



**CHARTER HIGH SCHOOL
FOR ARCHITECTURE + DESIGN**

STUDENT HANDBOOK

2016 – 2017

BELL SCHEDULE

NORMAL BELL SCHEDULE

	Grade 9		Grade 10	Grade 11	Grade 12
Period 1	8:00-8:53		8:00-8:53	8:00-8:53	8:00-8:53
Period 2	8:56-10:12	8:56-9:49	8:56-9:49	8:56-9:49	8:56-9:49
Period 3	<i>9th Grade Lunch A</i> 10:15-10:45	9:52-11:08	9:52-11:08	9:52-11:08	9:52-11:08
Period 4	10:48-11:41	<i>9th Grade Lunch B</i> 11:11-11:41	10:48-11:41	10:48-11:49	10:48-11:41
Period 5	11:44-12:37		11:44-12:37	<i>11th Grade Lunch</i> 11:52-12:22	<i>12th Grade Lunch</i> 11:52-12:22
Period 6	12:40-1:33		<i>10th Grade Lunch</i> 12:40-1:10	12:25-1:33	12:25-1:33
Period 7	1:36-2:29		1:13-2:29	1:36-2:29	1:36-2:29
Advisory	2:32-2:45		2:32-2:45	2:32-2:45	2:32-2:45

9:30 DELAYED ARRIVAL BELL SCHEDULE (shortened periods 2-6)

	Grade 9		Grade 10	Grade 11	Grade 12
Period 2	9:30-10:12		9:30-10:12	9:30-10:12	9:30-10:12
Period 3	<i>9:48-10:18</i>	9:48-10:39	9:48-10:39	9:48-10:39	9:48-10:39
Period 4	10:21-11:12	<i>10:42-11:12</i>	10:42-11:33	10:42-11:33	10:42-11:33
Period 5	11:15-12:06		11:36-12:27	11:36-12:27	<i>11:36-12:06</i>
Period 6	12:09-1:00		<i>12:30-1:00</i>	12:30-1:21	12:09-1:00
Period 7	1:03-1:54		1:03-1:54	<i>1:24-1:54</i>	1:03-1:54
Advisory	2:51-3:10		2:51-3:00	2:51-3:00	2:51-3:00

*In the event of consecutive delayed arrivals, students may be advised to attend their Period 1 class during Period 2 in this schedule, per announcement by administrative team. A sign will also be posted in the intake area.
Lunches will be scheduled at the shaded time slots.

HALF DAY BELL SCHEDULE A

	Grade 9		Grade 10	Grade 11	Grade 12
Period 1	8:00-8:51		8:00-8:51	8:00-8:51	8:00-8:51
Period 2	8:54-9:45		8:54-9:45	8:54-9:45	8:54-9:45
Period 3	<i>9:48-10:18</i>	9:48-10:39	9:48-10:39	9:48-10:39	9:48-10:39
Period 4	10:21-11:12	<i>10:42-11:12</i>	10:42-11:33	10:42-11:33	10:42-11:33
Period 5	11:15-12:00		11:36-12:00	11:36-12:00	<i>11:36-12:00</i>
			<i>OPTIONAL LUNCH SERVED</i> 12:00-12:20		

HALF DAY BELL SCHEDULE B

	Grade 9		Grade 10	Grade 11	Grade 12
Period 7	8:00-8:51		8:00-8:51	8:00-8:51	8:00-8:51
Period 5	8:54-9:45		8:54-9:45	<i>8:54-9:15</i>	8:54-9:45
Period 5	9:48-10:39		<i>9:48-10:18</i>	9:18-10:18	9:48-10:39
Period 4	10:42-11:33		10:21-11:12	10:21-11:12	<i>10:42-11:12</i>
Period 3	<i>11:36-12:00</i>	11:36-12:00	11:15-12:00	11:15-12:00	11:15-12:00
		<i>OPTIONAL LUNCH SERVED</i> 12:00-12:20			

SCHOOL MISSION

The Charter High School for Architecture + Design is a learning community committed to an innovative program integrating the design process with the mastery of a strong liberal arts education. The school offers each student the opportunity for success and the preparation for life-long learning and responsible citizenship. CHAD is a thoughtful academic environment that engenders love of learning, intellectual curiosity, and new ways of seeing, and prepares students for higher education.

