



# Student and Parent Handbook



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## ***BOARD OF TRUSTEES MEMBERS***

**Peggy Harris (Board President)  
Philip Parr (Vice-President)  
Sharon Watkins (Treasurer)  
Dr. Olga Welch  
Dr. Richard Gutkind  
Dr. Linda Bryant  
JW Tabacci  
Diane Ford**

## ***BOARD MEETING SCHEDULE***

**All meetings are held at: Passport Academy Charter School  
933 Penn Avenue  
Pittsburgh, PA 15222**

**Passport Academy Board Meetings are held on the second Tuesday of each month from 4:00 pm – 6:00 pm.**

**\* Meeting dates and times are subject to change. Procedures related to Open Meeting Laws will be followed if meeting dates or times are altered.**

Calendar Page

## **MISSION STATEMENT**

**Our Mission Statement:** Passport Academy Charter School's purpose is to offer quality public education for grades ninth through twelfth, without regard to race, color or ethnic origin, religion, disability, sex or sexual orientation. Passport Academy Charter School's mission is to prepare college and career ready graduates to thrive in a diverse community through an engaging blended learning experience that supports individual students' needs.

Passport Academy Charter School is designed to help Pennsylvania students under 21 years old who have not been able to finish their high school education to get back on track and earn a diploma.

Passport Academy Charter School combines online coursework with classroom work taught by state-certified teachers to provide a unique personalized learning experience for each student. Flexible hours mean that school can be adapted to your schedule, to your situation, to your life, allowing greater opportunities for the future.

Passport Academy Charter School (PACS) is a tuition-free Pittsburgh public charter school for under-credited students. We'll work with you where you are and support you every step along the way to help you get to graduation day so you can be successful after high school.

### **Equal Opportunity**

Passport Academy Charter School will provide every child with equal educational opportunities regardless of skin color, creed, sex, national origin, religion, age, economic status, or disability. No child will be excluded on such basis from participating in, or having access to, any aspect of programming, student athletics, counseling services, extracurricular activities, or other school resources.

## ***School Hours***

Students will choose their preferred session time at the start of the school year or during the enrollment process. The Passport Academy staff will determine session enrollment based on academic needs and student requests. Requests will be fulfilled based on a first come first served basis. There are two session times available:

**Session 1:** 8:30 AM to 11:30 AM

**Session 2:** 12:30 PM to 3:30 PM

All students **MUST** also complete an additional 2.5 hours per day working on their coursework. This independent additional time needs to be arranged and fulfilled by each student. In order to capture the time students spend outside of the scheduled school session, students must have a parent/guardian complete a *Remote Site Form* that is used to track their offsite attendance on a weekly basis.

## ***Remote Site Forms***

All Passport Academy students are required to attend three (3) hours of classroom instruction at the Passport Academy campus per day and complete an additional two-and-a-half (2.5) hours every school day (Monday-Friday) offsite, documented in the weekly Remote Site Forms that must be returned to their homeroom Advisor.

**The Remote Site Forms** must be signed by a legal guardian/parent who acknowledges that the student completed the said hours off campus. These forms must be completed and returned weekly and serve as additional attendance documentation and must be handled carefully by parents/students. The Passport Academy staff may contact the designee to confirm if/when necessary. Each student will be responsible for turning in their remote site forms to their Advisor on a weekly basis.

In the event that the additional two-and-a-half (2.5) hours (or 150 minutes) are not completed offsite by students, the following may apply:

- The student may be required to complete and stay for additional hours on campus;
- A meeting with a staff member, administrator, and/or parent;
- A contract may be created when a student has failed to submit three weeks of remote site forms, which will include recovery hours to be completed during the student's off session;
- Additional disciplinary action can be taken as determined by the school administration



### PACS Weekly Offsite Attendance Form

- DIRECTIONS: THIS SHEET MUST BE COMPLETED FOR THE AMOUNT OF HOURS A STUDENT SPENT WORKING ON SCHOOL WORK (ON OR OFFLINE), SIGNED AND RETURNED TO YOUR HOMEROOM ADVISOR EVERY MONDAY.

- **Name of Student:** \_\_\_\_\_

- **Week of:** \_\_\_\_\_

Monday	Time start:  Time end:	Activity:
Tuesday	Time start:  Time end:	Activity:
Wednesday	Time start:  Time end:	Activity:
Thursday	Time start:  Time end:	Activity:
Friday	Time start:  Time end:	Activity:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

I, \_\_\_\_\_, an adult supervisor, can vouch for the fact  
(print name of ADULT supervisor)  
that the above Passport Academy Charter School student has been working on his/her  
coursework this week.

\_\_\_\_\_

\_\_\_\_\_

**Signature of adult supervisor**

**Date**

Relationship to student (please mark one):

\_\_\_\_\_ Parent

\_\_\_\_\_ Guardian

\_\_\_\_\_ Other (describe your relationship to student): \_\_\_\_\_

**Phone # ( \_\_\_\_\_ ) \_\_\_\_\_**

## **Rights and Responsibilities—Parent and School Compact**

The school and community of Passport Academy Charter School believe that it is only through the cooperation of the parents and school that children develop their full potential. In light of this, the school and parents will work cooperatively to provide for the successful education of their children as follows:

### **The Parent/Guardian Agrees**

- To become involved in developing, implementing, evaluating and revising the school/ parent-involvement policy.
- To use or ask for assistance that the local school provides on child development and teaching and learning methods as needed.
- To work with our child/children on their school assignments and to:
  - Ask them what they learned about that day
  - Encourage them to share their successes and their frustration
  - Provide assistance if necessary
  - Encourage them to read, write, and practice their work daily
- To monitor our child/children's:
  - Attendance at school
  - Homework
  - Television watching
  - Computer and video game usage
- To share the responsibility for improved student achievement by:
  - Documenting daily reading with their child
  - Providing a quiet place for homework
  - Setting aside a specific time for homework
  - Assisting with homework as necessary
  - Encouraging positive attitudes toward school
  - Requiring regular school attendance
  - Giving the child the necessary supplies to do school work
- To communicate with our child/children's teachers about their educational needs.
- To ask parents and parent groups to provide information from the school on what type of training or assistance they would like and/or need to help them be more effective with their child/children in the educational process.
- To provide a healthy and safe environment.
- To volunteer in school and to attend school meetings.
- To encourage students to find activities that promote citizenship, work ethic and healthy lifestyles.
- To respect cultural, racial and ethnic differences.

## The Student Agrees

- To attend school every day possible.
- To participate in a positive way in all school activities.
- To encourage parents to become a part of my educational experience.
- To question, in the appropriate way and at the appropriate time, those parts of my learning that are not understood.
- To take home materials and information needed to complete all assignments.
- To complete homework in a thorough, legible and timely manner.
- To return homework on time.
- To comply with school rules.
- To respect the personal rights and property of others.
- To respect cultural, racial and ethnic differences.

## Parent Rights and Responsibilities

### 1. Enrollment

#### **a. Right**

Parents have the right to enroll their children in the Charter School, regardless of their district of residence, within the enrollment guidelines established by the Board of Trustees. Enrollment may not be denied on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, physical handicap or marital status.

#### **b. Responsibility**

Parents have the responsibility to ensure that their children who are enrolled in the Charter School attend school regularly, on time, and for the entire school day in accordance with state law and the policies set forth by the Board of Trustees.

### 2. Progress

#### **a. Right**

Parents have the right to receive regular official reports of their children's academic progress, through both written and oral communication.

#### **b. Responsibility**

Parents have the responsibility to assist the School and their children in achieving their academic potential, including planning a time and place for completing homework, ensuring the completion of assignments that are missed, and providing the necessary supervision while their children complete assignments. In addition, parents have the responsibility to attend and participate in all parent-teacher conferences.

### 3. Language Preference

#### **a. Right**

Parents have the right to receive any oral and written communication from the School in the language used by the family in the home. This right includes the right to have a translator present at any disciplinary proceedings commenced against their child.

#### **b. Responsibility**

Parents have the responsibility to inform the School when they need to receive oral and written communications in a language other than English. This responsibility includes the responsibility to

notify the School if a translator will be necessary at any disciplinary proceedings commenced against their child.

#### **4. Enforcement**

##### **a. Right**

Parents have the right to ensure that the provisions of this Code are applied reasonably and fairly with respect to their children.

##### **b. Responsibility**

Parents have the responsibility to understand the rules set forth in this Code and to discuss expected behavior with their children, as well as to inform the Administration and/or Board of Trustees of their concerns regarding the application of this Code to their children in a calm and reasoned manner.

#### **5. Involvement**

- a.** It is the policy of Passport Academy Charter School that all volunteers, including Parents/Guardians who have contact with the students, are required to obtain, at their own expense, State and FBI Criminal History and Child Abuse Background Clearances. These clearances will be held in the school's main office and as otherwise required by law.

### ***Student Rights and Responsibilities***

#### **1. Education**

##### **a. Right**

Students have the right to a public education, unimpaired on account of race, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, physical handicap or marital status.

##### **b. Responsibility**

Students have the responsibility to avoid actions or activities that interfere with other students' rights to an unimpaired public education.

#### **2. Learning Environment**

##### **a. Right**

Students have the right to an orderly school and classroom environment that will promote learning for all students.

##### **b. Responsibility**

Students have the responsibility to ensure that their actions do not disrupt the school of classroom environment, or school activities.

#### **3. Expression**

##### **a. Right**

Students have the right to express themselves in speech, writing and/or expression within the boundaries defined by federal and state law, and the policies established by the School. The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania. Students have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

**b. Responsibility**

Students have the responsibility to ensure that their expression does not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others, or violate federal or state law, or the policies established by the School.

**4. Possession and Distribution of Literature**

**a. Right**

Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the Principal.

**b. Responsibility**

Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to ensure that the literature they possess or distribute does not infringe upon the rights of others, and does not contain offensive language of a religious, racial or ethnic nature, or language that may be construed as harassing or obscene. Identification of the individual student or at least one responsible person in a student group is required on posted or distributed materials. Students must submit to Principal or designee for prior approval a copy of materials to be displayed, posted or distributed on school property. School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

- i. Bulletin boards must conform to the following:
  1. The Principal or designee may restrict the use of certain bulletin boards.
  2. Designated bulletin board space will be provided for the use of students or student organizations.
  3. The Principal or designee requires that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- ii. School newspapers and publications must conform to the following:
  1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
  2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
  3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
  4. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval lapses without a decision, the material shall be considered authorized for distribution.

5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- iii. The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions of federal and state laws.
- iv. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
- v. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students. The place of the activity may be restricted to permit the normal flow of traffic within the school and exterior doors.

## 5. Religion

### **a. Right**

Students have the right to their own beliefs and the exercise of those beliefs to the extent that the exercise of those beliefs is consistent with state and federal laws.

### **b. Responsibility**

Students have the responsibility to ensure that the exercise of religious freedom does not infringe upon the Constitutional rights and freedom of religious expression of others.

