something like this: "Charter Arts has closed due to _____, Our offsite reunification site is _____, please pick your child up at this site. "

students are safe and secure and retrieve your child for you.

10. Once your child is with you, the runner will double check the the signatures on your form, and that you are the authorized adult to pick up the student.
11. We ask that you then exit the building after you have your student safely with you..

Who to contact

School Safety Team leaders:
Brian Filchner - Director of Facilities
 x3134, bfilchner@charterarts.org

MaryJo Rosania-Harvie, Assistant Principal
 x3161, mrosania@charterarts.org

Diane Labelle, Executive Director & CEO
 x3108, dlabelle@charterarts.org

Dr. Carise Comstock, Principal
 x3133, ccomstock@charterarts.org

Lauren Sheldon, Assistant Principal
 x3121, lsheldon@charterarts.org

Emergency Situations

Unfortunately, our school and others throughout the country may be affected either directly or indirectly by a crisis of some kind at any time. Therefore, it is our goal to be prepared to handle these unforeseen circumstances. In an effort to keep our students safe, we run drills regularly throughout the school year.

Our school follows the Standard Response Protocol. All students and staff are trained each year on this protocol and this poster hangs in every classroom. Please see our website for more information.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! Get inside. Lock outside doors.

STUDENTS
 Return inside
 Business as usual

TEACHER
 Bring everyone indoors
 Lock outside doors
 Increase situational awareness
 Business as usual
 Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS
 Move away from sight
 Maintain silence
 Do not open the door

TEACHER
 Lock interior doors
 Turn out the lights
 Move away from sight
 Do not open the door
 Maintain silence
 Take attendance



EVACUATE! To the announced location.

STUDENTS
 Bring your phone
 Leave your stuff behind
 Follow instructions

TEACHER
 Lead evacuation to location
 Take attendance
 Notify if missing, extra or injured students



SHELTER! Hazard and safety strategy.

STUDENTS
Hazard **Safety Strategy**
 Tornado Evacuate to shelter area
 Hazmat Seal the room
 Earthquake Drop, cover and hold
 Tsunami Get to high ground

TEACHER
 Lead safety strategy
 Take attendance



RESTRICTED MOVEMENT! Clear the halls.

STUDENTS
 Remain in the classroom until
 the "All Clear" is announced

TEACHER
 Close and lock classroom door
 Business as usual
 Take attendance



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Confidential Communication

Charter Arts will adhere to the guidelines of the Regulation of the State Board of Education, Chapter 12, Section 12.12 in regards to confidential communications between students and school personnel. **All Charter Arts Employees are mandated reporters, that in cases where the health, safety, or welfare of the student or other persons is clearly in jeopardy, information received in confidence from a student must be revealed to the student's parent(s)/guardian(s), the school principal, or other appropriate agency.**

Charter Arts strives to provide a safe and supportive learning environment for all students, and we take this responsibility very seriously. If you have concerns about any student(s) at Charter Arts, please talk with an adult that you trust immediately to make them aware of your concern(s).

Cooperation with Law Enforcement Agencies

Charter Arts recognizes the need for complete and mutual understanding between Charter Arts and the agencies responsible for enforcing the laws of the commonwealth and the municipalities in which our school is located. Charter Arts will cooperate fully with the local police departments in matters of violations or alleged violations of the law as covered by the Juvenile Act of Pennsylvania. Charter Arts has a memorandum of understanding with the Bethlehem Police Department for handling reportable acts of violence and other unlawful acts on school property.

Student Property

Lockers

Every student will be assigned a locker. The student is expected to keep the locker in good condition and clean at all times. Any damage to the locker will be the responsibility of the student to whom the locker is assigned. For security purposes, it is required that all lockers be kept locked.

Students are responsible for any materials in their assigned locker. The use of lockers within the school does not diminish the school's ownership. Therefore, students shall not expect privacy regarding any items placed in school lockers. The administration has the right to inspect/search lockers at any time. Contraband/illegal items stored in lockers will not be treated as "personal" property and are subject to confiscation. Students will be charged appropriately under Charter Arts code of conduct, as well as under the law. Students may not switch lockers without official approval from administration. The sharing or switching of lockers is **STRICTLY PROHIBITED**. Any student who switches a locker with another student will be held liable for the contents inside of the locker that is assigned to them at the start of the school year and may be issued a disciplinary consequence for violating this expectation.

