

**PHILADELPHIA ELECTRICAL & TECHNOLOGY
CHARTER HIGH SCHOOL**

**1420-22 CHESTNUT STREET
PHILADELPHIA, PA. 19102**

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WWW.PETCHS.ORG



**STUDENT HANDBOOK AND
CALENDAR**

2020 – 2021

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NONDISCRIMINATION POLICY: The Philadelphia E&T Charter High School does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender identity, or disability in providing education or access to benefits of educational services, activities, or programs in accordance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, and Title II of the Americans with Disabilities Act.

CONTRACTUAL AGREEMENT: This handbook constitutes a contract of the school with the parents and students. School jurisdiction in academics and behavior is detailed in the handbook but not limited to it. Additional policies developed by the Philadelphia E&T Charter High School administration are in the Student Policies and Procedures Manual. School jurisdiction is not limited to school hours or school property. Any behavior in which the school reputation may be affected falls under school jurisdiction.

The contents of this Handbook are divided into four (4) sections:

1. General School Information/Policies
2. Student Services Policies
3. Academic Policies
4. Technology Policies

Philadelphia E&T Charter High School administration reserves the right to make additions and/or changes to the student handbook during the course of the school year. If any additions and/or changes are made during the course of this school year, those changes will be communicated to both students and families and posted on the school's website and the appropriate changes will be made to the online student handbook found on the school website. If the handbook that is distributed to the student conflicts with what was posted in the online student handbook on the website, the online version takes precedent. Proper notice will be communicated to you via our school communication methods, it is your responsibility to keep up to date with any and all changes made to the online student handbook by monitoring the school's website.

www.petchs.org

For the most up to date information regarding remote learning, please visit our COVID-19 Information Hub each day.

www.petchs.org/about/COVID-19InformationHub

SECTION 1: GENERAL SCHOOL INFORMATION/POLICIES

A. SCHOOL INFORMATION

ABOUT US: Founded in 2002 by The International Brotherhood of Electrical Workers, Local Union 98, Philadelphia E&T Charter High School offers a comprehensive high school experience for 600 students. Our school is located in the middle of Center City Philadelphia, a block away from City Hall. Our Center City location allows students from all over *Philadelphia* to attend our school. Our goal is to prepare our students to enter the career fields of their choice in a variety of ways, either through pursuit of apprenticeships at IBEW Local 98, attendance at two- or four-year colleges, direct employment in those industries following graduation, or some combination of those paths.

Philadelphia E&T prepares students to become motivated, confident, technically proficient, disciplined, academically sound, age/grade appropriate students. Our educational program continues to stand out as a unique offering in the Philadelphia area –a capstone Cooperative Education Program, with students participating in both college and career preparation in equal measures. A key element of our programming is to help our students develop the skills necessary to become leaders in the workplace, as well as in the community.

BOARD OF TRUSTEES MEETINGS: The Philadelphia E&T Board of Trustees typically meets at 8AM on Fridays in the school building (**meetings may be held via teleconference due to public health restrictions, notification of this will be advertised and posted on the school website*), once per month; meeting dates are included in the enclosed calendar and advertised in the Philadelphia Daily News and school website. All Board meetings are always open to the public whether the meetings are in-person or online. Parents or any member of the public who want to speak to the Board can do so by following the Board policy:

To register to speak at the Philadelphia E&T Charter High School Board of Trustees meeting, the following procedure must be followed:

- The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.
- Individuals are invited to register to speak in advance of the meeting no later than (3PM) by calling the school or completing the form online on the day preceding a Board Meeting, and register in their own name and should not register on behalf of someone else;
- Individuals who register should identify the subject on which they intend to address the Philadelphia E&T Charter HS Board of Trustees;
- Individuals may speak for no more than three minutes;
- No more than six individuals on the same side of an issue will be permitted to speak, though an unlimited number of individuals may leave written comments for the Board of Trustees to review;
- Individuals will be ruled out of order and asked to leave the meeting if they use any vulgar or profane language.
- Student speakers will be prioritized and normally will speak first.

COOPERATIVE EDUCATION PROGRAM: The Philadelphia E&T Charter High School has a capstone career preparedness program for students in their senior year. Students will be placed in jobs and work a portion of their school day for one semester. This experience includes job placement, monitoring and coaching. (**The Cooperative Education Program and its requirements may be amended due to COVID-19 public health guidance.*)

COHORT- BASED LEARNING: Students in their senior year will have the ability to register for courses in off-site locations, some of these cohort-based courses are: IBEW Local 98, Electrical Industry Preparedness, Independence Seaport Museum SAILOR STEM Boatbuilding, Community College Dual Enrollment, and more. (**The Cohort Based Learning Programs and its requirements may be amended due to COVID-19 public health guidance.*)

FLEXIBLE INSTRUCTION DAYS: Flexible Instruction Days are PA Department of Education approved instructional days in which a school uses an alternate approach to delivering instruction if circumstance arises that prevents instruction in customary manner. These days may/may not be mutually exclusive to the Remote Learning Plan as part of the COVID-19 Academic Plans.

MISSION STATEMENT: The mission of the Philadelphia E&T Charter High School is to develop the skills in all students so that that they will be employable in the high-tech industries of the 21st century while providing each of them with a strong foundation in the core curriculum academic subjects — Mathematics, Arts and Science, World Language, Social Science, and World Culture.

PARENT COMMUNICATION/INFORMATION: Philadelphia E&T Charter High School wants to keep in contact with our students' parents/guardians. We have many modalities of parent contact. There is a School Information System in place, PowerSchool. Parents/guardians have the ability to keep up with your child's grades and attendance using the individual username and password issued to you with your child's roster. For more information regarding this useful tool, please contact the Academics Office at 267-514-1823 Extension 221. You can access PowerSchool for Parents from our homepage at www.petchs.org. Parent Trainings are offered throughout the year, please continue to check our calendar on our homepage www.petchs.org.

An automated call and email system will be used to update you of students' attendance, discipline and upcoming events. Please be sure to keep updated demographic information on file.

REMOTE LEARNING: Remote Learning will be enacted as necessary as a response to the unprecedented COVID-19 public health crisis. The Continuity of Education Plan approved by the Board of Trustees includes remote learning for all classes to either support or supplant the traditional school program, as dictated by public health data in the community and guidance from government officials. The Continuity of Education plan includes both online and offline options. Every student at Philadelphia E&T has their own personal electronic device assigned to them, students who need assistance accessing the internet in their home should communicate with the school to support them in accessing remote learning.

SCHOOL SPIRIT: Our school colors are Blue and Red. Our mascot is the Charger.

21st CENTURY COMMUNITY LEARNING CENTER: Our school offers a free afterschool and summer program, funded in full or in part by the Pennsylvania Department of Education. Program Partners include: Edward O'Malley Athletic Association, St. Mary's Interparochial School, WHYY Public Media Network.

B. SCHOOL SAFETY

Student safety is of paramount importance to us at Philadelphia E&T Charter High School. Our school is dedicated to ensuring students' safety in our school building. Our Student Services team utilizes over fifty surveillance cameras, metal detection and finger scanning software. We also have approved emergency procedures and cooperation agreements with the Philadelphia Police and Fire Departments. The school has also prepared a Health/Safety plan for approval by the Board of Trustees as it relates to school safety due to COVID-19. A copy of the Health/Safety plan will be publicly posted on the school website.

ANTI BULLYING POLICY: Philadelphia E&T Charter High School prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptions or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. The policy can be read in its entirety online, along with additional resources at:

http://www.petchs.org/student_services/student_services/cyber_bullying

EMERGENCY PROCEDURES: Signs are provided in each classroom with emergency procedures. Philadelphia E&T has carefully crafted a plan for a variety of emergency and/or crisis situations. The procedures for these plans include evacuation, lockdown, shelter in place, medical emergencies, and other plans in the event of an emergency. Procedures will be reviewed with all students in all homerooms as part of the instructional plan at the beginning of the school year and practiced in the form of drills throughout the school year.

FINGER SCANNING: A finger scanning tool may be utilized to process students in the morning. This system will help us to streamline our procedures in the morning. Philadelphia E&T will review all recommendations provided by municipal, state and federal authorities regarding COVID-19 public health guidance when determining appropriate use.

METAL DETECTION: All individuals who seek entry to Philadelphia E&T Charter High School will enter through a metal detection screening process. Any alarm will cause an individual to be directed to move to a secondary screening area where the individual can identify the item which is causing the alarm to go off and will have the opportunity to go through again or be screened using a hand-held wand by school staff. Philadelphia E&T will review all recommendations provided by municipal, state and federal authorities regarding COVID-19 when determining appropriate use. Detailed metal detection policy is available on our school website at

http://www.petchs.org/student_services/student_services/student_handbook. **Any contraband on the person of the individual being searched is subject to be confiscated and local police will be notified.**

PARENT CONTACT: In the event of an emergency or emergency dismissal, we will notify you, please be sure that we have updated demographics. If you change your demographics please notify our student service office. If you do not want your child to be dismissed on their own via SEPTA, you can contact our student service office.

SEARCH AND SEIZURE: The Board acknowledges the need to balance a student's privacy interests with the school's interest in providing a safe and effective learning environment. Searches of students and student's property may be conducted when there is reasonable grounds for suspecting a search will produce evidence that the student has violated school rules. All searches will be reasonable and as minimally intrusive as possible. All lockers/cabinets are and shall remain the property of the school. Students are encouraged to keep their assigned lockers/cabinets closed and locked against incursion by other students. No student may use a locker/cabinet as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school or the school itself. The Board reserves the right to authorize its employees to inspect a student's locker/cabinet when such employee has a reasonable suspicion that the locker/cabinet is used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school.

TEMPERATURE CHECKS: As part of the school's Health/Safety Plan related to the COVID-19 public health crisis, persons entering the school facility will undergo a temperature check using a no-contact thermometer. Any person who has a fever (CDC guidelines indicate 100.4 as a fever) will be prohibited from entering the facility and the school nurse or administrative designee will follow health/safety procedures regarding contact and self-isolation instructions

C. EMERGENCY PROCEDURES AND SCHOOL CLOSINGS

EMERGENCY PROCEDURES: Philadelphia E&T has detailed procedures for a variety of potential incidents. A detailed evacuation plan requires all individuals to leave the building. Typically, these are used for building emergencies; students line the perimeter of the sidewalk across the street from the building or City Hall's Center Square should we need to evacuate to a more distant location. We have three levels of Lockdowns which are used for a variety of reasons should students need to remain in their current location. A brief overview of our lockdowns are as follows: a Level 1 Lockdown indicates no threat and classroom doors can remain open; a Level 2 Lockdown indicates that it is unknown if there is a potential threat, doors should be closed/locked. A Level 3 Lockdown indicates that there is a known active threat. Teachers should close and lock doors and students must remain silent and out of range of windows and doors. Our emergency evacuation meeting location is in the Center Square of City Hall, should we need to gather together outside of 1420-22 Chestnut Street. Our reunification plans may include contacting families via various portals. Please be sure we have updated phone numbers for parents/guardians.