## 6. Search and Seizure

### **a. Right**

Students have the right to be free from unlawful searches and seizures of their personal property and possessions.

- i. The Principal will adopt reasonable procedures regarding student searches. The School shall notify students and their parents/guardians of the procedures regarding student searches.
- ii. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- iii. Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains material that pose a threat to the health, welfare or safety of the students in the school, student lockers may be searched without prior warning.
- iv. When school authorities have reasonable suspicion that materials that pose a threat to the health, welfare or safety of students or the school community are in the possession of a student or contained within a student's belongings, school authorities may search the student's person and/or belongings to the extent that such a search is permitted by applicable state and federal laws.

### **b. Responsibility**

Students have the responsibility to not possess materials, objects, implements and/or instruments that are prohibited by federal, state and/or local law or that may be disruptive or otherwise in violation of the School's Rules

## **7. Peaceful Assembly**

### **a. Right**

Students have the right to peaceful assembly.

### **b. Responsibility**

Students have the responsibility to secure approval for use of school facilities for assembly; to discuss with an administrator the appropriateness of the facility for the function; and to ensure that assembly does not disrupt the educational process. Lack of adequate supervision shall be grounds for disapproval of the assembly.

## **8. Transportation**

### **a. Right**

Students have a right to safe and orderly transportation to and from school or a school activity when transportation is provided.

### **b. Responsibility**

Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere; to refrain from conduct which may cause a hazard to themselves, their fellow students, or to the public; and to refrain from violating federal, state and/or local laws, or school policy regarding transportation. Students who fail to fulfill their responsibility may relinquish their right to transportation.



## Student Admission

Passport Academy Charter School will provide every child with equal educational opportunities regardless of skin color, creed, sex, national origin, religion, age, economic status, or (dis)ability. No child will be excluded on such basis from participating in, or having access to, any aspect of programming, student athletics, counseling services, extracurricular activities, or other school resources. Registration takes place in the early spring. Parents must present the following information on the day of registration:

- Birth Certificate (notarized copy of birth certificate; baptismal certificate; copy of the record of baptism – notarized or duly certified and showing the date of birth; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of birth.)
  - Custody Papers (if this applies)
  - A copy of one of the following documents to use for residency verification
  - Utility bill (electric or gas), Property tax bill or
    - PA Department of Transportation identification or driver's license, or -
    - PA Department of Transportation vehicle registration, or
    - Copy of current State/Federal program enrollment
    - Copy of current pay stub with name and address of employee and employer, or
    - Residency affidavit, or
    - Government agency identification card, or -
    - Deed, Lease or
    - Agreement of Sale.
- ÿ Parent Registration Statement regarding Suspensions/Expulsions
- ÿ Complete immunization records, which includes:  
Admission for students in ALL Grades need the following immunizations for attendance:
- **DTAP**- 4 Doses (tetanus, diphtheria and acellular pertussis) 1 dose on or after 4th birthday
  - **IPV**- 4 Doses (polio) 4<sup>th</sup>dose on or after 4<sup>th</sup>birthday and at least 6 months after previous dose given)
  - **Hep B**- 3 Doses 3<sup>rd</sup>dose on or after 24 weeks of age
  - **MMR**- 2 Doses (measles, mumps and rubella)
  - **VAR**- 2 Doses (chickenpox) or evidence of immunity (had disease)
  - **MCV** 2 Doses (meningococcal conjugate) First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12th grade If the dose was given at 16 years of age or older, only one dose is required

**TDAP**- 1 Dose (tetanus, diphtheria and acellular pertussis)

**\* Tuberculin Test required of all students new to the school**

Exemptions to the school laws for immunizations are:

MEDICAL REASONS • RELIGIOUS BELIEFS • PHILOSOPHICAL/STRONG MORAL OR ETHICAL CONVICTION

A waiver signed by a parent/guardian must be documented and kept with student's records. If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

## ***Equal Opportunity/Anti-Discrimination Policy***

Passport Academy Charter School shall not discriminate against any person on the basis of race, sex, color, religion, sexual orientation, national origin, disability, genetic information or any other classification otherwise protected by applicable state and/or federal laws. The Board of Trustees recognizes school administrators' and employees' obligations to comply with all applicable federal, state and local laws in providing equal opportunity to all students. Pursuant to 22 Pa. Code §12.4 and consistent with the Pennsylvania Human Relations Act (43 P.S. §§ 951 - 963), Passport Academy Charter School does not discriminate on the basis of race, sex, color, religion, sexual orientation, national origin, disability, or any other classification otherwise protected by law in the administration of its educational policies, admission policies, hiring policies, and other school administered programs and operations. A student will not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin, genetic information or disability.

### **Student Transfer or Dismissal**

Parents of transferring students must notify the Principal of the date of transfer and the name and address of the new school. In the event of a transfer, legal guardians/parents must sign a release for the transfer of records, including disciplinary records. Forms can be obtained at the main office.

Parents must sign a Parental Registration Statement upon Enrollment regarding whether the student was previously or is presently suspended or expelled from any public or private school of this Commonwealth or any other state for an action or offense involving a weapon, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property.

### **CHANGE OF ADDRESS**

Parents/guardians and students must notify the school office, in writing, of a change of address and/or telephone number immediately. Passport Academy uses email, phone numbers, and home addresses at various times of the year to communicate with families, so it is critical this information remains up to date and the office is notified if/when something changes.

### **Security**

The school building is equipped with security cameras to ensure the safety of all. All parents/guardians/visitors are required to sign in and out at the office (no exceptions). No parent/guardian/visitor is permitted in the building without prior approval. All volunteers/visitors are required to get a visitors pass to be worn at all times while in the building.

### **Inclement Weather**

Parents should always have an emergency plan in place on record at school should there be an early dismissal. If school is dismissed early due to an emergency parents/guardians will be notified and there will be ***NO extracurricular activities***.

## **Emergency Procedures Weather Related**

In the event that school will be closed due to a weather-related situation, an announcement will be broadcast on **WTAE, WPXI, and KDKA TV and websites**. **You can also find it on the school's Facebook account**. The announcement will state that the school could: Open late, dismiss early, and/or be closed.

## **Non-Weather Related**

In the event that the school has a non-weather-related emergency, the following guidelines will be followed:

### **An Evacuation Emergency**

1. A signal notifying all staff and students will be given to evacuate the building.
2. The staff and students will follow their fire drill procedures.

In the event that further evacuation needs to take place, the following procedures will take place: Parents will be notified by the school emergency closing announcement on **WTAE, WPXI, and KDKA TV and websites**. **The school's Facebook will alert you** with the pickup location and information.

## **Fire Drills**

By law, fire drills are required, and are important to ensure the safety of students and staff. It is essential that when the signal is given, everyone in the building responds promptly and clears the building as quickly as possible by the prescribed route which is posted in each classroom and office. There will be several drills throughout the year so students and staff know what to do in the event of an emergency. Here are some basic rules of order:

- Silence is always observed during the fire drill;
- Classes assemble at the predetermined location and attendance is taken by staff;
- Students who are not in the classroom when the alarm is sounded will leave by the nearest exit and report to their homeroom teacher at the designated location;
- Noncompliance with these regulations is a serious infraction and will result in disciplinary action.

## **Personal Property**

- Parents are requested to place the name of their child clearly inside on all personal items such as coats, jackets, book bags, etc.
- Please encourage your children to be responsible for looking for and finding lost items.
- Caution should be taken when you approve of your child's bringing valuable or irreplaceable items to school. The school cannot be responsible for items that are lost, damaged or otherwise missing. Toys are not permitted in school unless requested for special projects or activities.
- Cell phones, and other wireless communication devices, are not permitted to be used in school. Use of cell phones during school hours will result in the phone being confiscated.

## **Communication**

Good communication is a vital element of public relations. Passport Academy Charter School endeavors to keep students and parents fully and regularly informed of the events and activities of the school. It is important that as problems arise, they are brought to the attention of the principal.

## **Public Address (PA) Announcements**

- Announcements affecting the student body in general will be made at the beginning of each day.
- Requests for other announcements should be submitted to the principal for approval in the morning.

## **School Telephone**

- The telephone is to be used to transact school business only.
- In order to contact teachers during school hours, please contact the main office.
- No student or teacher will be called to the telephone except in case of an emergency.
- Students are not permitted to use the phone except with permission from the office or teacher.
- Forgotten books, lunch or homework are not considered emergencies.
- Forgotten items that are brought to school are to be brought to the office, however the office cannot be responsible for getting these items to your child or the teacher during the school day.

## **Appointments with Faculty Members**

- Parents are required to make an appointment to see their child's teacher.
- A note sent with the child requesting a certain day or time for a conference will suffice. -The teacher will respond to the parent as soon as possible to confirm or reschedule the appointment.
- No meetings can be held during school hours, except at the request of the school.

## **Appointments with Administrators**

-The Administrators are available before or during the school day to meet with parents who request an appointment at least 24 hours in advance.

– Appointments may be requested in writing or by phone. The principal/administrator will respond to the parent as soon as possible to confirm or reschedule the appointment.

## **Field Trips and School Events**

Students will be invited to attend various field trips and school events throughout the year. Scheduled school events will take place each semester and students and parents will be reminded via Facebook posts or through notices sent home with the students. If you are ever interested in helping out at a school event, please contact the main office.

Students wishing to attend any school-based field trip will be required to have a permission slip completed, signed by a parent and returned to the school by the due date. Permission slips must always be returned prior to the day of the trip and will not be accepted the day of the trip. Students will always be accompanied by at least one teacher or staff member and often by other parents who offer to help chaperone the trip. Teachers hosting the trip will notify parents when they are in need of additional chaperones. Sometimes field trips and school events may require a parent chaperone or in order to attend. Trip details will be available at the time of the trip, so please be sure to read through any details ahead of time and contact a Passport Academy staff member with questions. Additionally, it is each parent's responsibility to provide transportation and fees for students to attend trips when required. All paid trips are non-refundable and refunds will not be given if students decide not to

attend last minute.

For all school events and trips, parents need to be sure students are dropped off and picked up on time. On field trips and during school events, all students are expected to follow Passport Academy rules and should dress appropriately. For additional information about planned events, please talk to your student, contact the school, and be sure to check out the school website and newsletters for any upcoming events. Student may not be permitted to attend if they have had disciplinary or behavior issues.

### **Late Assignment Policy**

To be successful, students must turn their work in on time the day it is due. It is each student's responsibility to check for daily assignments in the teacher's Course Announcements and Assignment Calendar for each course. All coursework is due the day it is due but will be accepted for a maximum of 80% credit after the due date. One month after the due date, assignments will no longer be accepted. Teachers will enter zeros for assignments not completed by the due date. Please contact your teacher to determine how to catch up if you fall behind in your work and review your teachers' course syllabus for late penalty information. Teachers will have discretion outside of the guidelines stated above.