GOVERNING BOARD OF TRUSTEES

Marguerite Anglin <i>Temple University Campus Planning & Design</i>	President
Monique McCray <i>SchraderGroup Architecture</i>	Vice President
Jeff Krieger <i>Krieger + Associates, Architects</i>	Treasurer
Ben Lindo <i>Industrial Designer, Southco, Inc.</i>	Secretary
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Kim Edwards <i>Parent of CHAD Alumnus</i>	
Kelly Edwards <i>Urban Planning & Development, Arts & Crafts Holdings</i>	
Alexandra Overton <i>CHAD Alumnus Interior Designer, Ewing Cole</i>	
Tep Ros <i>CHAD Alumnus Institute of Emerging Health Professions At Thomas Jefferson University</i>	

ADMINISTRATIVE TEAM

Gregory Wright	Chief Executive Officer
Alison Saeger Panik	Director of Academics
Dr. Melissa Oyer	Director of Individualized Student Services
Charles Anerino	Director of Student Life
Andrew Phillips	Director of Design Education
Victor Gonzalez	Director of Security
Dawn Carmichael	Administrative Assistant for Business and Human Resources
Sabrina Foreman	Administrative Assistant for Enrollment and Student Life

EQUAL OPPORTUNITY STATEMENT

The Charter High School for Architecture and Design is an Equal Opportunity Employer. It is the policy of CHAD to provide equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law.

CHAD CORE VALUES

CHAD has identified certain core values of behavior that, when adopted by students and adults, have a positive influence on the school and community. CHAD's core values are:

1. **Caring** – To be concerned, interested, and kind
2. **Honorable** – To be genuine, honest, and have integrity
3. **Accountable** – To be respectful, responsible, and answerable
4. **Determined** – To be purposeful, hard-working, and goal driven

The four core values of conduct are guidelines for the entire school community. These values assert that responsible students and adults should be encouraged and taught to act in ways that positively contribute to our community.

These values assert that responsible students should be encouraged and taught to behave in ways that positively contribute to our community. CHAD students agree to demonstrate our behavioral values by doing the following:

Caring

- Be polite, courteous and respectful
- Be invested in your academic growth and achievement
- Be aware of each other and the community
- Respect the environment and the facility
- Be involved in the community and show school pride
- Respect differences and support one another

Honorable

- Demonstrate academic integrity
- Be a positive member in the community
- Respect others' property
- Resolve conflict in a fair manner
- Take responsibility for your own words and actions

Accountable

- Be present and on time
- Respect school expectations
- Be prepared, consistent, and complete high-level work
- Be a self-reflective learner
- Provide regular assessment and feedback

Determined

- Demonstrate a high-level of effort and persistence
- Practice self-advocacy
- Encourage and support positive relationships
- Be innovative and solutions oriented
- Be focused and motivated with clear academic goals.

BEHAVIORAL EXPECTATIONS AND RESPONSIBILITIES

In order to ensure that we are aware of and understand clearly what our basic responsibilities are, CHAD has 7 essential school behavioral expectations and rules:

1. Be present and on time to school
2. Be on time and prepared for class, appropriately dressed with visible CHAD ID
3. Maintain a safe and orderly school environment
4. Respect school property and the property of others
5. Use polite language and treat others with kindness
6. Show respect to school staff, students, and visitors
7. Be committed to academic achievement through teaching and learning

There are specific responsibilities that each member of our community is expected to follow.

Responsibilities of Administrators:

- Implement the Code of Conduct in a fair and consistent manner
- Inform all school personnel, guardians, and students of the Code of Conduct
- Teach, model and positively reinforce behavioral expectations and rules
- Use professional judgment to prevent minor incidents from becoming major problems

Responsibilities of Faculty:

- Maintain a learning environment that provides academic success
- Teach, model and positively reinforce behavioral expectations and rules
- Address behavioral violations and rules using multiple strategies
- Use professional judgment to prevent minor incidents from becoming major problems

Responsibilities of Students:

- Be responsible and accountable to behavioral expectations and rules as outlined in the Code of Conduct
- Respect authority of all school personnel and the rights of other students

- Comply with CHAD's attendance, academic, dress policies, and zero tolerance rules
- Behave in a manner that focuses on academic success
- Report violations of policies to school authorities.

Responsibilities of Guardians/Parents:

- Respect and support the Code of Conduct
- Recognize that school personnel must enforce and follow the school rules and regulations
- Teach your child to respect the rights of others
- Emphasize the importance of being prepared for school and the adherence to school expectations that foster academic success.

Compliance with these expectations will foster positive and productive behavior that will enable the student to fulfill his/her own potential.