SCHOOL CLOSINGS and DELAYED OPENINGS: School closings and delayed openings are announced on media/school social networks (e.g. Facebook and Twitter), as well as our automated call and email system. It is the responsibility of the student and parents to monitor school closings. Philadelphia E&T's School Closing number is 110.

D. STUDENT HEALTH

Philadelphia E&T is committed to the holistic well-being of our students. The Student Services Office is the point of contact for areas regarding student health. Philadelphia E&T will review all recommendations provided by municipal, state and federal authorities regarding COVID-19 or other public health emergencies when determining appropriate action or program modifications.

COVID-19

The CDC recommends “isolation” of sick individuals, which is a step further than “quarantine.” Any student who is feeling ill is urged to refrain from coming to school. Philadelphia E&T is prepared to handle illness on campus. Philadelphia E&T is prepared to monitor all individuals before they enter the building. Any individual exhibiting potential COVID-19 symptoms will be denied entrance. Professional Development for school staff will be offered to support them in identifying COVID-19 symptoms while students are in the building. Anyone exhibiting symptoms of COVID-19 will be isolated until transportation arrives or other arrangements can be arranged. Any student who is sent home due to COVID-19 symptoms or any student who has been diagnosed with COVID-19 must communicate with the Student Service Office, and follow all protocols as outlined in the Health & Safety Plan and Remote Learning Guide.

FOOD SERVICES: Students may access the building beginning at 7:00 A.M. Students who wish to have breakfast or who bring breakfast should go directly to the cafeteria, eat their breakfast, and at 7:40 A.M. will be dismissed to their homeroom. Lunches will also be served in the cafeteria; and at all times, the students will be expected to act in a mature, dignified, and orderly manner. Cold Supper is provided as part of our 21st Century Community Learning Center Program from 3:00pm - 3:30PM. All food services are free to all students every day.

Philadelphia E&T works in conjunction with the School District of Philadelphia to provide meals to students. In the event of school closure or program modification related to COVID-19 or other public health crisis, Philadelphia E&T will communicate with families the availability of healthy meals for children either at our school facility or other locations throughout Philadelphia. Additionally, any information regarding P-EBT (Pandemic Electronic Benefit Transfer) will be communicated to families as soon as details are available. Check the COVID-19 hub of school website regularly for meal site information and changing information.

GROWTH SCREENING PROGRAM: 28 PA Code, Chapter 23.7 states “Height and weight measurement shall be conducted at least once annually and preferably twice annually. Every effort shall be made to determine the pattern of growth for each child so that his weight and height can be interpreted in light of his own pattern rather than those of his classmates.”

NOTE: Beginning with the school year 2015-16, the Department of Health BMI-for-age percentile categories will match the CDC BMI-for-age percentile categories as follows:

Underweight: < 5th percentile

Healthy Weight: 5th - <85th percentile

Overweight: 85th -< 95th percentile

Obese: =/> 95th percentile

HEARING SCREENINGS: The Pennsylvania Public School Code, Article XIV School Health Services, and Section 1402. Health Services requires that ‘Each child of school age shall be given by methods established by the Advisory Health Board, (2) a hearing test by the school nurse or medical technician...’

The hearing screen requirement is further defined in regulation, 28 PA Code, Chapter 23, Section 23.5. Hearing screening tests:

- Identity. A hearing-screening test determines the response to discrete frequencies presented at a specified decibel level.
- Test equipment. An individual pure tone audiometer or other screening equipment approved by the Department of Health shall be utilized for hearing screening tests.
- Frequencies employed. Frequencies of 250, 500, 1,000, 2,000, and 4,000 cycles per second shall be employed in screening testing.
- Pupils to be tested. Each year, pupils in kindergarten, special ungraded classes and grades one, two, three, seven and eleven shall be given a hearing screening test.

VISION SCREENINGS: 28 PA Code, Chapter 23.4 states “Vision screening tests shall be conducted annually by a nurse, teacher, or medical technician.”

IMMUNIZATIONS: All students must have the required medically appropriate vaccines by the first day of school or risk exclusion from school.

Required Vaccinations are:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of schooling for obtaining the required immunizations or risk exclusion.

If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

The medical plan must be followed or risk exclusion. *Source: Pennsylvania Code Chapter 23 (School Immunizations)*

NURSING SERVICES: Philadelphia E&T has a licensed nurse present during school days. Nursing services are contracted through Bayada Nursing Services.

PHYSICAL EXAMINATIONS: The Pennsylvania Public School Code Section 1402. Health Services (e) requires that students upon original entry, sixth (6th) grade and eleventh (11th) grade be given a “comprehensive appraisal” of their health. The physical is to be completed within one (1) year prior the start of the school year. In addition, Section 1402(c) requires the completion of medical questionnaires that are to become part of the student’s health record. This requirement may be completed by the student’s primary care provider (MD, DO, CRNP, PA) or by the school provider.

STUDENT ASSISTANCE PROGRAM (SAP): The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues that pose a barrier to a student’s success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school. While Student Assistance Programs exist in other areas of the country, the structure and operation of the program in Pennsylvania is a unique expression of an integrated model serving the needs of Pennsylvania families and students.

STUDENT GUIDANCE: Philadelphia E&T has two individuals on staff that are here to meet the social and emotional needs of our students. Furthermore, whether our students are preparing for college or the workforce, our counselors are available to assist with preparing our students for life beyond Philadelphia E&T.

- **Grades 11 & 12: Ms. Lauren Cramphorn- cramphornl@petchs.org**
- **Grades 9 & 10: Ms. Tina Beck – beckt@petchs.org**

E. HOMELESS STUDENTS (MCKINNEY-VENTO)

Homeless students or those without permanent living accommodations may qualify for certain rights and protections under the federal McKinney-Vento Act. Contact our Homeless Liaison or our Student Services Team for more information and services.

If you live in any of the following situations:

- A shelter
- A motel or campground due to the lack of alternative adequate accommodation
- A car, park, abandoned building, bus or train station
- Doubled up with other people due to loss of housing or economic hardship. As an eligible student you have the right to:
- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents

- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible.
- Receive transportation to and from the school of origin, if you request this
- Receive educational services comparable to those provided to other students, according to your needs as a student.

Homeless Liason:

Ms. Lauren Cramphorn: 267-514-1823 extension 222; cramphornl@petchs.org

F. TITLE 1 INFORMATION

For a full listing of all Title I documents, visit http://www.petchs.org/families/title_i

FAMILY INVOLVEMENT POLICY

The Philadelphia E&T Charter High School agrees to implement the following statutory requirements:

- The School District will put into operation programs, activities and procedures for the involvement of parents in all of its schools, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA), Title I, Part A programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the School District will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the School District and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools for parent-related activities or other school-related activity as agreed upon between the parents and the school administration.
- The school will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- *that parents play an integral role in assisting their child's learning;*
- *that parents are encouraged to be actively involved in their child's education at school;*
- *that parents are full partners in their child's education and are included, as appropriate, in decision-making and an advisory committee to assist in the education of their child;*
- *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

Description of how the school will implement required District-Wide Parental Involvement Policy.

- The Philadelphia E&T Charter High School will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:
 - Back to School Night Meeting-Annually in September
 - Ratification of Joint Title 1 Plan
 - Federal Programs Faculty/Family Meeting-Annually in January
 - Analysis of Plan/Performance Goals
 - Committee Meetings-Annually in March, April, May
 - Development of New Plan
 - Parent Orientation-August
 - Adjustments and Preparation of Plan
- The Philadelphia E&T Charter High School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Back to School Night Meeting-Annually in September
 - Ratification of Joint Title 1 Plan
 - Federal Programs Faculty/Family Meeting-Annually in January
 - Analysis of Plan/Performance Goals
 - Committee Meetings-Annually in March, April, May
 - Development of New Plan
 - Parent Orientation-August

- Adjustments and Preparation of Plan
- The school will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - Head of Academics- job responsibilities include implementation of effective parental involvement activities as it relates to student achievement. Surveying, phone conferences, in-person conferences and mailings are part of the methods of communication.
 - Instructional Technology Coach-job responsibilities include training to parents on efforts of technology aids to keep in contact with school administration and staff.
- The Philadelphia Electrical and Technology Charter High School will coordinate and integrate parental involvement strategies in Title I Part A with parental involvement strategies under the following other programs: 21st century Community Learning Center, by ensuring topics are not duplicated and appropriate advertising is identified. CEO/Program Coordinators are always aware of supplementing vs. supplanting.
- The Philadelphia Electrical and Technology Charter High School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in order to assess its impact on family engagement in Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The School District will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- The Philadelphia E&T Charter High School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - The Philadelphia E&T Charter High School, will provide assistance to parents, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph: the State's academic content standards; the State's student academic achievement standards; the state's and local academic assessments including alternate assessments; the requirements of Title I, Part A; how to monitor their child's progress, and work with educators.
 - The Philadelphia E&T Charter High School will, with assistance, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement by:
 - Offering training on the weekend, in the evenings and during the workday in an effort to reach more parents.
 - Using multiple modalities of communication
 - Website
 - US Mail
 - Text Messaging

- Email
 - Social Networks
 - Student Delivery
 - Digital Curriculum
 - Additional Locations for Meetings
- The Philadelphia E&T Charter High School will, with assistance, educate its administration, teachers and support staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:
 - Holding staff orientation upon hiring
 - Annual staff training on proper communication
 - Establishing goals for parent outreach
 - Logging parent calls on PS/Administration monitoring of logs
- The Philadelphia E&T Charter High School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with 21st century and other programs, and conduct and other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by: ensuring topics are not duplicated and appropriate advertising is identified. CEO/Program Coordinators are always aware of supplementing vs. supplanting.
- The Philadelphia E&T Charter High School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents/ of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that the parents can understand:
 - All students complete a home language survey upon entry to identify parents' primary language. Use of Transact/ Google Translate is used to provide school materials in the families' primary language.
 - School website is available in 12 languages, important materials are uploaded to the site and are also translatable.
- School Wide Parental Involvement Policy Components
 - Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the training;
 - Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
 - Paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
 - Training parents to enhance the involvement of other parents;

- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school; in order to maximize parental involvement and participation in their children's education;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a district-wide parent advisory council to provide input on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and providing other reasonable support for parental involvement activities under section 1118 as parents may request.