### **PLAGIARISM POLICY**

Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. Plagiarism, (or intellectual theft) includes "the reproduction, in whole or essential part, of a literary, artistic or musical work by one who falsely claims to be its creator." *Encyclopedia Americana, 2003*. "The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." *Dictionary.com*.

Some examples might include, but are not limited to:

- Downloading a paper from a "paper-mill"
- Submitting another student's work
- Copying a portion of another's work without citing it
- Copying material, supplying proper documentation, but leaving out quotes or indents
- Paraphrasing ideas without documentation

Plagiarism is regarded as a very serious offense. Many institutions of higher education expel students found guilty of plagiarism. In our effort to education all Passport Academy Charter School students about the issue of academic dishonesty and to prepare our students for the future, we have established the following guidelines:

#### **Rules and Procedures**

When plagiarism takes place in an academic setting, it is most often handled by the individual teacher and administrator involved. The following procedures and consequences have been established for handling issues related to plagiarism at the elementary, middle and high school levels.

## **VIOLATION PROCEDURE PENALTY**

<b>Violation</b>	<b>Procedure</b>	<b>Penalty</b>
First Offense	Teacher notes the plagiarism and deals with it by contacting the parent/guardian	<ul style="list-style-type: none"><li>• “0” credit for the assignment</li><li>• Document plagiarism event</li><li>• Teacher contacts parent/guardian</li></ul>
Second Offense	The teacher notes the plagiarism and refers the student to the Principal	<ul style="list-style-type: none"><li>• “0” credit for the assignment</li><li>• Report in discipline file</li><li>• Principal/Parent/Guardian Conference</li></ul>
Third Offense	Teacher reports the incident. Principal immediately notifies parents/guardians in order to conduct a meeting with the parent/guardian, principal, school psychologist and the guidance counselor. Also, possible expulsion from course may be considered	<ul style="list-style-type: none"><li>• Student is referred to the counselor who will immediately recommend training and courses in Ethics.</li><li>• Student is withdrawn, FAILING this class.</li></ul>

## **Educational Materials**

Passport Academy provides students with appropriate materials to engage in the curriculum on a daily basis; i.e. a computer, textbooks, workbooks, and other curricular supplies. These materials are school property and must be kept in good condition. Parents/students are responsible for the repair or replacement of all lost, stolen or damaged equipment, materials, or school property. All printed materials are copyrighted, and unauthorized reproduction is a copyright infringement. Materials cannot be sold or transferred and are to be used solely by the student in his/her studies while enrolled in the school. Parents are to comply with this policy and all the terms and conditions of the Use of Instructional Property Agreement submitted with the enrollment materials. If a family withdraws, parents are expected to return all school equipment and materials to the main office in the event any are taken home.

## **PLEDGE OF ALLEGIANCE STATEMENT**

### **The Pennsylvania Code provides:**

It is the responsibility of every citizen to show proper respect for his country and its flag.

- (1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- (2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

## **Smoke/Vaping Free Policy**

To promote a healthier environment Passport Academy Charter School is a smoke/Vape-free school. As a matter of policy, smoking/vaping IS NOT permitted in the school building or on school grounds at any time. Please cooperate by extinguishing and disposing of smoking materials prior to entering upon school grounds.

## **ATTENDANCE**

### **Absences**

Participation in class and in the school community as a whole is an essential component of a Passport Academy Charter School education. Daily attendance is the foundation upon which students' successful mastery of class materials is based. Frequent absences from class affect the student's ability to learn and the teacher's opportunity to teach. As a result, the student's grades and social interactions may suffer.

On any day that a student is going to be absent because of an illness or for any other reason, the parent/guardian/student should telephone the school office before school starts (prior to 8:30 am) with the child's name, grade and reason for the absence. Your call will be recorded on an answering machine or handled directly by a secretary. Please call the school office each day the student is absent.

It is the responsibility of the parent/guardian/student to make arrangements with the teacher(s) for the completion of all missed schoolwork. School assignments missed during the student's absence should be obtained from the teacher by notifying the school office.

Individual attendance and lateness figures are recorded on a student's official transcript, which is maintained in confidential office files. In the event that students graduate or transfer to another school, this information will be forwarded and may affect admission decisions.

Within **two** school days upon returning to school after an absence, students are to present a note to the school office containing the **dates of absence, the reason for the absence, and a parent/guardian signature with a contact number.**

The following conditions are considered to constitute reasonable cause for absence from school:

1. **Serious Injury to or Death in the Immediate Family:** The immediate family of a student includes, but is not necessarily limited to parents, grandparents, brothers and sisters.
2. **Medical or Dental Appointments:** A note from the medical professional is required to consider this absence as excused.
3. **Personal Illness or Injury:** A note from a medical professional is required.
4. **Quarantine:** An absence that is ordered by the local health office or State Board of Health.
5. **Court or Administrative Proceedings**
6. **Observance of a Religious Holiday:** If the religious tenets to which the student and/or his/her family adhere require observance of the holiday.
7. **Out of School Suspensions**
8. **Other Absences Approved by the Principal**



To the extent required by law, no student excused due to observance of a religious holiday shall be deprived of an award, eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Students who have a pattern of excessive excused or unexcused absences will be contacted by the School. Passport Academy Charter School will make every effort to work with the parent/guardian/student to reduce absences. Any student with more than 20 unexcused absences in a semester will not receive credit for that semester.

A student arriving at school after 10:00 am/2:00pm or leaving school before 10:00/2:00 pm will be marked as a half day's absence. The different times represent the am and pm sessions.

Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session, except that a principal may excuse a student for temporary absences when he/she receives satisfactory evidence of such mental, physical or other urgent conditions which may reasonably cause the student's absence.

The charter school notifies parents in writing of attendance violations, dates and potential consequences. The School is willing to meet with families in a collaborative effort to establish a Truancy Elimination Plan. The Truancy Elimination Plan (TEP) is developed cooperatively with involved stakeholders through a school-family conference, which is required upon the school's notice to the student's parent/guardian upon the third unexcused absence.

Pursuant to Chapter 11.24 of Title 22 of the Pennsylvania Code, students whose names are on the active membership roll, who are at anytime in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs: (1) The district has been provided with evidence that absence may be legally excused; (2) Compulsory attendance prosecution has been or is being pursued.

Missing field trips and school-sponsored activities are counted as an unexcused absence. If a student arrives late for a field trip, he/she will be sent home and this will be counted as an unexcused absence.

***Please be aware that calling your child out of school, or sending a note, does not mean the absence is excused.***

### **Tardiness**

The Board of Trustees and Administration of Passport Academy Charter School embrace the philosophy that students are expected to be on time for school every day. Daily attendance will be taken at 8:45 AM (AM session) and 12:45 PM (PM session) in the student's first period class. If a student is not in his or her first period class at 8:45 AM or 12:45PM, he or she will be considered tardy to school regardless of the time of entry into the building. When late, the child must report to the main office, through the main school entrance and obtain a late slip, which they must present to his/her classroom teacher.

Parents/guardians may not accompany students to their classrooms.

A student will be considered tardy to school, unless he or she has a formal excuse (doctor's note, etc).

Punctuality at school is an extremely important part of each student's education and has carry-over implications for later life. Tardiness is a major factor in a student's lack of progress in school. Once a student falls behind classmates, because of tardiness, it is difficult to catch up and quite often a student will develop a dislike for school, develop behavior problems and a lower self-concept. Something important happens each period, each day. It is important that all students are at school on time

### ***Early Dismissals***

Early dismissals may be requested for funerals, medical appointments, and court appearances. Early dismissals are strongly discouraged. Such requests must be made no later than the morning of the requested early dismissal. Students are to present a note to the school office listing the date, time and reason for dismissal, and including a legal custodial signature with a phone number to confirm the early dismissal. A faxed dismissal will be permitted since it can be verified with a signature. If the office is unable to contact the parent in person or by telephone to confirm the early dismissal on the date of the dismissal, the student will not be permitted to leave the building. At the time of dismissal, the student must report to the front office to sign out of the building. Any student under the age of 18 must be signed in and out of school by the parent/guardian. No child is ever dismissed from school without the parent/guardian consent. In the event that school is still in session after the appointment, the child is required to return to school.

Students will be monitored on a case-by-case basis. When a pattern develops, parents will be contacted for a meeting before consequences are considered.

### **Illness During School Hours**

- It is the responsibility of the parent and/or guardian to ensure that a child attends school in good health and prepared to learn. Lingering illnesses should be treated by a doctor.
- If a child becomes ill during the course of the school day, he/she reports to the nurse's office.
- If the child must be sent home, the parent or guardian will be called and is expected to come to school to pick up the sick child.
- It is imperative that all health information and records are current. Please contact the school nurse at 412-376-3724 if there are any changes in your child's health that must be addressed immediately.
- ***It is imperative that emergency cards are kept up to date so that a responsible adult can be reached at all times.***

## **Educational Leave of Absence Policy**

A planned absence, which extends beyond three consecutive scheduled school days, requires a formal application process in advance according to Educational Leave of Absence Policy. The formal request must be made to the Principal 30 days prior to leaving, and include the dates, destination, and purpose of the trip, a description of the educational value, specific plans for enrichment, and arrangements that have been made for making up missed classroom work. Failure to follow Educational Leave of Absence Policy procedures without just cause may result in removal from the rolls. Planned absences that shorten the school year by coinciding with either the beginning or the end of the Passport Academy Charter School extended school year are not permitted. Educational Leave of Absence will only be approved for up to ten days.

Educational Leave of Absence will not be approved if a student has been absent without excuse 10% of the school year already completed or if it would put a student in excess of an accumulated 19 days of unexcused absence for the school year.

## **Homebound Instruction**

**Students experiencing extended chronic illness may request homebound instruction.**

Home/hospital instruction is designed for students who, due to medical, physical or other urgent reasons, are homebound for a period of two (2) weeks or more. Homebound instruction may not exceed 3 months unless a re-evaluation and documentation from student's treating medical provider (if applicable) determines a basis for continuing homebound instruction. When a student receives homebound instruction, the student may be counted for attendance purposes as if in school. Home instruction cannot replicate classroom instruction and should be of the shortest duration possible. For further information, please contact the Principal.

## **Behavior Philosophy and Code of Conduct**

Passport Academy Charter School has developed a school wide behavior support plan designed to encourage positive and productive behaviors and to handle infractions in a consistent and fair manner with a constant goal of returning the student to active engagement in the classroom if possible.

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

Because one of the primary goals of Passport Academy Charter School is to promote constructive and respectful behavior, the procedures and consequences described in this Code are designed to first modify unacceptable behavior, but if the student does not comply, then the Code provides consequences for unacceptable behavior.

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

In addition, Passport Academy Charter School's Anti-Bullying Policy is attached to this Handbook, which can also be found on the School's website, and must be reviewed and signed off on by both the student and parent(s)/guardian(s). Any questions regarding any portion of this Anti-Bullying Policy should be directed to the Principal.