Lost, Stolen, or Damaged Property

Charter Arts is not responsible for lost, stolen, or broken items. Parents should cover the items of value by endorsement on their homeowner's policy. Students assume all responsibility for items they bring to school. If items are found, please bring them to the front office as that is where the lost and found is located. The contents of the lost and found will be donated if not claimed.

School Right to Search

Charter Arts recognizes the need for safe in-school storage of books, clothing, school materials and other personal property and provide lockers for such storage. The School Board of Directors reserves the right to authorize employees to inspect a student's locker at any time for the purpose of determining whether the locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school and its occupants.

School lockers, desks, roadways, and parking areas are the property of the school. The use of such school property by students is a matter of privilege and not a matter of right. Charter Arts expressly reserves the right to search lockers, desks, and vehicles on school property at any time when there is reasonable suspicion or when deemed necessary for the protection of the health, safety, welfare, and maintenance of discipline in the classroom, school building and on school grounds. This may include random, periodic, or sweeping searches and may include the use of animals or mechanical means in an effort to detect the presence of illegal substances, weapons, or other prohibited articles or materials. Random, periodic, or sweeping searches of all lockers will be conducted without regard to any individual suspicion.

Students found in possession of illegal substances, weapons, or other prohibited articles or materials in their desks, lockers, vehicles, and/or on their person shall be subject to discipline in accordance with the policies, rules, and regulations of Charter Arts and shall further be subject to any fines, penalties, and/or legal action as may be provided by state and federal laws or regulations. Such materials may be used as evidence against the student in the disciplinary proceedings.

In the event that there is reasonable suspicion that the safety of the student, other students, faculty, or staff of Charter Arts is in jeopardy, or a criminal act is in progress, a search of the student and his/her personal property is permitted by an administrator in the presence of another Charter Arts employee.

Textbooks

Textbooks are the property of The Lehigh Valley Charter High School for the Arts. When they are assigned to a student, they are merely on loan. Therefore, students are required to keep them in good condition. The student is responsible for any damaged or lost books. As a result, there will be a fine that must be paid in order for students to receive their report cards. Seniors' diplomas will not be issued until all book fines are paid. Below are Charter Arts book collection procedures for the end of the year:

- Textbooks or payment will be collected by the teacher at the end of the year. The book being returned must have the same number as the one you received in the beginning of the year.
- If you submit a book that is not your own, you will still be held accountable for your own textbook that was originally issued to you at the beginning of the year.
- Seniors who owe a book fine will be notified prior to graduation. Seniors will not receive their diploma and records/transcripts will be held until all fines/fees are paid in full. Seniors may

pay fines at any time, including when picking up diplomas after graduation.

Student Transportation

Over eighteen different transporting districts set transportation guidelines. We expect our students to observe the regulations of their respective district. Students must live in the district that provides their bussing; no student is allowed to ride on another school district's bus.

The safety of students while riding the school bus is a responsibility that must be shared by all parties involved. We expect our students to be safe and responsible and to follow all rules and regulations. The bus driver is responsible for the on the bus and the students riding it, and it is the responsibility of the student to respect and obey the driver for the safety of everyone on the bus. The regulations that follow apply to anyone being transported to and from Charter Arts for regular school runs during normal school hours, special after-school activity runs, and extracurricular trips.

Violation of any of the regulations may result in withdrawal of transportation privileges for a period of time, and/or other disciplinary action to be determined by the seriousness or frequency of the offense. School administration reserves the right to assign students to specific seats on any or all buses when deemed necessary.

Withdrawal of transportation privileges does not relieve the parent/guardian or the student of their responsibilities insofar as school attendance applies. Absence from school due to withdrawal of transportation privileges is not an excused absence.

It is the responsibility of everyone riding the bus to refrain from:

- Smoking, eating, or drinking on the bus
- Engaging in scuffling, fighting or other unwarranted and unsafe behavior
- Using profane, foul or indecent language,
- Using the emergency exit unless directed to do so by the driver
- Tampering with the bus or any of its equipment
- Opening or Changing windows in any way unless permitted to do so by the driver
- Extending any part of their bodies out of the window
- Throwing any object(s) on the bus or out of the window
- Littering the floor of the bus or the seats
- Standing, walking, and/or changing seats while the bus is in motion
- Placing any articles in aisles or in front of the emergency exit
- Carrying or using any potentially dangerous object including, but not limited to: knives, firearms, matches, lighters, fireworks, water guns, scissors, etc.,
- Transporting any animal
- Boarding or debarking at any bus stop but their own unless given written permission by a school official
- Behaving in any manner that would endanger the health, safety or welfare of other students or the driver by distracting the driver from their responsibility to operate the bus in a safe manner.