SCHOOL AND FAMILY COMPACT: Philadelphia E&T Charter School is committed to a viable partnership among families, the community, and staff. It is important that all stakeholders work together to help students achieve high academic standards. This School and Family Compact represents how the entire school staff, the parents, and the students of Philadelphia E&T will share responsibility for improved student academic achievement and the agreed upon roles and responsibilities that we will carry out to support student success in school and in life.

School Responsibilities:

We agree to carry out the following responsibilities to the best of our ability:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet Pennsylvania's Standards Aligned System (SAS) of core content curriculum and academic achievement.
- Discuss this compact at parent-teacher conferences, as it relates to the individual child's achievement.
- Provide parents with frequent reports on their child's progress, which includes progress reports, report cards, and parent access to children's grades on PowerSchool and Our Classroom Management System.
- Have high expectations and help every student to develop a love of learning. • Communicate with families on a regular basis about student progress by providing reasonable access to staff through email, phone, and conferences.
- Provide a safe and caring learning environment.
- Provide parents opportunities to volunteer and participate in their child's classroom.

Family Responsibilities:

We, as family (parents, guardians, caregivers), will support our child's learning by: • Monitoring attendance and punctuality; ensuring our child gets adequate sleep and proper nutrition.

- Making sure that homework is completed.
- Ensuring that students arrive at school on time.
- Encouraging our child's learning efforts; answering his/her questions.
- Regularly meeting in person, by telephone or e-mail with our child's teacher to discuss our child's progress.
- Committing to volunteer in activities that support our child's school.

Student Responsibilities:

I agree to carry out the following responsibilities to the best of my ability:

- Attend school regularly; arrive at all classes and activities on time and be prepared to learn.
- Behave appropriately in all classes and other locations by knowing and following school and classroom rules and respecting adults, other students, and community members.
- Complete classwork and homework on time and to the best of my ability.
- Make certain my parents receive all notices and information from my school.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.

RIGHT TO KNOW: As a parent of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child. Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner. All schools have on file a listing of faculty members and their professional qualifications. If you would like to know the professional qualification information regarding your child's teacher(s) or paraprofessional(s), please call the school to set up an appointment with the CEO or the Head of Academics.

F. FERPA

CONFIDENTIALITY: Written consent from a parent/guardian shall be required prior to the release of any student records or any personally identifiable information contained therein to any individual, agency, or organization. Parents/Guardians have the right to inspect and request copies of all educational records, and under the regulations established by the Family Educational Rights and Privacy Act, the rights of parents/guardians regarding these same records are to be transferred to the student upon reaching the age of eighteen (18). Philadelphia E&T partners with our charter authorizer, to cooperate with school metrics tools as outlined in our charter.

SECTION 2: STUDENT SERVICES POLICIES

A. IMMUNIZATIONS

All students must have the required medically appropriate vaccines by the first day of school or risk exclusion from school.

Required Vaccinations are:

- 4 doses of tetanus, diphtheria, and cellular pertussis (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after the previous dose given)
- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of schooling for obtaining the required immunizations or risk exclusion.

If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

The medical plan must be followed or risk exclusion.

Source: Pennsylvania Code Chapter 23 (School Immunizations)

B. DRESS CODE

Students of Philadelphia E&T are expected to wear the school uniform. Any items outside of the items mentioned here are considered prohibited. If you have a need for an exemption from this dress code policy, you must request permission from the Student Services Office.

SHIRTS: All Philadelphia E&T students must purchase and wear correctly sized blue-banded polo style shirts with the school logo. These shirts can be purchased at any Cramers Uniforms locations or on Cramers Uniforms website <https://cramersuniforms.com/>.

PANTS: All students will be required to wear basic black long slacks. *Note:* Carpenter pants, jeans, cargo pants, stretch/yoga pants, sweat pants, and cropped pants are not acceptable. Blue or any other color slacks are not acceptable. The dress code policy will be strictly enforced.

SHOES: All students should mostly wear black, rubber soled shoes/sneakers. No work boot, UGG/Sheepskin boot, high or fashion boots, flip flops/sandals/slippers are permitted. All footwear must provide full coverage. Sturdy shoes are a must to ensure safety.

SWEATERS & OUTERWEAR: Students may purchase and wear a Philadelphia E&T grey, pullover V-neck sweater or identified outerwear given to the students by the school. Sweaters and sweatshirts can be purchased at any of the Cramers Uniforms locations or on Cramers Uniforms website <https://cramersuniforms.com/>.

There are to be **NO HOODED SHIRTS/OUTERWEAR** worn in the school building. Any student wearing a hooded sweatshirt or outerwear in school must keep that item in their assigned locker or risk confiscation.

COVID-19: Students may be required to wear Personal Protective Equipment (PPE) as outlined in the Philadelphia E&T Board Approved Health and Safety policy. This includes but is not limited to masks/face guards. The Health and Safety policy will be available on the school website at www.petchs.org

This is subject to change/update as guidance is issued from federal, state and local authorities.

CRAMERS UNIFORMS has 3 physical locations and a website for uniform purchases. Please call Cramers Uniforms before visiting to check the operational status of each store and any COVID-19 restrictions for admission

<https://cramersuniforms.com>

Cramers Uniforms: Main Location- NEW
4628 Frankford Avenue
Philadelphia, PA 19124
215-743-0750

Cramers Uniforms- South Philly
1916 E Passyunk Avenue
Philadelphia, PA 19148
215-468-2400

Cramers Uniforms – West Philly
5226 Market St.
Philadelphia, PA 19139
215-307-3829

The “school store” link on our school’s website will direct you to the Cramer’s Uniforms online store where you may purchase uniform shirts, sweaters, and pants.

IDENTIFICATION CARDS: For security and safety reasons every student provided a school issued identification card that must be provided upon request. This ID card is also required for all school functions off-site such as sporting events, dances, etc. The ID and lanyard will be provided to the student during the first week of school. Any student who defaces and/or loses the ID card will be required to purchase another for \$2. Due to COVID-19 and the possible use of PPE, ID cards will be more important than ever and will be ***required at all times.***

Parents take note: the dress code policy will be strictly enforced. Any student who fails to conform to our dress code policy and/or abuses this policy will be referred to the Dean of Students for disciplinary action.

C. ATTENDANCE

Commonwealth of Pennsylvania law requires every student to be in attendance on all school days and hours that school is in session. Every absence from school must be accompanied by a phone call from a parent or guardian that same morning verifying the nature of the absence. Calls should be made to the school (267-514-1823) between 7:00 A.M. and 7:45 A.M. Parents/Guardians will be notified via the automated phone and email system if a student is absent.

Under normal circumstances, students will be allowed three (3) excused absences per academic quarter. Thereafter, the only "excused" absences are medical situations verified by a physician, a death in the immediate family, and/or a verifiable family emergency. All absent notes must be submitted to the Student Services Office within 72 hours (3 school days) of the return date.

Students absent for three (3) or more consecutive days must submit a note from a physician. It should also be noted that students are not permitted to participate in any school-sponsored activities on days when they are absent unless prior approval has been obtained from school officials.

If the school enacts a remote learning program in place of in-person programming, students are required to follow the remote learning schedule enacted by school officials. Students are required to sign-in each day on each day of remote learning before 10AM via the online form or by phone to the attendance hotline to be marked present for that day of working remotely. Any student who does not sign in and does not participate in their scheduled classes, will be marked absent from school. Students are still required to attend school if we offer school remotely, truancy policies listed below will be enacted for those students who do not participate in the remote learning program.

*Please note that due to the COVID-19 public health crisis some of the traditional attendance requirements may be amended due to guidelines issued by municipal, state and federal agencies or deemed necessary by Philadelphia E&T. Any individual exhibiting signs of illness are encouraged to stay at home. Any student who is sent home due to COVID-19 symptoms or any student who has been diagnosed with COVID-19 must communicate with the Student Service Office, self-isolate for 14 days, it is highly encouraged to visit a physician before returning to school.

ABSENCE: An absence is defined as a day in which a student does not attend four (4) class periods on a regular scheduled school day.

EXCUSED ABSENCES: In order for an absence to be considered excused, the school must receive a note from a parent/guardian within 72 hours (3 school days) of the child's return to school. Notes will not be accepted later than 72 hours (3 school days) of the return date. These notes must

be turned into the Student Services Office or emailed to oharat@petchs.org. This does not absolve the absence from the record. The note must state the following:

- Student's full name (First & Last)
- Grade
- Date(s) student was absent
- Parent name and phone number
- Parent signature

**Blank notes are included in the appendix for your convenience. (Appendix A)*

The following are recognized as legitimate reasons for an excused absence:

- Illness of student
- Death in the family
- Religious observance (Written notice should be submitted to the Head of Student Services at least 24 hours prior to the absence in order to be excused).
- Documented Court Appearance

Philadelphia E&T reserves the right to reject any absence note from a parent/guardian and or doctor if it does not comply with the requirements above or is deemed unacceptable, in which case the absence will be recorded as unexcused.

EXCESSIVE ABSENCES: The academic school year is divided into four (4) Academic Quarters and any student who accumulates 50% plus 1 unexcused absence in an Academic Quarter will result in the student receiving a grade of a sixty (60) in all academic subjects for that quarter.

Absences considered as excused include extended illness (more than 3 days) with a doctor's note, chronic illness defined by a doctor's note, religious holiday, death in the family, attendance at legal proceedings and school sponsored activities.

TRUANCY – Based on Pennsylvania Act 138 A child is “truant” if he/she has three (3) or more school days of unexcused absence during the current school year. An unexcused absence is any absence from school without an acceptable excuse (as articulated in the Charter School's Student/Parent Handbook), or without any reason at all. This also includes any student who leaves class without the permission of the teacher. An out of school suspension shall be considered an excused absence.

A child is “habitually truant” if he/she has six (6) or more school days of unexcused absences during the current school year.

A child is not considered truant if he/she is absent from school due to not meeting the immunization, exemption or provisional admission requirements of the Department of Health, at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization), or the student has not received from the CEO or his/her designee a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption from immunization). 22 Pa. Code. Chapter 11.20.