## **School wide Behavior Expectations**

The following, although not inclusive, serve as a framework for behavior expectations throughout the school, anywhere on school grounds, off school grounds during school-related activity, off school grounds when conduct may reasonably be expected to undermine school authority or to endanger the school community, and while traveling to and from school.

1. Be Respectful
2. Be Prepared
3. Be Responsible
4. Be Safe
5. Be Your Best

No student may engage in conduct, or encourage any other person to engage in conduct, that jeopardizes or threatens the health, safety or welfare of any member of the school community, or that disrupts or undermines the educational mission of Passport Academy Charter School.

None of the consequences listed below will be applied in such a manner as to discriminate against any student based on race, sex, color, religion, sexual orientation, national origin or disability. The Administration of Passport Academy Charter School will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code. The severity and/or nature of the consequence imposed will be based on factors including, but not limited to, age of the student, number of prior offenses, disability, and/or severity of the violation.

Passport Academy Charter School has the right to impose consequences for acts or behaviors that are not specifically delineated within this Code if those acts or behaviors threaten the health, safety and/or welfare of other members of the school community, or if those acts or behaviors disrupt the learning environment.

Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Such means may include counseling the student; conferencing with the parent/guardian; assigning extra responsibilities at school; assigning community service; or imposing detention, out-of-school suspension for up to ten (10) consecutive school days, expulsion for a period of one day through to and including permanent expulsion.

### **Anti-Corporal Punishment Policy**

In accordance with Title 22 Pa Code Chapter 12.5, Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is strictly prohibited by law and school policy. Teachers and school authorities may only use reasonable force under the following circumstances:

- To quell a disturbance.
- To obtain possession of weapons or other dangerous objects.
- For the purpose of self-defense.
- For the protection of persons or property.

## CODE OF CONDUCT AND DISCIPLINE

This Code applies to any conduct that occurs:

- On School Grounds at anytime
- Off School Grounds at any school activity, function or event
- Off School Grounds when the conduct may reasonably be expected to:
  1. Undermine the proper disciplinary authority of the school
  2. Endanger the safety of members of the School Community
  3. Disrupt the school
- While traveling to and from school, including but not limited to actions on any school bus, van or public transportation

### Levels of Misconduct

The following list of conduct categories represents a continuum of misbehavior's based on the seriousness of the act and the frequency of occurrence.

The infraction classified at **Level 1** are relatively minor and involve acts which only minimally interfere with the orderly conduct of the educational process.

At **Level 2**, the seriousness of the misconduct remains a primary classification factor but the frequency of occurrence plays a significant role in determining the most appropriate disciplinary response.

At **Level 3**, misconduct usually involves a serious action that shows disregard for the student, classmate, teacher, and the school.

By contrast, **Level 4** misconduct involves extremely serious behavior or criminal acts that represent a direct and immediate threat to the welfare of individuals. **Level 4** misconducts almost always require interventions by law enforcement authorities.

A minor misconduct appropriately classified at **Level 1** could move to **Level 2**, and subsequently **Level 3**, if the act persisted after several interventions had been attempted at a lower level. Although the seriousness of the infraction remains the same, the frequency of the occurrence requires it to be classified at a high level where a different set of disciplinary responses could be applied.

In terms of seriousness, most **Level 1 and 2** misbehavior will be characterized as "victimless infractions." since they generally do not involve the welfare of others but could have a serious effect on the student's own education. Misconducts in **Level 3 and 4**, take an added gravity because they frequently involve a violation of the personal property or personal rights of others.

The following list of infractions and consequences/corrective action list serves as a general guideline for student conduct and discipline. **Passport Academy Charter School reserves the right to amend or modify any disciplinary consequences on a case by case basis as well as treat any infraction as a higher level infraction depending upon the circumstances, severity of the**

**incident, and/or other factors deemed relevant by Administration.** Repeated violations, regardless of whether they occurred in the same school year or in prior school years, may result in a violation being treated as a higher level offense and may warrant suspension, expulsion and/or other disciplinary consequences connected with higher level offenses as reasonably determined by Passport Academy Charter School on a case by case basis.

The School's Code of Conduct and Discipline is kept on file in the school's main office and is available upon request.

***The consequences/corrective action for any level infraction may include but is not limited to any one or more consequences/corrective actions listed.***

**Level I Infractions:**

- Failure to obey directions from administrators, teachers or staff
- Homework or assignments incomplete
- Violation of a specific classroom norm
- Violation of a specific teacher classroom rule
- Classroom/school disturbance/interruption/disruption
- Non-return or damage of library book(s); school book(s)
- Hall violation or not having a hall pass
- Possession/eating/chewing of gum or candy
- Late to class
- Bathroom misconduct/procedure
- Failure to comply with any policy stated in this handbook or school or classroom rule
- Uniform infraction

**Level I Consequences/Corrective Actions (Student may face one or more of the following):**

- Class Meetings may be used for problem solving
- Teachers may use a variety of in class consequences or redirection techniques
- A written infraction will be given in the discipline binder

- If a student accrues three (3) written infractions in one week, a note will be sent home to arrange a meeting between Parent, student and Administration
- Supervised mediation between the students involved;
- Meeting with case worker or probation officer, where applicable and appropriate;
- In-school suspension;

### **Level II Infractions**

- Repeatedly having Level I Infractions
- Disrespectful language/gesture
- Possession of walkman (personal listening device), beeper or cell phone or any electronic device during school hours.
- Repeated violation of school dress code
- Chronic disruptive bus behavior
- Failure to comply with any policy/procedure stated in this handbook

### **Level II Consequences/Corrective Action (Student may face one or more of the following):**

- Class Meetings may be used for problem solving
- Student may receive a note
- Student may receive an after school detention
- Meeting/Conference between student, teacher and Chief Executive Officer
- In the case of violations of Rule 10 or Rule 11 in addition to A or B above, the counselor may refer the student to an appropriate counseling program. The counselor at the receiving school may monitor the referral to assure the student's participation
- In or out of school suspension for up to ten consecutive days;

### **Level III Infractions:**

- Repeatedly having Level I and/or Level II Infractions
- Falsifying teacher or parent/guardian signature
- Cheating
- Bullying including physical, verbal and cyber forms
- Use of racial or other derogatory terms
- Threatening another student, adult or staff member
- Misuse of the computer or internet
- Use of a cell phone, beeper, etc. or other electronic device during school hours without permission
- Skipping or "cutting" class
- Tampering with or unauthorized use of elevator



- Aggressive behaviors, including but not limited to hitting, pushing and shoving;
- Disobedience to teacher or other staff member;
- Failure to report to office as directed;
- Gambling or present at scene of gambling;
- Lying/falsehood: including presentation of forged notes or passes or refusal to identify yourself properly;
- Misuse of school property or property of others including computers, networks, web pages;
- Threatening bodily harm or property damage;
- Use of Obscene/Profane/Violent language or gestures;
- Creation or Possession of Obscene/Violent writing, pictures or articles

**Level III Consequences/Corrective Action (Student may face one or more of the following):**

- Meeting/conference between student, counselor and parent/guardian
- Meeting/conference between student, teacher, principal/vice principal/Chief Executive Officer and parent/guardian
- Out-of-school suspension from school for up to ten consecutive days
- Referral to Board of Trustees Discipline Committee for possible expulsion

**Level IV Infractions**

- Repeatedly having Level I, II and/or III Infractions
- Fighting
- Stealing/theft of school or private property
- Smoking /vaping
- Violation of Drug/Alcohol Policy including but not limited to possession, sale solicitation, use of illegal drugs or alcohol and transfer of legal medication or medical equipment to other students
- \*\*Possession and/or use and/or transfer of matches, lighters, laser pointers or any incendiary devices, dangerous weapons, alcohol, or illegal substances/drugs
- Tampering with fire alarm/extinguishers
- Terroristic threats and/or threats of death whether written, verbal or cyber in nature
- Harassment of another student, teacher, administrator or staff member, verbally, physically or through cyber medium
- Counterfeiting
- Sexual harassment of another student, teacher, administrator or staff member
- Failure to reasonably comply with any school policy/procedure
- Unlawful assembly and/or riot
- Sexual molestation

- Illegal conduct and/or attempted illegal conduct
- Attempted or actual Possession/ use/sale/ solicitation of/manufacture and/or distribution of prescription or over the counter drugs or counterfeit drugs
- Attempted or actual Possession/use/sale/manufacturing/solicitation of/ and/or distribution of non-prescription drugs or counterfeit non-prescription drugs
- Attempted or actual Possession/use/sale/manufacturing/solicitation of and/or distribution of alcohol
- Threats of death or serious bodily injury– either written, electronic or verbal
- Vandalism or defacing or destruction of school property or property of another (includes writing on walls, etc.)
- Leaving school grounds without proper authorization
- Harassment of any kind – verbal, written or gestures
- Attempted or actual Possession/use/sale/ and/or distribution of Tobacco products
- Attempted or actual Possession/use/sale/solicitation of and/or distribution of lighters, matches, laser pointers and/or look-alike weapons
- Arson or attempted arson
- Assault and/or battery of an employee or student
- Other criminal acts in violation of local, state, or federal laws and/or regulations
- Actual or attempted Possession, use, manufacturing, growing, distribution, solicitation of and/or sale of illegal drugs and/or counterfeit illegal drugs, and/or controlled substances and/or drug paraphernalia
- Extortion, attempted extortion, robbery, burglary and/or larceny
- Actual or attempted possession, distribution, sale, use or lighting of fireworks, stink bombs, or other explosives
- Sexual Harassment and/or Sexual Assault and/or Sexual Battery
- Inappropriate student actions which indicate the use of drugs, alcohol, or other behavior altering substances;
- Student actions that present a danger to the safety and well-being of themselves or others;
- Threats of death or serious bodily injury– either written, electronic or verbal;
- Violations of school’s internet safety and/or acceptable use policies
- Other criminal acts in violation of local, state, or federal laws.
- Actual or attempted Possession, use, distribution, solicitation or sale of a firearm or dangerous weapon (Weapons include, but are not limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.)
- Extortion, attempted extortion, robbery, burglary and/or larceny;
- Hazing;
- Unlawful assembly and/or riot;
- Possession, use, distribution, sale, lighting, or discharge of explosive or incendiary devices;
- Possession of Dangerous articles, firearms, knives, metal pipes, sharpened implements, clubs, look-alike weapons, ammunition, etc.;
- Possession, use, distribution, sale, lighting, or discharge of explosive devices
- Molesting others;

- Making unwanted sexual advances
- Trespassing
- Purposefully or recklessly endangering the health, welfare or safety of any member of the school community.
- Threatening to endanger the health, welfare or safety of any member of the school community.
- Engaging in any consensual sexual acts (for the purpose of this Code, sexual acts include, but are not limited to: Intercourse, oral sex, groping, simulated sex) on school property, at a school function, on school transportation or at any school-related activity or trip;
- Forcing or attempting to force any other member of the school community to engage in any sexual act.
- Causing or attempting to cause physical injury or pain to any member of the school community.
- Causing or attempting to cause serious bodily injury to any member of the school community.
- Engaging in any activity which can reasonably be expected to have the effect of harassing, threatening or damaging the safety or reputation of any member of the school community.
- Actual or attempted Possession, Distribution, Sale or Use of Pornography (whether written or electronic)
- Violations of School Acceptable Use or Internet Safety Policy
- Repeated Violations of Attendance/Truancy Policies

**Level IV Consequences/Corrective Action (Student may face one or more of the following):**

- Meeting/conference between student/school counselor and parent/guardian
- Meeting/conference/informal hearing between student, teacher, principal, Chief Executive Officer and parent/guardian.
- Out of school suspension from school for up to ten consecutive days
- Referral to the Board of Trustees Discipline Committee for possible expulsion from school, up to and including permanent expulsion.