In the event of serious or repeated violations of bus regulations, Charter Arts reserves the right to file a summary offense, misdemeanor or felony complaint with the local authorities.

Parking Regulations

Student parking will be as follows:

- Student drivers must act responsibly and have a valid parking permit obtained through our transportation office.
- In order to obtain this permit, students are required to pay \$10.00 with their parking permit application.
- **Permits will be distributed to 11th & 12th grade students only**
- Permits are given on a first come, first serve basis.
- This permit must be hung on the rear view mirror.
- We **STRONGLY** recommend that students carpool, it builds community.
- Student parking is in the designated area, in the lot between First and Second Street.
- Students who choose to drive to school automatically agree to permission for school officials to search vehicle if reasonable suspicion exists.
- Students assume responsibility for vehicles parked in the school lot.
- The school is not responsible for any damage done to a vehicle while parked in the lot.
- If damage does occur or there is a fender bender in the parking, please notify the Director of Transportation immediately.
- Students that utilize the student lot located off of Second Street are expected to use the same decorum and behavior expected during school hours.
- Any student found in violation of building policies in the student lot may receive disciplinary action from Charter Arts and/or local law enforcement. This extends to rules pertaining to:
 - speeding
 - climbing on or standing on top of any part of any vehicle
 - reckless driving
 - any form of substance abuse
 - dangerous behavior
- The student lot is a public lot, during inclement weather as always, students are encouraged to carpool as parking space may be reduced/limited.

Student Drop Off Procedures

Charter Arts is located in a high volume traffic area, parents/guardians and students should use common sense and citizenship when arriving and departing from school.

- The drop off site for students is in the lot across from the Steel Ice Rink on the northside of 1st and Polk Street (Please refer to the map below.)
- There are two entrances to this lot: One entrance is at Polk Street and the second entrance is east of this entrance closer to the Steel Stacks on 1st Street
- You must enter into the lot at the Steelstacks (1st Street entrance) and exit the same way.

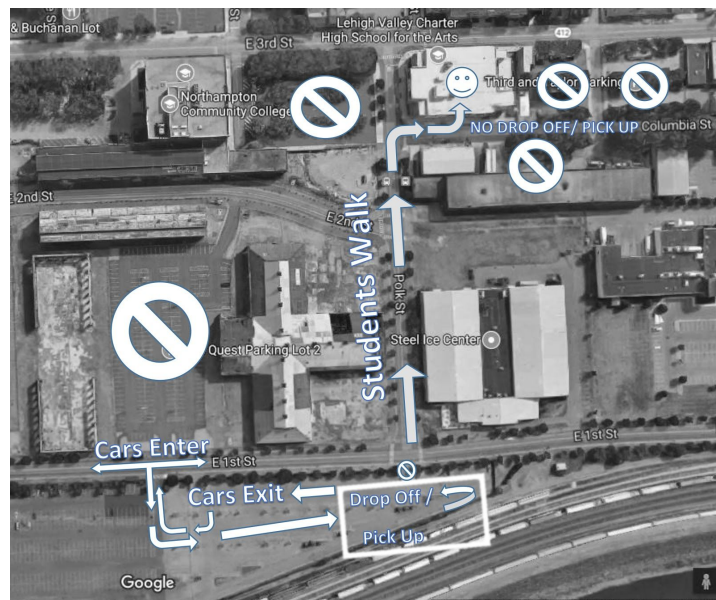
- Do not enter through the entrance in the middle of the intersection.
- This is for the safety of your student as they are dismissed to walk and cross at the 1st and Polk Street entrance
- Please respect all traffic patterns and cross within the crosswalks.
- A crossing guard will be posted up at the corner of Polk Street and Columbia Street to cross students.
- For your child's safety and the regulations set for by the City of Bethlehem, **You CANNOT drop students at the corner of Polk Street and Columbia Street, 3rd Street, or any area that is not designated by the school.**
- Students who do not follow these expectations are creating an unsafe environment and may be issued a disciplinary consequence for insubordination.
- Students who need medical considerations for drop off (crutches, wheelchair, or other physical limitations as documented by a physician) should contact the Director of Transportation for special instructions.