When a child demonstrates truant behavior, for each unexcused absence, the Philadelphia E&T will notify the child's school district of residence.

For the first and second unexcused absences, the school district of residence will send the parent/guardian a notice of the unexcused absence as well as attach a copy of the legal penalties for violation of compulsory attendance requirements. In addition to stating the legal consequences, the name and telephone number of a school contact person will be included.

For the third unexcused absence, Philadelphia E&T will send the parent/guardian notice by certified mail within 10 school days of the child's third unexcused absence that the child has been truant. This notice shall 1) include a description of the consequences that will follow if the child becomes habitually truant in the future; 2) will be in the mode and language of communication preferred by the person in parental relation; and 3) include the offer of an Attendance Improvement Conference.

Procedure when a student is habitually truant:

Philadelphia E&T will refer the child to either: 1) a school-based or community-based attendance improvement program; or 2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. A school-based or community-based attendance program is a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. It may include an educational assignment in an alternative education program, but may not include an assignment in an Alternative Education for Disruptive Youth Program.

Additionally, Philadelphia E&T may file a citation against the parent/guardian of a habitually truant child in a magisterial district court. The venue of the filing shall be based on the location of the school in which the child is enrolled or shall be enrolled.

Philadelphia E&T will either: 1) refer the child to a school-based or community-based attendance improvement program; or 2) file a citation against the student or parent/guardian in the appropriate magisterial district court. The venue of the filing shall be based on the location of the school in which the child is enrolled or shall be enrolled. If a habitually truant incurs additional absences after a school refers that child to an attendance improvement program or the child refuses to participate in an attendance improvement program, Philadelphia E&T may refer the child to the local CYS agency for possible disposition as a dependent child.

In all cases, regardless of age, where Philadelphia E&T refers a habitually truant child to a magisterial district court or CYS, Philadelphia E&T will provide verification that it convened and held an Attendance Improvement Conference.

Students that are absent from school for ten (10) or more consecutive days without appropriate documentation will be removed from Philadelphia E&T's rolls unless one of the following:

- The district has been provided with evidence that absence may be legally excused;

- Compulsory attendance prosecution has been or is being pursued;

Philadelphia E&T will report unexcused absences directly to PDE through the Pennsylvania Information Management System (PIMS).

Children who are habitually truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children will not be referred to the county children and youth agency for assessment as possibly needing services until after Philadelphia E&T has made a formal effort to involve the family and child in resolving the cause of the truant behavior.

Students that are absent from school for ten (10) or more consecutive days without appropriate documentation will be removed from Charter School's roll.

LATENESS: Lateness will be recorded at the entrance of the school as soon as the bell has rung signaling the start of homeroom.

- Any student who is late twelve (12) times in a month will receive a Saturday detention. If a student misses a Saturday detention, their Discipline grade will be reduced by **10 points** and in addition, the Administration/designee will schedule a mandatory meeting with the parent/guardian and student.
- Any student who arrives at school after 8:50am must serve a mandatory detention that day. If a student misses this detention, their Discipline grade will be reduced by **2 points** and in addition, the Administration/designee may schedule a mandatory meeting with the parent/guardian and student.
- For every fifteen (15) times late, parent contact will be made, via phone, email, and/or regular mail to inform them of their child's accrued absences.

EARLY DISMISSALS: A student requesting an early dismissal must have a letter signed by a parent/guardian containing a valid reason for the request. Students are encouraged to submit the request to the Student Services Office one (1) day prior to the requested early dismissal. The student should be picked up by a parent/guardian or their designee (a responsible adult over the age of 21). Proper identification is required. There will be no exception to this policy. **ALL Early Dismissal requests must be submitted in writing.**

**Lateness and Early Dismissal Policies will be amended if Remote Learning is enacted. Students will need to follow lateness and early dismissal policies on days they are required to be in attendance in the school building.*

COLLEGE VISITS: Juniors and seniors wishing to visit and college may do so as an excused absence up to three (3) times per year. Proof of the visit must be obtained from the college and submitted to the Student Services Office. Any college visit beyond the three (3) day allotment requires approval by the administration.

D. CODE OF STUDENT CONDUCT

The objective of our school's Code of Conduct is to develop, encourage, and maintain an environment and atmosphere that promotes respect and consideration for others and a desire to learn. Philadelphia E & T's Code of Conduct is designed to allow our students to be proactive; to assume responsibility in all situations and be accountable for their actions and behavior. All students are to be treated fairly and honestly. The Code of Student Conduct is transferable to the remote learning environment.

DEFINITIONS: Subject to additional definitions contained in subsequent provisions of this Code of Conduct, the following words and phrases when used in this Code shall, unless the context clearly indicates otherwise, be defined as:

“Assault” is defined as attempts to cause or intentionally, knowingly or recklessly causes bodily injury to another person.

“Bodily injury” is defined as an impairment of a physical condition or substantial pain.

“Bullying” is defined as an intentional electronic, written, verbal, or physical act that substantially interferes with a student's education, creates a threatening environment, or substantially disrupts the orderly operation of the school.

“Controlled substance” is defined as a drug, substance, or immediate precursor as listed in 35 P.S. § 780-104.

“Cyberbullying” is defined as any conduct through an electronic social media service that seriously disparages or opines about another person's physical characteristics, sexuality, sexual activity, disability, or race/ethnicity.

“Defamatory” is defined as any statement or communication that tends to harm the reputation of another so as to lower that person in the estimation of the community or to deter third persons from dealing with that person.

“Endangering the welfare of others” is defined as any conduct that places another person in danger of bodily injury.

“Harassment” (non-sexual) is defined as any activity done to annoy or alarm another person including, but not limited to, physical touching, following, repeated unwanted communications, and threatening/obscene/lewd communications.

“Threaten” is defined as any communication, directly or indirectly, suggesting an act of violence against another person.

“Racial or ethnic harassment” is defined as harassment toward the race, color, religion, or natural origin of another individual or group of individuals.

The following section highlights specific guidelines for students/families related to expectations of students:

21ST CENTURY COMMUNITY LEARNING CENTER: (funded in full or in part by the PA Department of Education) holds a free after-school program Monday through Thursday each week. The Program offerings are Homework Help, Tutoring, Robotics, Broadcasting, Intramural Sports, etc. A digital calendar detailing the activities can be found on the school’s website www.petchs.org. A 21ST Century Community Learning Center permission slip is included in the appendix for your convenience (Appendix B)

All inquiries related to the 21st CCLC can be made to, Kevin Cassidy 21st CCLC Grant Coordinator, 267-514-1824 ext. 314 cassidyk@petchs.org

ABUSIVE CONDUCT: Abusive acts of any kind directed at Staff or any student are strictly prohibited. This includes, but not limited to, harassment, verbal abuse, physical abuse, racial or ethnic harassment, extortion, words or acts that threaten another student or staff person or incite others to do so, coercion, blackmail, and preventing students from entering, leaving, or moving about the school or engaging in school activities by threats or harassment.

ACTIVITIES: Students are strongly encouraged to participate in extracurricular activities. Participation and commitment to school activities is important in teaching students’ skills such as cooperation and leadership. Clubs are organized and moderated by staff members. These staff members enforce the code of conduct during club/activity meeting times. Dismissal from a club is at the discretion of the club moderator. Academic Clubs include National Honor Society, Student Government, Yearbook, etc. Please note that all activities will be thoroughly reviewed to take into consideration guidelines issued by municipal, state and federal agencies due to COVID-19.

ARREST: Any student apprehended and/or arrested by law enforcement authorities while at school or at any school related function will be suspended immediately and referred to the Dean of Students. Parents/Guardians will be notified immediately and the suspension will remain in effect until the authorities have determined the outcome.

ASSAULT: Any student who assaults, or threatens to assault a Staff person, a Student, or any school employee will be issued an out-of-school suspension immediately, and the incident will be referred to the Dean of Students.

ATHLETICS: Philadelphia E&T will be offering PIAA Junior Varsity Basketball for the 2020-2021 season. Any student who is interested in any varsity sport has the right to try-out for their local public school’s athletic teams. If a student is selected to participate on another school’s athletic teams, they must notify our Head of Student Services. Recognizing that school athletics are an extension of the school experience, Philadelphia E&T will communicate with those teams to ensure athletes are afforded early dismissals where appropriate, in conjunction with the Student Services Office and meet specific PIAA academic requirements and school conduct, attendance, and

lateness requirements prior to participation in any sport. The department, coaches and student-athletes will represent the school with pride and a drive to succeed in all aspects of the sport in which they compete.

Student athletes and Philadelphia E&T students in attendance at any corresponding athletic event remain subject to the school's Code of Conduct.

Physical Examination: Every student-athlete must have a pre-participation physical by a licensed physician before practicing with a team prior to every season.

Age and Eligibility Requirements: Students may not have turned 19 by July 1 preceding the school year. Each student is only eligible for four consecutive years beyond the eighth grade.

BOOKS: All books are the property of the school, and as such are to be cared for by the students in an appropriate manner. Defacing or damaging a book is no different than defacing or damaging any other school property or piece of equipment.

BULLYING/CYBER-BULLYING/HARASSMENT: Philadelphia E&T Charter High School prohibits acts of harassment, intimidation or bullying including cyber-bullying or harassment through social networks. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptions or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. The complete Bullying Policy is available online at:
http://www.petchs.org/UserFiles/Servers/Server_1166959/File/BullyingHarassmentPolicy.pdf

CELL PHONE/ ELECTRONIC DEVICES: Any student who chooses to bring their electronic device to school, may do so with the understanding that they are not to use these devices in their classrooms. The school policy is "OFF and AWAY" in all classrooms. Due to COVID-19 there will be no exceptions and our school policy will be strictly enforced. This is because of the potential hazard that a cell phone device could lead to others practicing social distancing and safety guidelines as outlined by municipal, state and federal agencies. Students will be able to submit their electronic device upon entering the classroom. The electronic device will be returned to the student at the end of the class period. A student may elect to keep their electronic device but it **must be off and away** during the designated time period of class. If a student has their electronic device out in the classroom the electronic device will be sent to the Student Services Office via a Climate Officer. The student will be able to pick the electronic device after school. The third time a student has an electronic device out inappropriately the phone will be confiscated and a parent must come to school to retain the phone. The fourth time an electronic device is out inappropriately the phone must be submitted to the Student Services Office on a daily basis for a semester. Electronic devices are the responsibility of the student. The school is not responsible for lost or stolen devices.