**\*\*Note:** With regard to possession/use/transfer of devices/substances listed above, the Public School Code states, “A student shall not possess on their person, in their belongings, or in any storage space provided by the school, any tool, instrument, implement or weapon capable of causing serious injury or death. Such weapons, include, but are not limited to, firearms, knives, razors, stun guns, BB guns, starter pistols, harmful biological or toxic substances, explosives, fireworks with the potential to injure or devices with may cause a fire.”

As a result, the Pennsylvania Public School Code requires the school to refer for expulsion “any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to school or school-sponsored activity.”

Accordingly, Passport Academy Charter School administration shall do the following:

- The student shall be detained
- Any Safe Schools violation shall be reported to the police immediately
- The parents/guardians shall be reasonably notified
- The student shall be suspended
- A report to PDE and/or Pittsburgh School District will be filed to the extent required by applicable laws/regulations.
- The student will be recommended to the Board of Trustees for expulsion.
- Expulsion from school as determined after a hearing held in accordance with the due process procedures below.

## Hearings

- (1) **General.** Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- (2) **Formal hearings.** A formal hearing is required in all expulsion actions. This hearing may be held before the board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
  - (a) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
  - (b) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
  - (c) The hearing shall be held in private unless the student or parent requests a public hearing.
  - (d) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
  - (e) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

- (f) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- (g) The student has the right to testify and present witnesses on his own behalf.
- (h) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
  - (i) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
    - (ii) Laboratory reports are needed from law enforcement agencies.
    - (iii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act 2004 (20 U.S.C.A. § § 1400—1482).
    - (iv) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- (i) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- (j) **Informal hearings.** The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
  - (i) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
- (k) The following due process requirements shall be observed in regard to the informal hearing:
  - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
  - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
  - (iii) A student has the right to question any witnesses present at the hearing.
  - (iv) A student has the right to speak and produce witnesses on his own behalf.
  - (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension

All hearings will take place before a qualified hearing examiner or authorized committee of the Board who will consider the evidence presented by Administration and the student in connection with a formal hearing and will make a recommendation to the Board of Trustees.

## **ANTI-HARASSMENT POLICY**

Passport Academy Charter School will not tolerate or condone the existence of a hostile or offensive school environment in which sexual harassment and/or harassment based on race, color, national origin, religion, age, disability or sexual orientation are present. Passport Academy Charter School is committed to ensuring that the school environment is free of all forms of harassment. Harassment and sexual harassment are offenses subject to disciplinary consequences as outlined in the Behavior and Legal Violations sections that follow.

Harassment includes offensive verbal or physical conduct based on an individual's race, color, national origin, religion, age, disability or sexual orientation where such conduct has the purpose or effect of interfering with an individual's academic performance or creates an intimidating, hostile or offensive school environment. Including, but not limited to: ethnic intimidation; threats, jokes, visual representations, dissemination of materials, graffiti, use of derogatory language or actions about any race, religion, culture, disability, color, national origin, age, or sexual orientation.

Sexual harassment includes sexually oriented verbal "kidding"; pressure for sexual activity; remarks to an individual with sexual or demeaning implications; unwelcome sexual touching or advances; gestures; suggestions; requests or demands for sexual favor or activity; verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's school experience; submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive school environment. Sexual activity between Passport Academy Charter School employees (permanent or temporary, including contract service providers) and students is strictly prohibited. Any sexual activity between an employee and a student constitutes prohibited sexual harassment under this policy.

Any individual who believes he or she has been subject to sexual harassment and/or unlawful harassment must report the matter immediately to the Administration. Reports may be provided in writing or verbally to the Principal. There shall be no retaliation against any person who has, in good faith, complained of sexual harassment or other unlawful harassment or discrimination, reported a grievance, assisted in the reporting of a grievance, served as a witness or representative of the grievant, rejected sexual advances or harassment by others or who has otherwise taken any reasonable action to stop sexual harassment or other unlawful harassment. Any individual who believes he or she has been subjected to retaliation must report the matter immediately to the Principal. The reporting of an alleged incident shall remain strictly confidential within the bounds of any legal and investigative requirements. The confidentiality and rights of the accused shall be similarly respected.

## **Anti-Bullying Policy**

The board of Trustees recognizes the importance of a safe school environment to the educational process of Passport Academy Charter School. The Board has determined that a safe and civil environment in school is necessary for students to learn and to achieve high academic standards. Bullying, like other disruptive or violent behaviors that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment, is prohibited at Passport Academy Charter School. Because students learn by example, school administrators, faculty, staff, students and volunteers are directed to: demonstrate appropriate behavior, treat others with civility and respect and refuse to tolerate bullying.

"Bullying is defined as an intentional electronic, written, verbal or physical act, or a series of acts:

- (1) Directed at another student or students;
- (2) Which occurs in a "school setting" or occurs outside of school and the outside of school conduct materially and substantially interferes with the educational process or program of the school, as allowed by law;
- (3) That is severe, persistent or pervasive; and
- (4) That has the effect of doing any of the following:
  - Substantially interfering with a student's education;
  - Creating a threatening environment; or
  - Substantially disrupting the orderly operation of the school; and

A "school setting" shall mean in the school, on school grounds, on school property, at any school testing sites or other sites used by the school, on the school's server or school's electronic, web-based, Internet or on-line programs, in school vehicles, at designated bus stops or at an activity sponsored, supervised or sanctioned by the school and any time spent necessarily traveling to and from these locations. Additionally, any student whose out of school conduct materially and substantially interferes with the educational process in the school is also subject to this Policy.

Students shall conduct themselves in a manner keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The board 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, 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 school and community property on the part of students, staff, and community members.

Because bystander support of bullying can bolster these behaviors, the school prohibits both active and passive support for acts of bullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to the Principal of the school.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying may range from positive behavioral interventions up to and including in-school or out-of-school suspension from the charter school and/or expulsion or other disciplinary removal from the charter school, in the case of a student, or suspension and/or termination in the case of an employee, as set forth in the school's approved code of conduct or employee handbook.

Consequences for a student who commits an act of bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the development age of the student, and the student's history of problem behaviors and performance, and must be consistent with the school's approved code of conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Depending upon the incident, expulsion may be recommended to the Board.

The board requires the Principal at the school to be responsible for receiving complaints alleging violations of the Policy. All school employees are required to report alleged violations of this Policy to the Principal. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this Policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report without further investigation.

The board requires the Principal or designee to be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the Principal or designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. An investigation is to be conducted within three school days after a report or complaint is made known to the Principal.

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

The board prohibits any person from falsely accusing another of bullying. The consequences and appropriate remedial action for a person found to have falsely accused another of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another of bullying shall be disciplined in accordance with school policies, procedures and agreements.



The board 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 bullying that occur on school property, at school-sponsored functions, or in a school vehicle and to develop procedures for investigating and addressing any alleged violations of this Policy.

The board further requires school officials to ensure that this Policy and procedures for reporting bullying incidents are reviewed with the students within ninety (90) days after the Policy is adopted and at least once each school year thereafter.

The board directs administration to develop procedures necessary to implement this Policy and to develop appropriate prevention, intervention and education strategies related to bullying.

The board directs that this Policy be included in the Student Handbook/Code of Conduct and be made available on the school's website as well as in a prominent location at the school's main office.

Passport Academy Charter School will comply with applicable federal and state laws related to bullying, included but not limited to those requirements delineated in the Charter School Law, Chapter 12 of Title 22 of the Pennsylvania Code and the applicable House Bill 1067 Public School Code amendments related to bullying.

Passport Academy Charter School will comply with applicable federal and state laws, including Chapter 711 of Title 22 of the Pennsylvania Code and applicable provisions of the Individuals with Disabilities Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

Passport Academy Charter School will further comply with applicable federal and state laws, regarding protected handicapped students and applicable sections of Section 504 of the Rehabilitation Act and its applicable implementing regulations.

**To Report an Act of Bullying, Contact:**

Passport Academy Charter School

933 Penn Avenue

Pittsburgh, PA 15222

Telephone: 412-376-3724

## MEDICATION POLICY

***The following information is a guide for the administration of medication in school.***

Students are **not permitted to carry or have in their possession at any time** any type of medication-prescription or non-prescription on school premises. The main office will hold all medications for each student, accompanied by a doctor's note. A student receiving medication in school must first have written approval from the student's physician. **No student will be permitted to take medication in school without this approval.** If your child has been prescribed medication to be taken during the school day, your child's doctor must complete a form that specifies the medicine to be taken and the dosage. This form has to be on file at the school before any medication can be administered to a student. The form is available in the school office. If at all possible, medication should be given at home. For example, antibiotics three times a day can be taken before school, immediately after school and at bedtime. All medication must be delivered in the pharmacy's original container to the school nurse. All medications will remain in a secure location.

Medication must be brought to school properly labeled and packaged by a registered pharmacist. The medication bottle must have a Safe-T-Closure cap and the label must include:

- Patient Name
- Prescription #
- Name of medication and dosage
- Instructions for administration
- Pharmacy Name
- Pharmacy Phone #
- Name of prescribing doctor

This procedure must be repeated each time there is a change in dosage and at the beginning of every school year. These guidelines apply to the administration of all over the counter medications and usage of medical devices or equipment, i.e., nebulizer, Epi-Pen, catheter, etc., as well or if needed on a regular basis.

Unused medication must be picked up by the last day of school or it will be discarded.

Students who appear to have pink eye will be sent home after their parents are called. The child will only be readmitted once it has been confirmed in writing through a doctor's note to the School that the child has been seen by a physician and is receiving appropriate treatment.

***These guidelines are designed for the safety of your child and are strictly enforced. If you have any questions/concerns please contact, the school nurse.***

## Computer and Technology Acceptable Use Policy

### **Purpose**

Passport Academy Charter School relies on its computer network to conduct business and student learning. To ensure appropriate use of the school's Computer Resources, Passport Academy Charter School has created this Computer Usage Policy (the "Policy").

It is every computer User's (as defined below) duty to use the Computer Resources responsibly, professionally, ethically and lawfully. Access to these resources may be designated a privilege not a right.