There is no drop-off on Third Street or Columbia Street. Columbia Street is designated for bus drop-off and pick-up and there will be a police officer enforcing this bus drop-off zone to ensure the safety of our students and staff.

There is no drop-off on Taylor Street. Students should never be dropped off or picked up in either the public lot OR the signed faculty lot across the street. The safety and security of our students, faculty, and staff is paramount. Using these parking lots next to the school for the convenience of drop-off/pick-up pose a serious threat to the safety and security of all. Students who do not adhere to these expectations may be issued a disciplinary consequence upon repeated violations.

Northampton Community College Lot. No one is permitted to drop off, pick up, park, or otherwise enter the parking lot located across from Charter Arts on Polk Street. This parking lot belongs to Northampton Community College, any violators are subject to fines and/or towing at their expense. There will be no exceptions to this rule under any circumstances.

Parking lots surrounding Charter Arts are not our school property (i.e. 3rd and Taylor St., Northampton Community College, etc.) parents who choose to drop off in areas NOT designated for drop off by Charter Arts assume full responsibility.



⊘ = NO DROP OFF/PICK ZONE

Technology, Computer & Internet Use

Responsibilities and Privileges

Charter Arts provides students and staff with access to the Internet. Students must have parental parent/guardian consent in order to access our network. Access to the Internet through school resources is a privilege and not a right, it may be revoked for inappropriate use as determined by school administration and staff. Student are expected to be safe, responsible, respectful, and professional in their academic endeavors, this includes learning to exercise sound judgement when using the internet. As educators, there will be times that we will need to remind students of the meaning of Digital Citizenship and safe internet use; these guidelines must be followed.

Inappropriate Materials

Although Charter Arts takes measures to block inappropriate content from our student network, due to the ever changing landscape of the internet, we cannot completely block access 100% of the time. Accessing inappropriate information or transmitting such information to school networks from another site will be considered an unacceptable use of school resources and will result in suspension of network privileges and disciplinary action.

Network Supervision

Charter Arts reserves the right to determine which network services will be provided through school resources. We reserve the right to view and monitor all applications, including email, provided through the network and to log Internet use by students and staff. Charter Arts reserves the right to revoke user privileges, remove user accounts, and refer to legal authorities when appropriate. Charter Arts is not responsible for information that is lost, damaged, or unavailable due to technical problems.

Security

Security on any computer is a high priority, especially when the system involves many users. Due to this we ask that students follow these guidelines:

- **Never use another person's account to log on to the computer system.**
 - If you feel you can identify a security problem, you must notify the system administrator.
 - **Do not reveal your account password to anyone.**
 - **Users are responsible for any misuse that is due to their own negligence.**
 - Users are responsible for reporting unauthorized use of their account to the system Administrator.
-

Procedures

Only the authorized user of the account will use network accounts for its authorized purpose. Accounts will be made available according to a schedule developed by appropriate school personnel. Use of accounts will be given to those individuals who meet the following requirements:

- Students must indicate their understanding of the Internet policy with its provisions by signing the signature page of the handbook and returning it to the appropriate school personnel.
- Students must have their parent(s)/guardian(s) sign this signature page indicating the parent or

guardian's understanding of the policy and their consent to allow the student to access and use the network.

Restrictions

The use of the Internet computer network for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. The activities listed below are strictly prohibited for all users of the network. Charter Arts reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network.

The following prohibitions are in effect any time the school resources are accessed in any way whether in school, directly from home, or indirectly through another Internet service provider:

- Allowing another person to use an assigned account;
- Use of the network for non-work or non-school related communications such as the web sites Twitter, Facebook, Instagram, and Snapchat;
- Use of the network to access or transmit obscene or pornographic material;
- Use of the network to transmit material likely to be offensive or objectionable to recipients;
- Use of network to participate in inappropriate discussions or news groups;
- Use of the network to transmit hate mail, harassment, discriminatory remarks, threat of violence, glorification of dangerous act such as; suicide, cutting, eating disorders, etc. and other anti-social communications;
- Use of the network to order or purchase in the name of the school or in the name of any individual, any type of merchandise, or service. All costs to the school or any individual incurred because of this type of violation will be the responsibility of the user;
- Use of the network to access any fee-based online/Internet service. All costs to the school or any individual incurred because of this type of violation will be the responsibility of the user;
- Use of the network that results in any copyright violation (the illegal installation, distribution, reproduction or use of copyrighted software or other copyrighted material);
- Use of the network to intentionally obtain, copy, or modify files, programs, passwords, or data belonging to other users;
- Use of school technology or the network in violation of local, state, and federal laws or to facilitate any illegal activity;
- Use of the network to misrepresent other users on the network;
- Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system;
- Destruction of school computer hardware or software;
- Use of the network to participate in Internet Relay chats (online real-time conversations, Instant Messages, etc.);
- Use of the network to communicate through or for-profit purposes;
- Any attempt to bypass network security or network safety systems or to elevate one's level of access to any system;

****Violation of any of the above rules will result in loss of Charter Arts computer privileges. Extreme violations may result in a recommendation for expulsion from Charter Arts. If changes are made, parents and students will be notified.***

Personal Laptop Policy

The Lehigh Valley Charter High School for the Arts has set the following guidelines for the use of a student personal laptop during school:

- Students may bring personal laptops, tablets, or any item that is similar to a computer device to school provided they have a signed permission slip from their parents on file. The permission slip will include computer documentation (serial numbers, etc.).
- The school assumes no financial liability for the security of a private laptop computer. Students are responsible for securing their own computer equipment and ensuring the equipment is not damaged. Should a laptop computer be stolen, it will be reported to the administration to determine the appropriate extent to which an investigation will occur.
- Students may access the Internet only with explicit teacher approval, on a situational basis. Students should exercise good judgement and discretion when accessing email, social media, or messaging at school. If it is necessary for a student to print documents, students will be able to use the school copier with the pin code they are issued at the start of the school year. Students will need a flash drive in order to print from school copiers.
- Teachers will allow students to use private laptop computers in their class for activities at the teacher's discretion. The teacher will sign the permission form and, if desired, specify additional procedures for laptops in their classroom in writing for the student and parent to sign. Permission must be obtained for every year of attendance.
- Laptops must be operated on the student's battery. Recharging may only take place when it is not disruptive to the educational process.
- Students must abide by all other Charter Arts Computer Use Guidelines.
- The use of a personal computer in a classroom may not, in any way, disrupt the learning environment.
- Students should not use their laptops to play computer-related games during classroom instruction or other times as determined by the Charter Arts staff and administration.
- **Any violation of the computer use policy will result in permanent revocation of private laptop use at Charter Arts and could result in additional disciplinary actions.**

Take Home Device Policy

- If a device is signed out to a student by a classroom teacher, the device sign out policy will apply. This policy can be viewed on the Charter Arts website.
- Parents must sign that they agree to the terms and conditions of the device sign out policy before a student can take a device home.

Google accounts for students leaving Charter Arts

- Network accounts (Gmail, Google Drive, etc.) for students leaving Charter Arts will be closed at the end of the school day on the following:
 - graduates - June 30th of the graduation year
 - transfer/withdrawn students - 2 weeks from the date of transfer/withdrawal
 - Information on how to migrate away from Google Email and Google Drive can be found by visiting the following google website: <https://support.google.com/accounts/answer/6386856>
 - Direct any questions regarding Charter Arts technology accounts to the Technology Coordinator
-

Mac Computer Lab

The Mac computer lab at Charter Arts is located in room 301. Students may only use the lab with teacher presence and permission. It is a privilege to use the computers at Charter Arts. The following expectations have been put in place to better serve our students:

- When using the Mac Lab, students are expected to respect the space and the equipment, therefore, **NO FOOD OR DRINK IS PERMITTED IN THE MAC LAB UNDER ANY CIRCUMSTANCE!** Eating in a non-designated area is a level one infraction in our Student Code of Conduct. Students will get one warning, if this persists, the student will be referred to the administration.
 - Students are expected to ONLY use student computers, please do not use any of the faculty or staff computers.
 - Be responsible with your computer usage, in the Mac Lab students are expected to refrain from: internet games, chat rooms, instant messenger programs, journal sites, or social networking/media sites.
 - It is expected that students will NOT delete any programs, files, or folders off of the computer.
 - Students are expected to be responsible, professional, and safe while using the Mac Lab, in the event equipment is broken in the lab, students may be fined and/or may face other consequences.
 - Please respect your teachers, classmates, and the space by reporting any broken or missing equipment to a staff member immediately.
 - Be safe, responsible, respectful, and professional when using the lab. Any student who does not adhere to these expectations may lose this privilege and will be held accountable by staff and administration.
-