CONTROLLED SUBSTANCES (including Tobacco/Marijuana/Alcohol/Vape Devices): The possession, use, sale and/or transmittal of any alcohol or any controlled substance are strictly forbidden. This prohibition includes the school building, surrounding grounds, travel to and from school, as well as any school sponsored program or activity regardless of location.

ELEVATOR USE: Students who have disabilities or injuries that impact the student's ability to climb the stairs must have a doctor's note stating the needed length of use to obtain an elevator pass from administration. Students who ride the elevator without permission are subject to disciplinary action. Philadelphia E&T will review all recommendations provided by municipal, state and federal authorities regarding COVID-19 when determining appropriate use of elevators.

EMERGENCY PLANS: Silent and mature conduct is expected at this time in order to provide a safe action or evacuation for all students and staff in the event of a hazardous and dangerous situation. Signs are provided in each classroom with emergency evacuation procedures. Deliberately activating a false alarm is a criminal offense. Offenders will be subject to disciplinary proceedings and may be referred to police.

HALL PASSES / BATHROOM PASSES: Students are not permitted to wander about the building, the corridors, etc. or exit the building without authorization. If a student needs to leave a classroom or an assigned area, they must first secure a pass from their teacher or staff person. Philadelphia E&T will review all recommendations provided by municipal, state and federal authorities regarding COVID-19 when determining appropriate use of passes and bathroom protocol.

INTERROGATIONS: The Administration and Security personnel reserve the right to question any student or students regarding their conduct or behavior as well as the conduct or behavior of others. They also reserve the right to search any student or students as well as their property if reasonable suspicion exists that any illegal or unauthorized items, substances, contraband, or materials are in their possession that may jeopardize the well-being and/or safety of others or the safe operation of the school.

Students must cooperate with any questioning by school administration. Students questioned by law enforcement officers on school grounds shall be advised of their rights against self-incrimination.

LANGUAGE: Students are expected to refrain from using foul language toward staff members and other students. Students are not to use language that is derogatory in any nature.

LITTERING/PROPERTY DAMAGE: Students are expected to help maintain a clean working environment. Littering, graffiti or property damage is unacceptable.

LOCKS/LOCKERS: Every student will be provided with a locker. The lockers are the property of the school and are provided to store outerwear, books, personal belongings, etc. While the lockers remain the property of the school, the maintenance of the locker is the responsibility of the student. Students are not permitted to use another student's locker, nor are they permitted to share a locker with another student. Tampering with another student's locker will lead to disciplinary review.

Lockers may be searched by the Administration (or a designee) if reasonable suspicion exists that the locker contains something harmful or illegal. Searches of this nature will be conducted in the presence of one or more witnesses.

Students are to provide their own lock and every locker is to remain locked throughout the day. The school assumes no responsibility for any materials or belongings that are missing or stolen from a locker.

METAL DETECTION: In order to maximize student safety, students and school guests must submit to metal detection at the front entrance. Philadelphia E&T will review all recommendations provided by municipal, state and federal authorities regarding COVID-19 when determining appropriate use.

PHYSICAL VIOLENCE: The Philadelphia E&T Charter High School is completely committed to maintaining a safe learning environment for every student. Violence will not be tolerated; and any student who chooses to use violence of any sort as an option to solve issues, problems, or differences with anyone will be referred to the Dean of Students immediately.

RESPECT: A climate of mutual respect is expected at Philadelphia E&T. Diversity and differences of opinion are welcomed as we are an inclusive environment. Students and staff members are to address each other using professional and appropriate language. Conflict resolution is paramount to maintain this climate of mutual respect. Assistance in that area can be found in any administrative office.

SCHOOL EVENTS: Students who attend school events must follow all of the rules included in this code. Students may not attend school events if they did not attend school that day. Students/Families are responsible for their students having reliable transportation to/from the school event. Students must arrive at an event within an hour of the start time. Students may not leave the event until an hour before the event ends. Students must leave the premises within fifteen (15) minutes after the event ends. Students who have been dismissed from our school are not permitted to attend any school event for at least one (1) year. Students who defiantly ignore this policy and bring a student who has been dismissed from the school will face disciplinary action, which can include suspension and/or expulsion. Individual events may have specific criteria for student eligibility and participation. Philadelphia E&T will review all recommendations provided by municipal, state and federal authorities regarding COVID-19 when determining appropriate protocols for school events.

SENIOR FEE: Seniors are required to pay a senior fee of \$300.00 to Philadelphia E&T Charter High School. This fee will be used for various graduation related items that will be purchased for them throughout their senior year. A complete list will be provided on an annual basis.

Three payments of \$100 can be made throughout the school year on due dates that are designated on the school calendar or one final payment of \$300 can be made by the end of January.

SEXUAL HARASSMENT: Unwanted or unwelcome contact or improper conduct (word, gesture or physical contact) of a sexual nature directed toward another individual is prohibited. Philadelphia E&T will not tolerate harassment on the part of any student or staff member.

STUDENTS WITH DISABILITIES: Any student with an Individualized Education Program (IEP) or Section 504 Service Agreement will follow the code of conduct modified by any specific behavioral goals. Any/all disciplinary action will be addressed in accordance with Pennsylvania law. See Section F for information regarding exclusions for school for students with disabilities.

All inquiries can be made to:

**Leigh-Ann Wilson Director of
Special Education 267-514-1824
ext. 295 wilsonl@petchs.org**

SUMMER SCHOOL: Any Philadelphia E&T student who fails conduct and/or violates the attendance policy will be required to attend summer school.

TRANSITION PERIODS: Students have three minutes to move from one class period to another. During these transition periods, students are to move quickly and quietly from one class to another. Students are not to wear outer garments or engage in touching other students in any way. Philadelphia E&T will review all recommendations provided by municipal, state and federal authorities regarding COVID-19 when determining appropriate use of transition periods.

UNLAWFUL ACTS: An unlawful act taking place on or off school property may result in suspension or expulsion, as well as police involvement in addition to penalties from the court.

VALUABLES/THEFT: Valuables such as money, purses, handbags, wallets, etc. are the responsibility of the student and not the school. Large sums of money and items of extreme value should not be carried about the school. Electronic devices are prohibited and any loss of an item will not be the responsibility of the school. Therefore the school will not be responsible for recovery.

VANDALISM: Any student guilty of vandalism, i.e., deliberately and intentionally defacing, damaging, or destroying school property, facilities, equipment, materials, etc. will be immediately referred to the Dean of Students.

WEAPONS: Students are strictly forbidden to have weapons on their persons at any time or in any space provided to them by the school, including but not limited to their locker, school bus or related spaces. A weapon is considered any tool, instrument, implement, or weapon capable of causing serious injury or worse. The possession, use or attempted use of any item that may cause injury to another will result in immediate suspension and referral to the Dean of Students.

E. INFRACTIONS

An infraction system has been established to enable students to act responsibly and to be accountable for their own performance and behavior. By implementing this system, it is the hope of the Administration that students will learn to appreciate the importance and the need for self-discipline. It is the responsibility of the student to notify and advise their parents/guardians of any infractions incurred with regard to Philadelphia E&T's Code of Conduct or the school's policies.

Every student will begin each quarter with one hundred (100) points. The passing grade in discipline is seventy (70). Each student's quarterly grades will be averaged to determine the final discipline grade. If a student fails conduct for the school year, he/she will be required to attend summer school. Students who violate the school's Code of Conduct, policies and/or procedures will be issued an infraction, at which time points will be deducted from the student's discipline grade. The point deductions vary based on the violation.

Students who receive a failing disciplinary grade in a quarter may earn a passing grade by earning an eighty-five (85) or above in the following quarter. If the student receives an eighty-five (85), the previous quarter's failing grade will be readjusted to a 70.

The following is a list of infractions that are found on Philadelphia E&T Charter High Schools infraction sheet:

Infraction Description Academic Dishonesty Philadelphia E&T Charter High School believes that academic honesty is vital to each student's success. Therefore, students are prohibited from plagiarism, cheating or any other activity where a student attempts to submit another person's work as his/her own. Additionally, any student that willingly helps another student violate this policy will also be in violation of the academic honesty policy. All violations of this policy will be investigated by the Head of Academics.

Failure Administration to comply with requested paperwork in the time frame given. The penalty will Processing be in effect for each day the student does not comply.

- Violation Cell Phone: When a student violates the school's cell phone policy.
- Cutting Class: When a student is not in the location his/her roster dictates.
- Repeated offenses: Any penalty up to ten (10) days suspension.
- Disrespect: When a student says or does something that shows a lack of respect to a staff or faculty member. Multiple violations will result in any penalty up to ten (10) days suspension.
- Disruption: When a student disrupts the school environment by actions including, but not limited to, excessive talking, leaving seats, packing up early, throwing objects, yelling etc.
- Dress Code: When a student is not in proper uniform.
- Elevator: When a student is on the elevator without the proper credentials.
- Endangering the Welfare of Others: When students participate in hazardous behavior including play fighting, dangerously throwing objects, and pushing/tripping other students.
- Falsifying Documents: When students forge signatures, falsify hall passes, or permission slips.
- iPad/Chromebook: When a student violates the iPad/Chromebook 1:1 policy. The violation will be reviewed by the Technology Department in conjunction with Student Services.
- Late to Class: A student is late when he/she is not in their assigned classroom or in the cafeteria during their assigned lunch when the bell rings.
- Leaving School Property: When a student leaves the school property without the proper permission.
- Littering: When a student intentionally leaves trash/rubbish in their classroom, cafeteria, and/or the hallway.
- Obscene or Profane Conduct: When a student uses obscene or profane language/actions including written language and electronic postings and emails. Multiple violations will result in any penalty up to ten (10) days suspension.
- Racial or Ethnic Slur: When a student uses racial or ethnic slurs in any manner. Multiple violations will result in any penalty up to ten (10) days suspension.
- Sleeping: When a student is sleeping when they should be engaged in the lesson.
- Stealing: When a student takes another person's property without permission or legal right. There is the possibility of police intervention and restitution. Multiple violations will result in any penalty up to ten (10) days suspension.
- Unauthorized Area Violation: When a student is found in an unauthorized area.
- Vandalism: When a student deliberately destroys or damages school and/or another student's property.

- Violating Emergency Procedures: When a student does not follow the school’s emergency procedures appropriately.

E. DETENTIONS

*Please note that due to COVID-19 some of the traditional detention requirements may be amended due to guidelines issued by municipal, state and federal agencies or deemed necessary by Philadelphia E&T.