### **DEFINITIONS**

**From time to time in this Policy, we refer to terms that require definitions:**

The term "**Computer Resources**" refers to Passport Academy Charter School's computer network. Specifically, Computer Resources, whether owned or leased, including, but not limited to: host computers, file servers, application servers, communication servers, mail servers, fax servers, web servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (for Example: Internet commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly from our computer network.

The term "**Users**" refers to all employees, independent contractors, consultants, temporary workers, students, family members and other persons or entities that use our Computer Resources.

### **POLICY**

The Computer Resources are the property of Passport Academy Charter School. Users are permitted access to the computer system to assist them in the performance of their jobs and academic purposes. Occasional, limited, and appropriate personal use of the computer system is permitted when the use does not: (1) interfere with the User's work performance or academic performance; (2) interfere with any other User's work performance or academic performance; (3) have undue impact on the operation of the computer system; (4) violate any other provision of this policy or any other policy, guideline, or standard of Passport Academy Charter School. At all times, Users have the responsibility to use Computer Resources in a professional, ethical, and lawful manner.

Use of the computer system is a privilege that may be revoked at any time. In using or accessing our Computer Resources, Users must comply with the following provisions.

**NO EXPECTATION OF PRIVACY:** The computers and computer accounts given to Users are to assist them in the performance of their jobs and for academic purposes. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to Passport Academy Charter School and should be used primarily for Passport Academy Charter School' business and academic purposes.

**Monitoring the Online Activities of the Users:** Network monitoring tools are used to "police" Computer Resources of all Users. (Examples: VNC, PC Anyware, Remote Control and Hyena). Teachers are required to monitor their student's activities while using the Computer Resources in all learning environments.

**WAIVER OF PRIVACY RIGHTS:** Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing personnel of Passport Academy Charter School to access and review all materials Users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that Passport Academy Charter School may use human or automated means to monitor use of their Computer Resources.

## **PROHIBITED ACTIVITIES**

**PROHIBITED USES:** Without prior written permission from Passport Academy Charter School, Computer Resources may not be used for dissemination or storage of commercial or personal advertisements, mass mailings, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political material, downloading non-academic related media, plagiarism, hacking or any other unauthorized or illegal use.

**INAPPROPRIATE OR UNLAWFUL MATERIAL:** Material that is fraudulent, harassing, sexually explicit, pornographic, violent or advocating of violence, profane, obscene, intimidating, threatening, defamatory, discriminatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or accessed, reviewed, displayed on or stored in Passport Academy Charter School' Computer Resources. Users encountering or receiving this kind of material have the responsibility to immediately report the incident to their teacher or direct supervisor.

**SPOOFING AND SPAMMING:** Users may not, under any circumstances, use "spoofing" or other means to disguise their identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, or chat groups. Without expressed permission from Passport Academy Charter School, Users may not send unsolicited ("spamming") e-mails to persons with whom they do not have a prior relationship

or bona fide Passport Academy Charter School business purpose.

**MISUSE OF SOFTWARE:** Without prior written authorization from the Passport Academy Charter School, Users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any independent contractors or clients of Passport Academy Charter School or to any third person; (3) modify, revise, transform, recast or adapt any software or (4) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law have the responsibility to immediately report the incident to their teacher or direct supervisor.

**COMMUNICATION OF TRADE SECRETS:** Unless expressly authorized by Passport Academy Charter School, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of Passport Academy Charter School is strictly prohibited. Unauthorized dissemination of this information may result in substantial civil liability as well as severe criminal penalties.

**OTHER:** Unless expressly authorized by Passport Academy Charter School, the following are also unacceptable uses of Computer Resources, as defined herein:

1. Users may not use Computer Resources to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or video bites, clips, blogs, social networking information, etc.
3. Students may not agree to meet with someone they have met on the Internet without their parent's approval and participation.
4. Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping" or "electronic discovery".
5. Users may not deliberately disrupt or harm hardware or systems, interfere with computer performance, interfere with another's ability to use equipment and systems, or destroy data.
6. Users may not use Computer Resources to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
7. Users may not use the Computer Resources to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.

8. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
9. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
10. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other Users.
11. Users may not indirectly or directly make connections that create "backdoors" to Passport Academy Charter School, other organizations, community groups, etc. that allow unauthorized access to the Computer Resources or Passport Academy Charter School.
12. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
13. Users may not engage in personal attacks, including prejudicial or discriminatory attacks.
14. Users may not bully or harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
15. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.
16. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
17. Users will not install or reproduce unauthorized or unlicensed software on Computer Resources.
18. Users may not plagiarize works that they find on the Internet or other resources.
19. Users may not use Computer Resources for private business activities or unreasonable personal use.
20. Users may not use Computer Resources for political lobbying except to the extent allowed by applicable state or federal laws.
21. Students will not download files unless approved by their teacher.
22. Students will follow the directions of their teachers and administrators when using Computer Resources and will obey all school rules regarding Computer Resource and Internet usage.

## **STUDENT CODE OF CONDUCT**

Student behavior on Computer Resources is also governed by the behavioral expectations which appear in Passport Academy Charter School' Student Code of Conduct.

Teachers and other staff members will make every attempt to monitor and guide students toward appropriate materials and the use of the system. It is understood that access to the Computer Resources is a privilege, not a right. Failure to abide by the rules in this document could result in the revocation of access privileges, disciplinary action (including suspension or expulsion from Passport Academy Charter School), or legal action, as deemed appropriate. Parents/guardians or perpetrators may be billed for damages to equipment. Illegal activities will be referred to the appropriate law

enforcement agency. Actions warranting suspension or expulsion will be subject to the due process procedures outlined in the Student Code of Conduct.

## **PASSWORDS**

**RESPONSIBILITY FOR PASSWORDS:** Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others without express consent of the Director of Technology. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

**PASSWORDS DO NOT IMPLY PRIVACY:** Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. Passport Academy Charter School has global passwords that permit access to all material stored on their computer system regardless of whether that material has been encoded with a particular User's password.

## **SECURITY**

**ACCESSING OTHER USER'S FILES:** Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer system to "snoop" or pry into the affairs of other Users by unnecessarily reviewing the files and e-mail.

**ACCESSING OTHER COMPUTERS AND NETWORKS:** A User's ability to connect to other computer systems through the network or by a modem does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems.

**COMPUTER SECURITY:** Users may not attempt to circumvent Passport Academy Charter School data protection measures or uncover security loopholes or bugs. Users may not gain or attempt to gain unauthorized access to restricted areas or files on the computer system. Users should not tamper with any software protections or restrictions placed on computer applications, files, or directories. Users who engage in this type of activity may be subject to loss of computer privileges, disciplinary action up to and including expulsion from Passport Academy Charter School or termination of employment as well as civil and criminal liability.

**INTERNET FILTERING TECHNOLOGY:** Passport Academy Charter School employs firewall solutions. At a minimum it is meant to block visual depictions that are obscene, child pornography, and harmful to minors. If a User finds a website deemed inappropriate it must be reported to the User's teacher, Executive Director or immediate supervisor. After review of the site appropriate steps will be taken to shield the site from Users. For purposes of bona fide research or other lawful purposes certain blocked sites may be made available for those purposes only after approval of the request by the Director of Technology. Passport Academy Charter School does not warrant the effectiveness of Internet filtering.

## **VIRUSES**

**VIRUS DETECTION:** Viruses can cause substantial damage to computer systems. Each User is responsible for taking reasonable precautions to ensure he or she does not introduce viruses to Passport Academy Charter School' network. To that end, all material received on floppy disk or other magnetic or optical medium and all materials downloaded from the Internet or from computers or networks that do not belong to Passport Academy Charter School MUST be scanned for viruses and other destructive programs before being placed onto the computer system. Users should understand that their home computers and laptops might contain viruses. All disks transferred from home computers and laptops to Passport Academy Charter School' network MUST be scanned for viruses. Any User receiving email from a questionable source MUST contact the Director of Technology before opening the email or any attachment included in the email.

**ACCESSING THE INTERNET:** To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to Passport Academy Charter School' network must do so through an approved Internet firewall.

## **ENCRYPTION SOFTWARE**

**USE OF ENCRYPTION SOFTWARE:** Users may not install or use encryption software on any of Passport Academy Charter School computers without first obtaining written permission from the Director of Technology. Users may not use passwords or encryption keys that are unknown to the Director of Technology.

**EXPORT RESTRICTIONS:** The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in any way outside the United States.



## **E -MAIL**

**E-MAIL DISPOSAL:** Unless directed to the contrary by the Director of Technology, Users should discard inactive e-mail after sixty days. Information subject to federal and/or state laws and regulations governing mandatory retention of records and electronic communication may require you to maintain files or documents for a specified period of time. It is the User's responsibility to know which records are subject to these conditions and to comply with these laws and regulations.

**DRAFTING E-MAILS:** Because they may appear informal, e-mail messages are sometimes off-hand, like a conversation, and not as carefully thought out as a letter or memorandum. Like any other document, an e-mail message or other computer information can later be used to indicate what a User knew or felt. You should keep this in mind when creating e-mail messages and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may remain on the system.

## **MISCELLANEOUS**

**UNAUTHORIZED DISCLOSURE OF INFORMATION OF MINORS:** It is a violation of state laws, including, but not limited to, Title 22 of the Pennsylvania Code and federal laws, including but not limited, to the Family Education Rights and Privacy Act ("FERPA"), to access data of a student you do not directly instruct or to disclose information about a student without parental permission or absent an exception to the disclosure requirements. All access and distribution of student data is recorded. Questions regarding the disclosure of student information must be directed to the Executive Director prior to disclosure and must conform to Passport Academy Charter School' student records/confidentiality policies.

**PRIVILEGED ATTORNEY-CLIENT COMMUNICATIONS:** Confidential e-mail sent from or to in-house counsel or an attorney representing the Company should include this warning header on each page "ATTORNEY-CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

**COMPLIANCE WITH APPLICABLE LAWS AND LICENSES:** In their use of Computer Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. You should not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless you have confirmed in advance from appropriate sources that Passport Academy Charter School has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by Passport Academy Charter School as well as legal action by the copyright owner. Any questions concerning these rights should be directed to your teacher, the Principal, or direct supervisor or the Office of the General Counsel.

**CESSATION OF ACCESS:** Upon termination or ending of employment, expulsion from PASSPORT ACADEMY CHARTER SCHOOL, withdrawal from Passport Academy Charter School, etc., no further access to or use of Computer Resources is permitted without express authorization from the Director of Technology and all Computer Resources must be returned to the school.

**NO ADDITIONAL RIGHTS:** This Policy is not intended for and does not grant Users any contractual rights.

## **INTERNET SAFETY POLICY PURSUANT TO THE CHILDREN'S INTERNET PROTECTION ACT (CIPA)**

### Background

According to the Pennsylvania Department of Education ("PDE"), the Federal Children's Internet Protection Act ("CIPA"), Pub. L. No. 106-554 and 47 USC 254(h), mandates that schools that receive federal technology funds must develop and implement measures and policies to prevent access to "visual depictions" that are determined to be "obscene", "child pornography", or "harmful to minors" as defined herein.