Additional Information

Court Orders

The school voluntarily complies with the provision of the Buckley Amendment: “Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student’s records, unless a court order providing otherwise is filed with the school.” Non-custodial parents wishing important school information must contact Charter Arts guidance department and inform the school of your address. Divorced parents are required to file a notarized copy of the custody section of the divorce decree with the school.

Flag Salute, Pledge of Allegiance, and Silent Reflection

Charter Arts begins each day with an opportunity to participate in the Pledge of Allegiance by every student and staff member. A moment of silence will accompany the Pledge of Allegiance each morning, with students standing or sitting quietly at their desks. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.

Advertising and Publication

The administration or designee must endorse the utilization of bulletin boards, assemblies, and publications. All such materials must be pre-approved by an administrator/designee. Profanity or any other inappropriate deemed inappropriate for the learning environment, in the hallways, classrooms, or in any other area of the school is not acceptable and may result in disciplinary action. No pamphlets, posters, flyers, or literature of any kind may be distributed or posted on the Charter Arts campus without the direct approval of the administration. A copy must be provided by the student to the administration to be kept on file. All posters and flyers must be signed by and administrator PRIOR to making copies and hanging up in the school building.

Surveys

As part of an effort to enhance our student programming and development, The Lehigh Valley Charter High School for the Arts may choose to conduct one or more voluntary, anonymous and confidential needs assessment surveys during the school year. Such surveys will always be made available for review in our principal’s office. Students may choose individually not to participate or not to answer one or more parts of a survey even with parental consent. These surveys are designed to improve our school’s understanding of our student’s opinions and needs, enabling us to improve as educators and helpers.

Visitors

Visitors are welcome to observe our programs, provided that **prior arrangements are made** with the school administration. Students are not permitted to bring visitors to school. All visitors must sign in at the main office. An identification badge will be issued to each visitor and must be worn while visiting

Charter Arts. Visitors will be required to leave photo IDs with the main office staff upon arrival at school. Charter Arts will return the visitor's ID when the visitor signs out of the school upon their departure. If the visitor is entering Charter Arts after school hours or will be departing after school hours, Charter Arts will provide the staff member in charge of the activity with the visitor's ID for return.

Any potential student interested in shadowing a current student must first schedule an audition appointment by contacting the registrar.

Charter Arts Policies

Charter Arts' Policy on Prohibiting Harassment, Intimidation and Bullying

The School Board of Directors prohibits acts of harassment, intimidation and/or bullying. The School Board of Directors has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation and/or bullying, like other disruptive or violent behaviors, is conduct that occurs in and outside of school that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation and/or bullying.

Definition of Harassment, Intimidation and Bullying

The School Board of Directors establishes that "harassment, intimidation and/or bullying" means any gesture or electronic, written, verbal or physical act that takes place on or off school property, at any school-sponsored function or on a school bus and that:

- causes a substantial disruption to the school environment
- is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- by any other distinguishing characteristic; and
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. **Complete policy can be found on the website: www.CharterArts.org**

At Charter Arts, acts of bullying, anywhere: physical, electronic, written, or verbal, will not be tolerated. Report acts of harassment, Intimidation and bullying directly to a member of the Charter Arts Faculty or Staff immediately. As a reminder, all faculty and staff are mandated reporters and will share information as needed with appropriate personnel.

Student Conduct

The School Board of Directors expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The School Board of Directors believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school community, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for community property on the part of students, staff, and community members.

The School Board of Directors believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* student conduct problems and encourage students' abilities to grow in self-discipline.

Be....Safe, Respectful, Responsible, Professional, Creative...

Consequences and Remedial Measures

The School Board of Directors requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of harassment, intimidation and/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 for each act of harassment, intimidation and/or bullying.

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;

- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation; and
- Academic performance.

Environmental

- School culture;
- School climate;
- Student-staff relationship and staff behavior toward the student;
- General staff management of classroom or the educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week;
- Out-of-school suspension;
- Legal action; and
- Expulsion.