Students can receive a detention for violating the school’s policies and procedures. Detentions will vary depending upon the nature and severity of the infraction. There are three types of detentions a student can receive:

- Monday through Friday from 2:50– 3:20 pm.
- Saturday 9:00 – 11:00 am (monthly cycle)
**Detention times are subject to change.*

A detention list will be published daily. It is the student’s responsibility to check to ensure they are not scheduled to serve a detention. Points will be deducted from a student’s discipline grade if they do not attend a scheduled detention as follows:

- Weekday detention = 2 points
- Saturday detention = 10 points

F. SUSPENSIONS AND EXPULSIONS PROCEDURES

Certain offenses of this code of conduct will make a student liable for an exclusion from school. Philadelphia E&T Charter High School may suspend a student from school for violations of the code of conduct.

In compliance with the Pennsylvania State Department of Education Code 12.6, “Exclusions from School”, Philadelphia E&T Charter High School Board of Trustees states the following:

- Exclusion from school may take the form of suspension or expulsion.
- Suspension is exclusion from school for a period of from one (1) to ten (10) consecutive school days.
- Suspensions may be given by any member of the school’s administration.
- No student will be suspended until the student has been informed of the reason(s) for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
- The parent/guardian shall be notified immediately in writing when the student is suspended.
- When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the PA Code.

- Suspensions may not be made to run consecutively beyond the ten (10) school day period.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.
- Expulsion is exclusion from school by the Board of Trustees for a period exceeding ten (10) school days and may be permanent expulsion from the school's roll. Expulsion requires a formal hearing pursuant to PA Code.
- Students who are suspended, expelled, or withdraw from school are not permitted on school property nor permitted to participate in any school function or activity.

G. STUDENT RIGHTS & DUE PROCESS

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.

INFORMAL HEARINGS: Informal hearings are designed 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.

The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for the students, their parent/guardian and school officials to discuss ways in which future offenses may be avoided.

- The informal hearing/parental conference shall take place as soon as possible, within 5 days of the suspension.
- Written notification and sufficient notice of the time and place of formal hearing shall be given.
- The informal hearing/parental conference shall take place no later than the third day of the long-term suspension, unless both parties agree otherwise and shall comply with the requirements of due process.
- Informal hearings/parental conferences under this provision shall be conducted by the CEO or the administrative designee.
- This hearing will allow for the school to communicate to the family and student the behaviors of concern/results of an investigation/witnesses.
- Parents/Students will have the opportunity to respond/question the concerns/investigation/witnesses introduced. Parents/Students will also have the opportunity to bring their own witnesses.
- Upon the conclusion of the informal hearing, the CEO or Administrative designee will determine the next action. *Please note: a recommendation for expulsion may be an outcome.

Every student will be granted his/her due process rights in the event of a recommendation for expulsion.

MANIFESTATION DETERMINATION: Students who commit a serious violation to the Philadelphia E&T Code of Conduct and have a documented disability will be invited to participate in a Manifestation Determination meeting, at the discretion of school administration. A Manifestation Determination must

be conducted by the IEP team to decide if the student's behavior was caused by the student's disability or is a "manifestation" of the disability. If the IEP team decides that the student's behavior was not related to the disability, the student's placement may be changed for disciplinary reasons and/or the student may be subject to the appropriate disciplinary consequences for his or her actions.

Additional information can be found in the PA Code Chapter 12 (see link below):

http://www.pacode.com/secure/data/022/chapter12/022_0012.pdf

Students with special needs, who violate the Philadelphia E&T Code of Conduct, are entitled to a Manifestation Determination prior to expulsion proceedings.

A manifestation determination is required by IDEA when considering the exclusion of a student with a disability that constitutes a disciplinary change of placement. The manifestation determination must take place within 10 school days of any decision to change the placement of a child with a disability because of a violation of the code of student conduct. The manifestation determination is conducted by the LEA, the parent, and relevant members of the IEP team (as determined by the parent and the LEA.)

In carrying out the manifestation determination, the team must determine:

- If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; **OR**
- If the conduct in question was the direct result of the LEA's failure to implement the IEP.

If the determination of the team is Yes to either of the statements above, the behavior must be considered a manifestation of the student's disability.

FORMAL HEARINGS: Pursuant to Pennsylvania law, the following due process rights will be observed if a student is recommended for expulsion:

- Notification of the charges shall be sent to the student's parents or guardians by certified mail.
- 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.
- The hearing shall be held in private unless the student or parent requests a public hearing.
- 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.
- 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.
- The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on his own behalf.

- 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.
- 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.
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

SECTION 3. ACADEMIC POLICIES

ACADEMIC HONESTY: Philadelphia E&T Charter High School believes that academic honesty is vital to a student's success and to our school's reputation. Students must be responsible for their own work at all times. Therefore, students are prohibited from cheating and plagiarizing. Plagiarism is word-for word copying, summarizing, or paraphrasing another's words or ideas without citing the source. Cheating is seeking to obtain (or aiding another student to obtain) credit or improved grades through the use of prohibited or deceptive means.

Examples of Academic Dishonesty:

- Presenting the ideas or others as your own without giving appropriate credit to your source.
- Copying from someone else's test, project, homework, or independent classwork.
- Allowing someone to copy or submit your work as his/her own.
- Using notes or other materials (including cell phones) during a test or exam without teacher authorization.
- Using a cell phone to capture images of a test or completed homework/classwork assignment or project and sharing with others for the intent of copying.

Students who engage in any of the above dishonest activities will face consequences that include, but are not limited to the following: incident reported to Academics Office, student conference with teacher, parent notification by teacher, reduced grade, detentions.

The Academics Office will maintain a database of Academic Honesty Policy violations. Students who have more than one violation will face more serious consequences that may include but are not limited to the following: parent conference, suspension, exclusion from honors, referral to counselor, and reduction of assignment/test grade to zero.

Teachers are responsible for application of the consequences and reporting the incident to the Academics Office via an email that includes details of the incident as well as writing up the student(s) for Academic Dishonesty and submitting the write-up to Student Services.

ACADEMIC SUMMER SCHOOL: Any Philadelphia E&T Student who fails an academic course must make up that course before graduation or promotion to the next grade level. Refer to the credit requirements for Philadelphia E&T to ensure timely graduation. Students with more than two final failures in major subjects will be referred to the Head of Academics and CEO for administrative review, which could include potentially repeating the grade.

ANNUAL PUBLIC NOTICE/CHILD FIND POLICIES: At Philadelphia E&T we are committed to meeting the needs of every student. We serve students with a variety of educational needs. Students with IEPs or 504 plans are treated equitably in our community. For more detailed information regarding our Child Find Process and Special Education Program, please go to our school website at:

http://www.petchs.org/our_programs/academics/special_education_policies

EL (ENGLISH LEARNER) LANGUAGE INSTRUCTION EDUCATIONAL PROGRAM: The goal of Philadelphia Electrical & Technology Charter High School's LIEP is to meet the language needs of English Learners and help our ELs (English Learners) increase their language proficiency in the four domains of Reading, Writing, Speaking and Listening.

English Learners are first identified by the Home Language Survey that a parent or guardian of our incoming students must complete upon enrollment. If a language other than English appears on the Home Language Survey, the PDE English Learner Identification Process is followed. Based on results, a student may be placed in an appropriate LIEP. A full description of the LIEP can be found at http://www.petchs.org/our_programs/academics/language_instruction_educational_program

Parents of ELs have the right to refuse certain separate, specialized programs and services that may be a part of the LIEP for their children. For more information on our LIEP contact our Head of Academics: **Ms. Rosemarie DeFelice: 267-514-1823 ext. 221; defelicer@petchs.org**

GRADING: The following metrics are used for quarterly grading:

GRADING SCALE: A: 93-100, **B:** 85-92, **C:** 76-84, **D:** 70-75, **F:** 69 and below.

*(*The Academic Program and Grading procedures may be amended by the Board of Trustees due to COVID-19 restrictions and guidance. Any adjustments to these programs will be temporary in nature and designed to provide students with pathways of success without penalty related to unprecedented public health barriers. Any Board Approved changes will be communicated to students and families and posted on the school website for public review.)*

GRADUATION REQUIREMENTS: The Board of Trustees wishes to acknowledge each student's successful completion of the school's approved instructional program by an award of a diploma at graduation ceremonies. The school administration shall develop procedures for implementing this policy which include the careful recording of each student's progress and accumulation of graduation requirements; counseling of students to know what is expected of them for completion of their schooling; issuance of periodic warnings to students in danger of not fulfilling graduation requirements; preparation and submission to the board for its approval of a list of candidates for the award of a diploma; preparation of suitable diplomas; and the planning and execution of graduation ceremonies which fittingly mark this important achievement. The Board shall award a high school

diploma to every student who meets the requirements of graduation. Such requirements shall include the successful completion of courses of study for a four-year high school approved by the board and which meet the standards set by the Commonwealth of Pennsylvania and education regulations. A student who has completed the requirements for graduation may not be denied a diploma for disciplinary purposes, but may be denied participation in graduation ceremonies upon the decision of the school administration. The Board acknowledges that the Commonwealth of Pennsylvania requires that each candidate for graduation will have earned 21 credits. However, in order to ensure that Philadelphia E&T faithfully completes its mission of making students employable in the 21st century the board has set a higher standard that students should meet before graduating. Additionally, students are required to pass all courses they are rostered for even if the completion of that course is above the prescribed graduation standard seen below.

Commonwealth of Pennsylvania Standard

Unit of Credit/Subject

- **4 English**
- **3 Mathematics**
- **3 Science**
- **3 Social Studies**
- **2 Arts or Humanities or Both**
- **1 Health and PE**
- **5 Electives**

Philadelphia E&T Charter HS Standard

Unit of Credit/Subject

- **4 English**
- **4 Mathematics**
- **4 Science and Technology**
- **3 Social Studies**
- **3 Foreign Language, Arts or Humanities**
- **1 Health and PE**
- **5 Additional courses approved for credit toward graduation by the school including approved vocational education courses.**

HONORS CRITERIA: Honors are determined quarterly by quarter report card grades.

- **First Honors:** 93% academic average; no Ds or Fs, passing discipline grade.

- **Second Honors:** 85% academic average; no Fs; passing discipline grade.

KEYSTONE TESTING/PASA TESTING: All students are required to take Keystone Exams in the appropriate year (end of 10th grade year for initial testing; junior year for re-testing) or PASA Testing when applicable. Test administration will take place in December/January and May and will require the students to follow a testing schedule with early dismissals. Please review the calendar to find the testing schedule. *Please note that due to COVID-19 some of the traditional testing requirements may be amended due to guidelines issued by municipal, state and federal agencies or deemed necessary by Philadelphia E&T.