PDE has further stated that schools receiving certain E-rate discounts are also mandated by the Neighborhood Children's Internet Protection Act (N-CIPA) to adopt and enforce an Internet Safety Policy (ISP) that addresses harmful or inappropriate online activities. N-CIPA was passed as part of CIPA.

The Board of Trustees of Passport Academy Charter School ("Passport Academy Charter School") has adopted this Policy in order to establish specific standards to comply with CIPA and N-CIPA requirements.

This Policy is to be read in conjunction with the Passport Academy Charter School' Acceptable Use of Computer Resources Policy and shall supplement, not supplant, Passport Academy Charter School' Acceptable Use of Computer Resources Policy.

The Principal or his/her designee is directed to include this Policy in the Parent and Student Handbook and the Employee Handbook. Failure to comply with this Policy and/or Internet safety requirements of Passport Academy Charter School shall result in consequences as set forth in the school's Parent and Student Handbook, Code of Conduct or Employee Handbook and/or as allowed by applicable law. Consequences may include but are not limited to: denial of or restriction to access to technology, suspension, expulsion, notification of authorities, termination, commencement of civil and/or criminal proceedings and/or other consequences available under school policy and/or applicable state and/or federal laws.

This Policy has been adopted after reasonable public notice and at a meeting held open to the public to address this Policy.

## Purpose

Passport Academy Charter School uses computer resources to facilitate the education of students and to aid in matters related to the operations of Passport Academy Charter School. Passport Academy Charter School further places student Internet safety as a primary concern.

It is every computer user's duty to use computer resources, including the Internet, responsibly, professionally, ethically and lawfully. Access to these resources shall be designated a privilege, not a right.

This policy applies to aspects of both adult and student compliance with Internet safety at Passport Academy Charter School.

## CIPA/N-CIPA Compliance/Internet Safety

It is the policy of Passport Academy Charter School to:

(1) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, and all other forms of direct electronic communications;

(2) Prevent unauthorized access and other unlawful online activity;

(3) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and

(4) Comply with the Children's Internet Protection Act, Pub. L. No. 106-554 and 47 USC 254(h).

To the extent consistent with applicable state and federal laws and reasonably practical, technology protection measures (or "Internet filters") shall be used at Passport Academy Charter School to block or filter Internet, and other forms of electronic communications, and access to inappropriate information.

The form and type of technology protection measures used during the 2018-2019 school year are identified by the technology department and any questions may be directed to the Principal.

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

(1) Obscene, as that term is defined in section 1460 of title 18, United States Code;

(2) Child Pornography, as that term is defined in section 2256 of Title 18, United States Code; or

(3) Harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

As required by the Children’s Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Technology protection measures shall only be disabled pursuant to the direction of the principal or his/her designee to the extent allowed by applicable law and regulation, for bona fide research or other lawful purposes of an adult as determined by the principal or his/her designee. The development of procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the principal or his/her designee of Passport Academy Charter School or his/her designee.

The principal or his/her designee shall take reasonable steps to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

As required by the Children’s Internet Protection Act, prevention of inappropriate network usage at Passport Academy Charter School shall include:

- (1) Unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and
- (2) Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

It shall be the responsibility of all members of the Passport Academy Charter School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and applicable laws, including the Children’s Internet Protection Act as well as in accordance with any administrative procedures developed by the principal or his/her designee in furtherance of this Policy.

In accordance with the “Protecting Children in the 21st Century Act” and its requirement to certify to the Schools and Library Division (“SLD”) that the school’s

Internet Safety Policy includes educating minors about appropriate online behavior, students shall be educated about appropriate online behavior, including cyber-bullying awareness and response and interacting with other individuals on social networking sites and in chat rooms.

With regard to educating minors about appropriate online behavior, the principal or his/her designee is directed to:

- (1) Make such educational opportunities available to students during the school year;
- (2) Notify students and their parents about these educational opportunities in advance; and
- (3) Maintain documentation of:
  - a. educational programs offered;
  - b. the dates and locations of such opportunities;
  - c. how online safety was taught and what was covered in the programs offered; and
  - d. those in attendance at the programs offered.

The principal or his/her designee is directed to file and/or provide the appropriate certifications evidencing compliance with CIPA and N-CIPA as required by applicable state and/or federal laws and regulations.

The principal or his/her designee is directed to maintain documentation of compliance with CIPA and N-CIPA certification requirements including the annual filing of FCC Form 486.

The principal or his/her designee is directed to ensure that Passport Academy Charter School employs necessary technology protection measures in accordance with this Policy and shall report to the Board when modifications are needed to technology protection measures at Passport Academy Charter School.

The online activities of students shall be monitored and minors' access to harmful materials shall be restricted to the extent required by applicable laws and regulations.

To the extent not inconsistent with applicable laws and regulations, the following disclaimers apply:

- (1) There shall be no expectation of privacy by users of Passport Academy Charter School' Computer Resources;
- (2) Passport Academy Charter School does not guarantee the effectiveness of technology protection measures or internet filtering; and
- (3) Passport Academy Charter School does not guarantee network functionality or accuracy of online information.

The principal or his/her designee is directed to implement any procedures that may be necessary to implement this policy as well as to timely submit any forms and paperwork as required by CIPA and N-CIPA and/or applicable state and federal Internet safety laws and regulations.

# Academics

## K12 Curriculum

Passport Academy offers a diverse curriculum catalogue of courses to meet our student population. Not all K<sup>12</sup> courses are offered at Passport Academy every semester. Mathematics, English, Science, and History courses are available to meet the needs of diverse learners. Students can also take world languages and choose from a variety of electives, including personal finance, digital arts, computer literature, and more!

## Course Placement

The Guidance Counselor will look at each student's most current transcript to make recommendations to the Guidance Counselor for course placement. Each student will meet with the Guidance Counselor to determine the appropriate courses for each student upon starting the school year, at the end of the first semester, or as needed. Additional questions about course placement can be escalated to the Head of School if the Guidance Counselor cannot answer your questions.

## Academic Achievement

Academic achievement will be monitored by some or all of the following: Student academic Tests, including quizzes, but not limited to: unit tests, mid-term and final exams, papers, essays, projects, and more.

## Grading Scale:

The maximum grade is 4.0. **A student needs a 2.0 average to pass.** Students with IEPs and/or accommodations pursuant to Section 504 Plans will be graded with the provisions included therein. Students will be given a grade for each grading period using the following scale:

Percentage	Letter Grade	Grade Scale
90-100%	A	4.0
80-89%	B	3.0
70-79%	C	2.0
60-69%	D	1.0
59 and below	F	0.0

Please Note: If students receive an "F" for an course, they will not receive credit for the course and they will need to retake the course during another semester, n their own in night school/correspondence, or in summer school.

## **Midterm Grades Report Cards**

Report cards will be given to students two times a year at the end of the second and fourth quarter and progress reports two times a year following the first and third semesters. Midterms will be given during the first and third semester. Grades will be based on the completion of assignments, projects, participation, discussions, quizzes and tests. Summer school, correspondence courses, credit by acceleration, dual credit courses, credits by exam and eighth grade courses that were passed with credit will appear on transcripts but are not included for GPA calculations here at the Passport Academy Charter School.

## **Final Exams**

Passport Academy requires all high school students take final exams on site at the end of each semester. An exam schedule will be posted in the class syllabus and communicated by teachers and coaches. There are no exceptions for students to take exams outside of this week, so do not schedule any appointments, vacations, or other events that may conflict with the testing schedule, because you will be putting your child in jeopardy of failing their exams.

To prepare for final exams, students should review all of the content covered throughout the semester, attend all class review sessions offered by each teacher, complete any study guides, and ask their teachers questions about the best way to prepare for each exam.

## **Honor Roll**

Students receiving a quarterly average of at least 3.0 and meet the following requirements below are acknowledged Honor Roll students. Identified students will be entitled to special incentives and awards ceremonies throughout the school year. Maintaining honor roll status also increases the likelihood that students will be able to participate in extracurricular programs and additional opportunities while enrolled at Passport Academy Charter School. The levels of honor roll status are listed below.

### **GPA Honor Roll Category Average**

- |     |  |
|-----|--|
| 4.0 | Principal's List: Students earning A letter grades in the core academic subjects (*English, Science, Math, and History) and A and B grades in all other subjects.          |
| 3.5 | High Honor Roll: Students earning at least A letter grades in the core* academic subjects (*English, Science, Math, and History) and A and B grades in all other subjects. |
| 3.0 | Honor Roll: Students earning A and B letter grades in the core academic subjects (*English, Science, Math, and History) and A, B, and C grades in all other subjects.      |

### **Notification Regarding Poor Performance:**

Parents can expect the following if a student is in danger of doing poorly and/or failing a class:

- Parents have access to academic records in "real time" with their own



- protected password.
- Passwords are obtained at Open House, Learning Partnership Meetings and/or can be obtained by calling the main office.
- Teachers are expected to communicate with parents regarding any issue of non-performance.
- Parents are also responsible for checking email and reaching out to teachers about any concerns about their student’s progress.

***Obtaining a Diploma***

Passport Academy Charter School students have to satisfy several graduation requirements in order to obtain their high school diploma. Students must complete and earn a passing grade (a 60 percent, “D” or better) in order to earn full credit for taking a course at PACS.

Students may enroll in the school with existing course credits and as long as credits meet the PACS *Graduation Requirements* that can be validated by the PACS Guidance Counselor, credits can be applied to PACS graduation requirements. The PACS will require physical copies of any former school transcripts to consider whether prior school credits can be counted and applied at PACS. *Note: There may be times when the Guidance Counselor will require a student or the former school to provide a course description, course syllabus, or scope and sequence to match course titles and credits.*

All students will be enrolled in the grade level determined by the initial transcript evaluation and students can be promoted to a higher-grade level once they have completed additional courses and earned credits necessary for appropriate grade promotion.

<b>Grade</b>	<b>Minimum Credits Required</b>	<b>Status</b>
Grade 9	0-4	Freshman
Grade 10	5-9	Sophomore
Grade 11	10-14	Junior
Grade 12	15-19	Senior

If students do not have the minimum number defined, students will remain in the same grade level until they have taken the required courses and earned the credits necessary to be promoted.

## **Graduation Requirements**

**Maintain a Specific Grade Point Average** Students must finish their last semester with a minimum cumulative 2.0 GPA. This Grade Point Average refers to grades received only while in attendance at Passport Academy. Previous GPAs from other institutions are not factored into this requirement.

### **Earn Service-Learning Hours**

Students must complete a **minimum** of 10 Service-Learning Hours per year. These may be transferred over from previous schools as long as hours can be properly validated by the PACS Guidance Counselor. Opportunities will be made available by the PACS Guidance Counselor.