Examples of Remedial Measures

Personal

- Restitution and restoration;
- Mediation;
- Peer support group;
- Corrective instruction or other relevant learning or service experience;
- Behavioral assessment or evaluation;
- Referral to the Student Assistance Team;
- Behavioral management plan, with benchmarks that are closely monitored;
- Involvement of school disciplinarian;
- Student counseling;
- Parent conferences; and
- Student treatment or therapy.

Environmental (Classroom, School Building or School District)

- School climate improvement;
- Adoption of research-based, systemic bullying;
- Prevention programs;

- School policy and procedures revisions;
- Modifications in student routes or patterns traveling to and from school;
- Targeted use of monitors (e.g., hallway, lunch areas, bus);
- Small or large group presentations for fully addressing the behaviors;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Parent conferences;
- Family counseling;
- Involvement of community-based organizations;
- Recommendations of a student behavior or ethics council;
- Peer support groups; and
- Law enforcement involvement.

Complaint Procedure

The School Board of Directors requires the administration to be responsible for receiving complaints alleging violations of this policy. All school employees as well as all other members of the school community, including students, parents, volunteers and visitors, are *required* to report alleged violations of this policy to the principal or the principal's designee. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal action for violations of the code of student conduct *may not* be based solely on the basis of an anonymous report.

The School Board of Directors requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough and complete investigation of each alleged incident.

The School Board of Directors recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or by law enforcement officials.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Reprisal and Retaliation

The School Board of Directors prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence 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 act, in accordance with case law, federal/state statutes

and regulations, and school policies and procedures.

False Accusations

The School Board of Directors prohibits *any* person from falsely accusing another as a means of harassment, intimidation or bullying. The consequences and appropriate remedial action for a *student* found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with Charter Arts policies, procedures and agreements. Consequences and appropriate remedial action for a *visitor or volunteer*, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Dissemination of Information

The School Board of Directors requires school officials to annually disseminate the policy to all school staff, students and parents, along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. The administrative team shall develop an annual process for discussing the school policy on harassment, intimidation and bullying with students.

Sexual and Non-Sexual Harassment

Students of the Lehigh Valley Charter High School for the Arts (Charter Arts) have the right to an education in an environment free of discriminatory practices, including sexual and non-sexual harassment, either verbal or physical. Any unwelcome sexual advance, any request for sexual favor, or any other verbal or physical conduct of a sexual nature may constitute sexual harassment. Conduct prohibited by these policies is unacceptable at Charter Arts and in any school-related setting or outside the Charter Arts, such as: during school trips, school-related meetings and school-related social events. Charter Arts employees, agents, students, or others acting on behalf of or in the name of the school are prohibited from sexually or non-sexually harassing others regardless of whether the incidents of sexual harassment or non-sexual harassment occur on school premises and whether the incidents occur during school hours.

Any of the above should be reported to the Charter Arts principal or designee and the Director of Finance and Administration will investigate the complaint. The investigation may include an interview with both parties to provide complainant and accused with the opportunity to discuss charges made and to explore and evaluate complaints. It is the responsibility of the Charter Arts principal or other immediate parties, to provide, orally, remedies acceptable to both parties, if possible. The principal or other immediate supervisor will attempt to remedy the situation by bringing the parties to mutual agreement. There shall be a written record that a meeting took place, the subject of the meeting, who was present, and the disposition of the matter.

Delayed Opening & Early Dismissal Bell Schedules

*** Advisory will take place in Period 1 classrooms**

2 HOUR DELAYED OPENING	
Warning Bell	9:37 am
*Advisory	9:40 - 9:45 am
PERIOD 1	9:45 - 10:19 am
passing	10:19 - 10:22 am
PERIOD 2	10:22 - 10:56 am
passing	10:56 - 10:59 am
PERIOD 3	10:59 - 11:33 am
passing	11:33 - 11:36 am
PERIOD 4	11:36 - 11:57 am
passing	11:57 - 12:00 pm
PERIOD 5	12:00 - 12:21 pm
passing	12:21 - 12:24 pm
PERIOD 6	12:24 - 12:45 pm
passing	12:45 - 12:48 pm
PERIOD 7	12:48 - 1:09 pm
passing	1:09 - 1:12 pm
PERIOD 8	1:12 - 1:46 pm
passing	1:46 - 1:49 pm
PERIOD 9	1:49 - 2:23 pm
passing	2:23 - 2:26 pm
PERIOD 10	2:26 - 3:00 pm