KEYSTONE STUDENT BEHAVIOR POLICY: The Keystone Exams are academic exams required by the Pennsylvania Department of Education. Student conduct during test administration is a critical piece in ensuring test security and fairness for all students. Proctors who feel that students are behaving in a manner that is in violation of the Keystone Test Protocol should take the student's test booklet. The additional proctor should escort the child and the test booklet to the Testing Coordinator. The Testing Coordinator will refer the student to the school administration to determine the severity of the offense.

LOCAL AREA ASSESSMENT: For students who fail to demonstrate proficiency on the Keystone Exams by the end of their eleventh grade. They will be required to pass our local area assessment, which we call the Senior Equivalency Exams. Students will be required to master proficiency on this local assessment prior to graduation.

MAKE-UP AND LATE WORK: *Please note that due to COVID-19 some of the traditional requirements may be amended due to guidelines issued by municipal, state and federal agencies or deemed necessary by Philadelphia E&T.

Make-Up work is defined as any assignments or tests that a student needs to complete due to an excused absence. Students must be allowed the same amount of time other students were given to complete the assignment and must be allowed to make up the test for full credit. A student's grade should not be reduced simply due to an excused absence. Missed tests must be made up after school at our 21st Century Community Learning Center (After School Program) upon the student's return.

Late-Work is defined as any work completed or turned in after the designated due date. Students can turn in late work up until the end of the active quarter. Teachers may use their discretion to reduce a grade for lateness, but that reduction should be no more than 50% of the grade earned. Students should attend the 21st Century Community Learning Center (After School Program) to make up missed class work/homework.

PARENT/TEACHER CONFERENCES: There will be several opportunities throughout the year to meet with your child's teachers. Please see the calendar for dates/times. However, you can contact your child's teachers via email or phone at any time, a complete staff listing is available online:

<http://www.petchs.org/about/staff>. If you'd like to schedule a meeting with your child's teachers, contact the Academics Office at extension 221.

PROMOTION: Philadelphia E & T Charter High School is committed to excellence in student accomplishment and acknowledges the importance of a school wide promotion standard. Such a standard shall recognize that the personal, social, academic, and physical growth varies with the individual student and, accordingly, each shall be placed in the educational setting most appropriate to his/her current needs. Promotion of students shall occur annually at the close of the school year. In regard to the timing of such action, exceptions to this guideline can be made by the school administration after consultation with the teacher(s) and with the approval of the Board of Trustees.

Successful completion of course requirements through a school-approved summer school program shall be given credit in making promotion decisions.

Promotion Guidelines

- **Promotion to 10th Grade:**
 - Students must have 5 or more credits with at least one full credit in English.
- **Promotion to 11th Grade:**
 - Students must have 11 or more credits with at least two full credits in English and at least one full credit in each of the following subjects: math, science, history.
- **Promotion to 12th Grade:**
 - Students must have at least 17.5 credits with at least three full credits in English and at least two full credits in each of the following subjects: math, science, history.

POWERSCHOOL: Parents/Guardians have the ability to access and monitor their child's grades using the individual username and password issued to you with your child's roster. For more information regarding this useful tool, please contact the Academics Office at 267-514-1823 Extension 221. Parent Trainings are offered throughout the year; please continue to check our calendar on our homepage www.petchs.org.

SCHOLOGY: *Schoology* is the Learning Management System (LMS) that will be implemented for the 2020-2021 School Year and the primary classroom for the Remote Learning element of our Health & Safety Plan. Students will be able to access and view all classroom assignments and classroom calendars on *Schoology*. Teachers will provide students with an access code for each of their classes.

STUDENTS WITH DISABILITIES: Students who have IEPs or 504 plans are subject to the contents of that document superseding academic policies here when appropriate. All teachers must review and implement accommodations and appropriate academic materials for students with IEPs and 504 Plans. Any/all action will be addressed in accordance with Pennsylvania law.

STUDENTS WITH DISABILITIES: Any student with an Individualized Education Program (IEP) or Section 504 Service Agreement will adhere to the academic requirements set forth in those documents.

All inquiries can be made to:
**Leigh-Ann Wilson Director of
Special Education 267-514-1823
ext. 295 wilsonl@petchs.org**

SECTION 4. TECHNOLOGY POLICIES

The administration must ensure that the use of technology is consistent with the mission of the school, its goals, and its objectives. Every student is expected to act maturely, ethically, and responsibly when using the school's equipment, especially when using school technology. Given the additional need for technology to support remote learning where applicable, it is exceptionally important for students to be familiar with the technology policies. Each student in Philadelphia E&T will be issued a school device (a Chromebook or iPad). Any student who does not have access to the internet in the home is encouraged to contact the IT Department of Philadelphia E&T to support them in accessing the internet in their home. Students are prohibited from using the school's computer network for any commercial purposes; for transmitting, receiving, submitting, or publishing any material that is deemed to be defamatory, abusive, profane, sexually explicit and offensive, threatening, and illegal. Students are prohibited from tampering with any of the school's technical resources and will incur severe penalties for intentionally damaging and/or misusing the school's computers, systems, or networks. Any violation of the school's computer access policy will result in the loss of computer privileges, referral to the dean of students, and legal action if deemed necessary.

Acceptable Use Policy (AUP): the school provides students with access to computers throughout our building, giving students access to network resources, software applications, and the internet. The technology we provide is intended to enhance the student's educational experience, as well as assist with meeting educational goals and standards. Since students are able to access resources outside of our network, all students will be trained on cyber safety as well as cyberbullying.

Before a student can utilize our resources, the students must partake in a cyberbullying course and sign our acceptable use policy (AUP). The AUP is reviewed for the students by our staff, and in this document, we aim to educate the user on the school's expectations and the responsibilities of the user. The AUP encompasses both the cyberbullying course and our acceptable use policy.

Exceptions: Our students are expected to abide by the policies set forth in this document and apply what they learned in our cyberbullying course. AUP violations will have serious academic consequences for a student. If a student loses their technology privileges due to a violation, he/she may not use Philadelphia E&T technology at any time during the duration of the disciplinary action imposed.

The violation is not the teacher's responsibility and a student will not be excused from an assignment because they lost their technology privileges. The student will be fully responsible for his or her own actions and is still required to complete any assignments. We provide 2 options for students who violate our AUP:

- You can complete technology-related assignments outside of school at home, a public library, etc.
- A student can recommend to their teacher another way to complete the assignment. The teacher will use their own discretion as to whether or not the proposal is acceptable and in accordance with the original assignment.
- If no valid alternatives can be found, the student will receive a failing grade for the assignment.

Level 1 violation descriptions and disciplinary actions

Level 1 violations are considered minor offenses, and usually have little effect on other users or resources. These violations include, but are not limited to:

- Using Philadelphia E&T's or the student's technology during class for non-class related reasons (games, videos, music files, CDs, DVDs, handheld devices including phones, browsing off-topic websites).
- Running non-threatening, unauthorized programs.
- Removing or replacing hardware or cables without authorization.
- Sending an inappropriate email.
- Eating or drinking in any area around a computer/printer/tablet/technological device.

Disciplinary actions for level 1 violations:

- 1st offense: loss of technology privileges for remainder of day; 1 demerit; 1 detention
- 2nd offense: loss of technology privileges for 1 week; 5 demerits; 5 detentions
- 3rd offense: loss of technology privileges for 1 month; 10 demerits; 10 detentions
- After 3rd level 1 violation, all subsequent level 1 violations become level 2 violations

Level 2 violation descriptions and disciplinary actions

Level 2 violations are considered major offenses, and typically show the student's disregard for other users, the school's equipment, and the AUP.

These violations include, but are not limited to:

- Banned website access attempts or visits. A list of all sites a student accesses or attempts to access on school devices are recorded in accordance with the Children's Internet Protection Act (CIPA). Our proxy servers automatically pick up any illegal site requests from students. Students are accountable for accessing, or attempting to access illegal sites unless approved by their teacher. Illegal sites include, but are not limited to: adult-oriented sites, gambling sites, illegal drug sites, gaming or arcade sites, social networking sites (Twitter, Facebook), etc. For this violation, parents or guardians will be sent a list of sites their child accessed or attempted to access.
- Downloading and storing files on the network without teacher permission.
- Failure to report vandalism or network security violations such as sharing user accounts.

- Vandalizing or purposely damaging hardware causing damage less than \$100.
- Sharing your account with another student or using another student's account.
- Using technology to cheat, plagiarize or infringe copyright.
- Creating documents or posting information aimed at insulting, defaming or belittling another student, faculty, or staff member.
- Using or attempting to use proxy or anonymous surfing services to mask internet usage.

Disciplinary actions for level 2 violations:

- 1st offense: loss of technology privileges for 1 week; 5 demerits; 5 detentions
- 2nd offense: loss of technology privileges for 1 month; 10 demerits; 5 detentions; parent and student must come in to review the AUP before access is given back to student
- 3rd offense: loss of technology privileges for 1 year; 30 demerits; 10 detentions; student must attend summer school
- After 3rd level 2 violation, all subsequent level 2 violations become level 3 violations

Level 3 violation descriptions and disciplinary actions

Level 3 violations are considered severe offenses, and are typically malicious in nature with the intent to cause a major disruption on our network or in the classroom.

These violations include, but are not limited to:

- Cyberbullying, which will result in disciplinary proceedings and may be grounds for expulsion.
- Using a staff account to access network resources (software, typing papers, printing, etc.) Or surf the internet. This is under no circumstances allowed at any time.
- Using staff technology. This is under no circumstances allowed at any time. We have designated areas for students to use computer/tablet/technological devices. Students may never use a staff member's technological device.
- Attempting to acquire unauthorized access to the Philadelphia E&T network. This includes trying to steal teacher, staff, or administrator's passwords
- Using any personal hardware on our network without teacher or administrator consent.
- Creating documents or posting information advocating or threatening illegal acts towards one's self, another student, or staff member.
- Attempting or actually using tools for use with hacking, phishing, packet sniffing, etc.
- Gambling, attempting to purchase illegal narcotics or products, or any other illegal activity
- Purposely and willfully vandalizing or attempting to vandalize software, data or hardware causing damage greater than \$100.
- Creating, possessing and/or sharing pornographic material via school issued technology or through our network.