### **Meet Attendance Requirements**

Students are required complete a total of five and a half hours of coursework daily. This translates to three hours of coursework while at school onsite and an additional two and a half hours on their own time offsite, which will be captured in remote site attendance forms turned in by students. Therefore, it is a requirement that students complete 330 minutes of coursework on a daily basis. The school's truancy process will be followed and executed for students who do not meet the minimum attendance requirements.

### **Complete a Graduation Project (i.e. Senior Portfolio)**

Students must complete a Graduation Project, according to the PACS guidelines, in order to be eligible for a diploma. The Graduation Project is designed for students to use as a tool in planning their post-secondary path.

### **Obtain Specific Course Credits**

Students must at a minimum, complete and earn a passing grade (60% or "D" or better) and credit, for the following requirements mandated in 22 Pa.Code § 4.24.:

### **Recommended Credits and Courses To Graduate**

New PACS students will have their transcripts evaluated by the school's Guidance Counselor once they have been properly enrolled. The Counselor will then assign appropriate courses that meet the PACS Graduation Requirements to help a student achieve enough credits to graduate in the shortest amount of time possible. Below is a sample schedule outlining the exact K12 courses a student would take in order to successfully graduate on time that meet PACS Graduation Requirements. Some courses are mandatory (marked with \*\*) because they will be necessary in order to prepare students for the state mandatory Keystone Exams.

Required Course Subjects	Credits Required	Mandatory Courses** (support preparation for Keystone Exams)
English	4 Credits	English Foundations English 9 (9 <sup>th</sup> ) English 10 (10 <sup>th</sup> ) American Literature (11 <sup>th</sup> )
Mathematics	3 Credits	- Algebra I (9 <sup>th</sup> )** - Geometry (10 <sup>th</sup> )** -Algebra II (11 <sup>th</sup> ) **
Science	2 Credits	- Physical Science  -Biology
Citizenship/Social Studies	2 Credits	-Modern US History -Civics - Economics
Physical or Health Education	1 Credit	- Physical Education OR -Nutrition and Wellness OR - Skills for Health
Arts	1 Credit	- Introduction to Fine Arts, -Another Art Elective
Career Development	1 Credit	Career courses vary by semester, so students can choose from the following: - Reaching Your Academic Potential*, Achieving Your Career and College Goals*
Electives	3 Credits	Electives vary by semester, so students can choose from the following: - Public Speaking, Creative Writing, Computer Literacy Personal Finance, Forensic Science
Graduation Project	2 Credits	-Senior Portfolio (project can only be completed in their Senior year)
Total	19 Credits	

*\*Course offerings can change by semester and will be available through the Guidance Counselor. Some courses are intended to be taken in a specific grade so students have enough time to complete the prerequisites in time to graduate. These are notated with the year they should be taken. Some courses may be recommendations, but may not be required for graduation.*

***Important: Students not meeting Passport Academy Charter School and/or state requirements will NOT receive a diploma.***

### **Student Awards**

Students will be recognized for academic achievement throughout the school year. Students who have consistently excelled both academically and socially will be recognized at Awards Assemblies throughout the year.

## **Programs and Services**

### **Special Education**

Special Education is the individually planned and systematically monitored arrangement of teaching procedures, adapted equipment and materials, accessible settings, and other interventions designed to help learners with special needs achieve the greatest possible personal self-sufficiency and success in school and community. Our Special Education program provides a full continuum of services to students with special needs who require specially designed instruction. What that means is that, depending on the needs of your child, he/she may receive support within the general education classes, receive additional resource support outside of the general education classes, or receive their instruction in the learning support classes for all or some of their academic subjects. A certified special education teacher supports students within the general education classes by collaborating and/or co-teaching with the general education teachers.

### **Child Find Policy and Public Outreach Awareness System**

The Principal/principal, or his/her designee shall ensure that children with disabilities, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

The Child Find duty includes children who are suspected of being a child with a disability under Section 300.8 of the federal regulations that implement IDEA 2004 and in need of special education, even though they are advancing from grade to grade; and highly mobile children, including migrant children, wards of the state and parentally placed private students, as appropriate.

### **Public Awareness**

The Principal/principal, or his/her designee shall ensure that the following public awareness activities occur concerning programs and services for children with disabilities who are applying for enrollment at Passport Academy Charter School or who attend Passport Academy Charter School:

Passport Academy Charter School shall publish annually a written notice in means accessible to the Passport Academy Charter School families, including, in this Handbook and on the Passport Academy Charter School' website. The Notice must also be made available in means accessible to the public, such as: at the Passport Academy Charter School' main office, in Passport Academy Charter School' special education office, in a newspaper of general circulation, through local Intermediate Units and/or through other generally accessible print and electronic media, and with the Board meeting minutes a description of: child identification activities, of Passport Academy Charter School' special education services and programs, of the manner in which to request services and programs, and of the procedures followed by Passport Academy Charter School to ensure the confidentiality of student information pertaining to students with disabilities pursuant to state and federal law.

\*\*A copy of the Annual Public Notice of Special Education Services and Programs and

Rights for Students with Disabilities and Notification of Rights under the Family Educational Rights and Privacy Act are attached to this Handbook and also available on the School's website.

### ***Guidance Counseling***

The school understands and responds to the challenges presented by today's diverse student population. PACS provides a variety of programs and services to help students achieve success in school and aligns work with the school's mission to support the academic achievement of all students as they prepare for the ever-changing world of the twenty-first century. This is accomplished through the design, development, implementation and evaluation of a developmental school-counseling program. Initially, this support while the school is still very small will be provided by existing staff and others when needed. Later, Passport Academy implements the program by providing:

- Individual and small-group counseling
- Peer facilitation
- Consultation/collaboration
- Crisis interventions
- The school also works closely with high school students to prepare them for their future. Students will determine their post-secondary education plans and monitor credits earned after each semester to ensure they are on track for graduation. Students receive various types of support:
  - Post-secondary education plans for students
  - Credit recovery options for high school students
  - Application processes for selective enrollment schools and colleges
  - Letters of recommendation for PACS students
  - Social services

### **Advisory Program**

PACS works with students to pass coursework and stay on track with goals and career plans. Students will have an Advisory session every Friday with an assigned Advisory Leader. Each Teacher and Academic Coach will be responsible for leading a group of students throughout the year. The Advisory Leader acts like a "homeroom teacher" and is a student and parent's first point of contact for non-subject specific issues (subject specific questions should be addressed with the content area teachers). The PACS advising program consists of weekly sessions led by an assigned PACS Leader who will support students with:

- Academic skills
- Creating success plans to help students stay on track to graduate
- Short and long-term academic goal setting
- Academic counseling and guidance
- Career exposure and interests
- Progress tracking and monitoring of daily coursework
- College and career readiness
- Character development
- Postsecondary planning

# McKinney Vento Act

## Parent/Student Rights for Those in Transition

Passport Academy Charter School shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

A student may be considered eligible for services under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In temporary shared housing, a shelter, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Act, eligible students have rights to:

Immediate Enrollment: Documentation and immunization records cannot serve as a barrier to the enrollment in school.

School Selection: Eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school of attendance in which the student currently resides (School of Residency)
- Remain enrolled in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

Participate in programs for which they are eligible, including Title I tutoring programs, Free Lunch in schools with the National School Lunch Program, Head Start & Even Start Preschool Programs.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the

dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The McKinney Vento Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

We are committed to meeting the needs of all children. If you have or know of a child who could benefit from such a program, please contact Passport Academy Charter School for more information.

*Any information contained in this handbook can be changed or modified at any time*



## ACKNOWLEDGMENT OF AGREEMENT

Name \_\_\_\_\_  
(Please Print) (Last) (First) (Middle Initial)

As a User of PASSPORT ACADEMY CHARTER SCHOOL Computer Resources, I have read the entire Acceptable Use Policy, which consists of 7 pages, understand it and agree to comply with the guidelines contained in the Policy as explained by PASSPORT ACADEMY CHARTER SCHOOL and the Director of Technology. In addition to complying with all terms of the Policy, when using any PASSPORT ACADEMY CHARTER SCHOOL Computer Resources, as defined above, I accept the following basic rules:

1. I will treat all Computer Resources with care and will leave them in good working condition when I am finished.
2. I will use appropriate language on all Computer Resources. If the language is obscene, defamatory, harassing, sexually explicit, threatening, violent, insulting, demeaning or otherwise inappropriate as deemed by a teacher, the Director of Technology or the Executive Director, I will not access it, use it, or disseminate it.
3. I will always treat people on-line with respect. I will not use any PASSPORT ACADEMY CHARTER SCHOOL Computer Resource to insult or threaten other Users. I assume responsibility for the content of messages I send to others.
4. I will respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes of those Users. I will not allow other Users access to my mailbox and will keep my password private.
5. I understand that Computer Resources are to be used for educational use. I understand that the system administrator or Director of Technology can access and read my messages.
6. I understand that all Computer Resources belong to the School and I will treat them with respect.
7. I will not install or download any applications (games), programs or materials at school from the Internet or from any Computer Resources unless the Director of Technology gives me permission in writing.
8. I will not add any software to the school's Computer Resources unless the Director of Technology gives me permission in writing.
9. I understand that the software provided to me for use is protected under copyright law. I agree not to copy this software unlawfully and/or distribute any materials provided for our use. I will model and encourage ethical use of the software among my friends, family members, and the community.

By signing the Parent/Student Acknowledgement Form, you agree to abide by the Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of your privileges to Computer Resources; disciplinary action, including suspension or expulsion from PASSPORT ACADEMY CHARTER SCHOOL; termination of employment; charges for damages; and civil or criminal penalties. You are subject to the punishment determined by PASSPORT ACADEMY CHARTER SCHOOL.

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Signature

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Date

## Handbook Copy

To verify that you have received and reviewed the Passport Academy Charter School Parent/Student Handbook and Student Code of Conduct and this checklist, **pleasesign the following statements:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**STUDENT: I have reviewed the Parent/Student Handbook, including the Student Code of Conduct, with my parent or guardian and understand my responsibilities and agree to abide by school rules.**

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

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

**PARENT/GUARDIAN: I have reviewed the Parent/Student Handbook, including the Student Code of Conduct, with my child and understand my child's responsibilities.**

Parent/Guardian Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

**PARENT/GUARDIAN: I understand that my responsibilities to the school and my positive participation are vital to my child's success at the school.**

Parent/Guardian Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

## Office Copy

To verify that you have received and reviewed the Passport Academy Charter School Parent/Student Handbook and Student Code of Conduct and this checklist, **please sign the following statements and return to your child's classroom teacher:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**STUDENT: I have reviewed the Parent/Student Handbook, including the Student Code of Conduct, with my parent or guardian and understand my responsibilities and agree to abide by school rules.**

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

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

**PARENT/GUARDIAN: I have reviewed the Parent/Student Handbook, including the Student Code of Conduct, with my child and understand my child's responsibilities.**

Parent/Guardian Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

**PARENT/GUARDIAN: I understand that my responsibilities to the school and my positive participation are vital to my child's success at the school.**

Parent/Guardian Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_