11 AM EARLY DISMISSAL	
Warning Bell	7:37 am
PERIOD 1	7:40 - 8:11 am
passing	8:11 - 8:14 am
PERIOD 2	8:14 - 8:45 am
passing	8:45 - 8:48 am
PERIOD 3	8:48 - 9:19 am
passing	9:19 - 9:22 am
PERIOD 8	9:22 - 9:53 am
passing	9:53 - 9:56 am
PERIOD 9	9:56 - 10:27 am
passing	10:27 - 10:30 am
PERIOD 10	10:30 - 11:00 am

12 Numbers Every Teenager Should Have in Their Phone

1. A friend who can make you laugh

Because we all have those times when we just want to have some fun!

2. An adult you can trust.

For those times you really need the perspective of someone who has just a little more life experience...

3. The National Suicide Prevention Lifeline 1-800-273-8255

Because life is precious. And when you're not safe, you should never feel alone.

4. Your emergency contacts

Did you know that you can set your lock screen to display emergency contact info? For iPhones, use the Health App. On an Android, go to Settings > Security > Owner Info.

5. A great pizza place!

Because pizza is important.

6. The Crisis Text Line - 741-741

For those times when you really need to reach out and connect with someone who is going to care. These are trained professionals who can provide support and help through those tough times.

7. Help when you need a ride.

If you're broken down, try AAA (1-800-222-4357) If you need a ride, try downloading apps for: UBER, LYFT ...

8. Poison Control 1-800-222-1222

Seriously, you never know when you may need help fast.

9. Your place of employment

Just in case something comes up and you need to reach a co-worker.

10. A friend who will drop everything and listen.

Because we all have those times when we need that kind of friend. Don't forget, to BE that kind of friend too!

11. LGBTQ Crisis Line 1-800-246-7743

For yourself, for someone else you care about - also check out It Gets Better and The Trevor Project.

12. Northampton Crisis Intervention 1-610-252-9060

Where to get help locally.

Adapted from Aavidum - www.aavidum.com

Daily Bell Schedules

Dismissal will be at 1:40 each Wednesday for on-going staff professional development
(unless otherwise announced)

***Advisory will take place in Period 1 classrooms**

Delayed Opening and Early Dismissal Schedules are on page 58

M / T / TH / F	
Warning Bell	7:37 am
*Advisory	7:40 - 7:47 am
PERIOD 1	7:47 - 8:38 am
passing	8:38 - 8:41 am
PERIOD 2	8:41 - 9:32 am
passing	9:32 - 9:35 am
PERIOD 3	9:35 - 10:26 am
passing	10:26 - 10:29 am
PERIOD 4	10:29 - 10:54 am
passing	10:54 - 10:57 am
PERIOD 5	10:57 - 11:22 am
passing	11:22 - 11:25 am
PERIOD 6	11:25 - 11:50 am
passing	11:50 - 11:53 am
PERIOD 7	11:53 - 12:18 pm
passing	12:18 - 12:21 pm
PERIOD 8	12:21 - 1:12 pm
passing	1:12 - 1:15 pm
PERIOD 9	1:15 - 2:06 pm
passing	2:06 - 2:09 pm
PERIOD 10	2:09 - 3:00 pm

WEDNESDAY	
Warning Bell	7:37 am
*Advisory	7:40 - 7:45 am
PERIOD 1	7:45 - 8:23 am
passing	8:23 - 8:26 am
PERIOD 2	8:26 - 9:04 am
passing	9:04 - 9:07 am
PERIOD 3	9:07 - 9:45 am
passing	9:45 - 9:48 am
PERIOD 4	9:48 - 10:13 am
passing	10:13 - 10:16 am
PERIOD 5	10:16 - 10:41 am
passing	10:41 - 10:44 am
PERIOD 6	10:44 - 11:09 am
passing	11:09 - 11:12 am
PERIOD 7	11:12 - 11:37 am
passing	11:37 - 11:40 am
PERIOD 8	11:40 - 12:18 pm
passing	12:18 - 12:21 pm
PERIOD 9	12:21 - 12:59 pm
passing	12:59 - 1:02 pm
PERIOD 10	1:02 - 1:40 pm