Disciplinary actions for level 3 violations: Level 3 infractions are grounds for dismissal from Philadelphia E & T.

- 1st offense: suspension; loss of technology privileges for 1 year; 30 demerits; 10 detentions; parent must come in to review AUP, and make sure all parties understand the seriousness of this situation. Student must attend summer school
- 2nd offense: expulsion will be recommended to the discipline review board
- If at any time a student is caught using the school's technology device during his or her disciplinary period, the student will be immediately charged with a level 3 violation.

Limitation of Liability

- Philadelphia E&T reserves the right to change at any time violation classifications and types, disciplinary actions, etc.
- Philadelphia E&T will make every attempt to provide a network that is without defect, but cannot make any guarantees that this will hold true.
- Philadelphia E&T will not be considered responsible for any interruptions of computer use for any reason, and/or the loss of data (both saved and unsaved).
- Philadelphia E&T will not be held responsible for the accuracy of information obtained through or stored on our network, or on our website and PowerSchool system.
- Philadelphia E&T will shift responsibility for financial obligations of damages caused by the unauthorized use of the system to the user who performed such acts.

iPad/Chromebook 1 to 1 program: the purpose of the 1-to-1 initiative at Philadelphia E&T CHS is to provide 21st century learning tools and resources to our students. In today's era, education requires students to acquire experience and skills using 21st century technology. Philadelphia E&T staff members have conducted a tremendous amount of research on iPads and Chromebooks type as well as their utilization in the classroom. These devices will allow all students to maximize their full potential to prepare them for opportunities in both post-secondary education and the workplace. A 1:1 classroom setting will provide an enormous number of instructional tools, which will allow all types of learners to flourish in an educational setting. Philadelphia E&T hopes to promote learning and enhance communication between students and their parents or guardians, to effectively target student problematic learning areas, and develop solutions to resolve any issues. Teachers will now direct and facilitate learning while providing access to the curriculum 24/7. This program has allowed Philadelphia E&T seamless translate into remote learning due to the COVID-19 pandemic.

Goals For Student Users:

- To increase learning, allowing access and the ability to complete assignments, projects, and other activities as assigned by teachers.
- To take advantage of various academic resources such as educational apps, websites, software and creative tools for use in the curriculum.
- To become motivated and excited about learning, with the intention of mastering the Pennsylvania Keystone exams.
- To become comfortable collaborating with other students on projects using technology

iPad/Chromebook procedures, rules, and regulations Deployment procedures:

- Each student who has completed the AUP and cyberbullying training will receive an device and charger to be used throughout the school year. Students are permitted to take their device home throughout the school year. It is the student’s responsibility to bring their device to school, charged, every day.
- Parents/guardians and students must sign and return the acceptable use policy (AUP) and iPad/Chromebook responsibility policy.
- All iPads/Chromebooks, chargers, cases and other products are the property of Philadelphia E&T, which holds the right to device inspection and revocation at any time.
- Students must use their school email address for all applications/web portals.

Incident Report Procedures

Damage:

- If damage occurs in school the student should report the problem immediately to the classroom teacher, IT staff member, or the Dean of Students. The IT staff members will evaluate the damage to determine if it was accidental or intentional. Philadelphia E&T will take the necessary steps required to repair the iPad/Chromebook, but are not responsible for any repair fees. If the damage was not deemed accidental and requires repairs or replacement, parents/guardians will be notified and appropriate actions will be taken. In this case, a fee will be charged to the parent/guardian if a repair is required. In the case where the device is beyond repair, there will be fees determined by market rate

. Misuse/Neglect

- The assigned student must report damage resulting from negligence or intentional misuse to the Dean of Students office immediately. A parent/guardian conference will be held to review the incident to determine disciplinary action or assess any charges/fees.

This includes:

- Damage caused by neglect, including, but not limited to: damage to the entire iPad/Chromebook; damage to the screen, casing, ports, buttons, iPad/Chromebook cover, etc.
- Theft: In case of theft of an iPad/Chromebook the student must immediately report the incident to the Dean of Students office. The student and their family must file a police report and a copy of the report must be delivered to the Dean of Students office within ten (10) business days of the incident or discovery of the theft. Failure to comply with the reporting requirement will result in a charge for the full replacement cost of the iPad/Chromebook (market rate).

Device usage and precautions:

- The iPad/Chromebook is not scratch resistant. Avoid using any sharp object(s) on or near the device. Liquids and technology do not mix. Avoid applying or using any liquids with or near your device. Clean your device immediately if it comes in contact with anything that may cause stains—such as dirt, ink, makeup, or lotions. The front of your device is made of glass

with a fingerprint-resistant oleo phobic (oil repellent) coating. This coating wears over time with normal usage. Cleaning products and abrasive materials will further diminish the coating, and may scratch the glass.

To clean:

- Disconnect all cables and turn your device off
 - Use a soft, lint-free cloth.
 - Avoid getting moisture in openings. Do not use compressed air and/or cleaning products including but not limited to window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad/Chromebook.
-
- Do not attempt to gain access to the internal electronics or your device. If an iPad/Chromebook fails to work or is damaged, report the problem to the classroom teacher or to the Dean of Students office.
 - Do not “jailbreak” your device. “JailBreaking” is a term to describe altering the base operating system of the iPad/Chromebook
 - Always handle your device with care and caution. Never throw or slide an iPad/Chromebook.
 - Cords and cables must be inserted carefully into the iPad/Chromebook to prevent damage.
 - Never force a connector into a port or apply excessive pressure to a button, because this may cause damage that is not covered under the warranty. If the connector and port don’t join with reasonable ease, they probably don’t match. Check for obstructions and make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.
 - iPad/Chromebooks and school-provided cover must remain free of any writing, drawing, stickers, or labels.
 - Students may purchase their own cover if desired, but first must provide a hard copy to be approved by administration.
 - Your device has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the iPad/Chromebook Acceptable Use Policy (AUP) and are grounds for disciplinary action.
 - Your device has a unique identification number and at no time should the numbers or labels be modified or removed.
 - Your device must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area. iPad/Chromebook s should be placed vertically in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen
 - Your device must not be left unattended or in a location that is not temperature controlled.
 - iPad/Chromebook s are assigned to individual students and the responsibility for the care of these devices rests with that individual. Students should not lend their iPad/Chromebook to another person.
 - Screensavers/background photos

- While personalized locked-screen or background images are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.
- Sound, music. Games, software/apps
 - Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students must provide their own headsets.
- Using your device for anything other than classroom activities is prohibited unless permission has been granted by the classroom teacher. This includes playing music or games.
- Managing files and saving work to the iPad/Chromebook
 - Your device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space including the use of iCloud.
 - Students are encouraged to save work to their google drives or a usb drive
 - Storage space will be available on the iPad/Chromebook —but space is limited and will not be backed up in case of re-imaging.
 - It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
 - Philadelphia E&T Charter High School makes no guarantee, written or implied, that materials on the iPad/Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.
- When in doubt, ask a staff member!

Carrying the iPad/Chromebook

- The protective cover provided with your device has sufficient padding to protect the iPad/Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The cover may not protect the device if it is mishandled inappropriately, including but not limited to dropping, throwing, hitting, etc. The iPad/Chromebook must be protected by a cover at all times.

Using your device in the classroom

- iPad/Chromebooks are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using your device. Students are responsible for bringing their device to all classes unless specifically instructed not to do so by a teacher.

Appendix A: Absence Note to Return to School

Student Name: _____ **Grade:**

Date(s) of Absence(s): _____

Reason for Absence: _____

Parent Name: _____

Parent Phone Number: _____

Parent Signature: _____

***** This note must be returned within 72 hours (3 school days) of your child's return to school*****

Appendix B : 21CCLC Contract

**Philadelphia Electrical & Technology Charter High School
21st Century Community Learning Center
Contract**

As a Center we will:

Provide quality instruction and guidance. Frequently communicate student progress to families. Provide a safe and secure learning environment. Develop and teach good character. Provide development guidance to parents. Provide diverse activities to ensure student engagement. Provide programs that will promote student success in all areas of life.

As a student I will:

Follow the rules outlined in the 21st CCLC and PHILADELPHIA E&T handbook. Do my best in all programs offered to me. Resolve conflicts in a positive non-violent way. Talk to my family about my activities at the Learning Center. Support good character. Attend regularly. I have read and understand the guidelines set forth as a student of the PHILADELPHIA E&T 21st CCLC program. I will abide by all rules and strive to achieve the program goals.

Student Signature

Date

I have read and understand the guidelines set forth as a student of the PHILADELPHIA E&T 21st CCLC program. I will reinforce these points with my child.

Parent Signature

Date

Funded in full or in part by the Pennsylvania Department of Education through a 21st Century Community Learning Center Grant.

Appendix C: Consent Form

Attached you will find the student handbook with our policies, procedures, code of conduct, and school calendar. Please review these documents with your child and confirm that you both understand the operational rules of the school.

Acknowledgment of Philadelphia E& T Charter HS Policies. Please initial next to each category and sign at the end.

I understand and agree to comply with all the rules and guidelines set forth in the Student Services Policies adopted by Philadelphia E&T Charter High School. Compliance with the Policies are mandatory. **Student** _____ **Parent** _____

I understand and agree to comply with all the rules and guidelines set forth in the Code of Conduct adopted by Philadelphia E&T Charter High School. Compliance with the Code is mandatory. **Student** _____ **Parent** _____

I understand and agree to comply with all the rules and guidelines set forth in the Academic Policies adopted by Philadelphia E&T Charter High School. Compliance with the Policies are mandatory. **Student** _____ **Parent** _____

I understand and agree to comply with all the rules and guidelines set forth in the Technology Policies adopted by Philadelphia E&T Charter High School. Compliance with the Policies are mandatory. *Policies are subject to change. Updated policies will be located on the school's website.* **Student** _____ **Parent** _____

I understand and agree to comply with all the rules and guidelines set forth in the Bullying/Cyber bullying Policy adopted by Philadelphia E&T Charter High School. Compliance with the Policies are mandatory. **Student** _____ **Parent** _____

I understand and agree to comply with all the rules and guidelines set forth in the Use of an Individual's Picture, Voice, Work, and/or Video Policy adopted by Philadelphia E&T Charter High School. **Student** _____ **Parent** _____

I grant Philadelphia E&T permission to transport my child for the participation in all extra-curricular activities, including 21st CCLC, at satellite locations for the school year. **Student** _____ **Parent** _____

Student name (please print): _____ Grade: _____

Student signature: _____ Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian signature: _____ Date: _____