SCOPE OF THE CODE OF CONDUCT

The Code applies to any behavior that occurs:

1. On school grounds at any time;
2. Off school grounds at any school activity, function or event;
3. Off school grounds when the behavior may reasonably be expected to (a) undermine the proper authority of the school; (b) endanger the safety of members of the school community; or (c) to disrupt the school
4. While traveling to and from school, including but not limited to actions on public transportation or school bus/van

2016-2017 UNIFORM POLICY

**STUDENTS MUST BE DRESSED IN FULL UNIFORM BEFORE ENTERING THE BUILDING AT CHAD.
STUDENTS NOT DRESSED IN FULL UNIFORM WILL NOT BE PERMITTED TO ENTER.**

All CHAD students are required to dress in CHADwear produced and sold by Flynn & O'Hara Uniforms.

Vendor Contact Information: Flynn & O'Hara Uniforms (www.FlynnOhara.com)
10905 Dutton Road, Philadelphia, PA 19154 1-800-441-4122

CHADWear:

1. CHAD top: polo (navy or orange; short or long sleeve) or button-down oxford (tie optional/returning students only)
2. CHAD bottom: khaki or navy blue uniform style pants, skort or kilt
3. CHAD outerwear: cardigan sweater (navy), V-neck pullover sweater (navy) or sweatshirt (navy or oxford)
4. Dress shoes, sneakers or flat-heeled boots
5. Socks with shoes
6. A belt for pants
7. CHAD ID must be worn at all times

The following items of student dress will not be permitted:

1. Jeans/denim/corduroy of any color
2. Hoodies, non-CHAD sweatshirts or sweaters
3. Pants that are not khaki in color, sweatpants/warm-up pants or skirts
4. Pants that sag below the waist
5. Tight clothing, stretch pants or leggings
6. Sleeveless or cut-off shirts, blouses, dresses, tank tops, overalls or jumpers
7. Open-toed or open-back shoes, boots with high heels or flip flops
8. Any gang-related attire
9. Bandanas, hats or any head covering (unless given permission for religious reasons)
10. Shorts

Student "Casual Dress" Days:

On approved "Casual Dress" days, CHAD students are expected to dress in clothes that are appropriate for the occasion and that represent the school in a tasteful and respectful manner.

1. Students will show no skin from collarbone to two inches above the knee.
2. No flip flops or open-toed shoes
3. No gang-related attire
4. No offensive or inappropriate language on clothing
5. No shorts

STUDENTS ARE NOT PERMITTED TO WEAR NON-CHAD OUTERWEAR DURING THE SCHOOL DAY.

CHAD reserves the right to modify required common dress during the school year. CHAD also reserves the right to ask a student to change an article of clothing or accessory if that article is distracting students or presents a safety risk.

ATTENDANCE

The Charter High School for Architecture + Design has an ethical and moral obligation to ensure that all pupils attend school so they may be taught. Absence from school jeopardizes any pupil from satisfactorily completing the prescribed course of study. Unless students are present for all scheduled classes, CHAD cannot provide an education as proposed through the adopted curriculum. Regular attendance is a prescribed condition upon which all courses of study are predicated. The curriculum is designed to achieve maximum educational benefits for pupils within the allotted number of school days. Therefore, CHAD can neither condone nor permit absences from school, and will not issue credit for courses if required pupil attendance is not attained. The following rules and regulations have been prepared to insure that the intent of this policy is implemented.

The school building officially opens at 7:20am. All students may enter the building through "Gate A" located at 105 S. 7th Street. Students should walk up to the second floor and proceed through intake (x-ray machine and metal detectors) to the cafeteria. Students will be held in the cafeteria until 7:45am. Students must be seated in their first period by 8:00am to avoid being marked late.

Absences:

The Charter High School for Architecture + Design is committed to educating every child, every day. Regular attendance is essential to student success and is a basic responsibility of the pupil and parent/guardian.

CHAD considers the following conditions to constitute reasonable cause ("excused") for absence from school: illness, quarantine, recovery from accident, required court appearance and death in the family. All absences as a result of the observance of the student's religion (on a day approved by CHAD as a religious holiday) shall be excused. Written documentation for the above instances must be provided to CHAD on the day the student returns to school.

The Chief Executive Officer will require from the parent of each student who has been absent from school a written statement of the reason for such absence. The Chief Executive Officer reserves the right to verify such statements and to investigate the cause of each absence of more than three (3) days duration as well as repeated unexplained absence or tardiness. Chronic absenteeism or lateness could result in disciplinary action up to and including removal from the Charter High School for Architecture and Design.

Students who arrive after 10:30 am without proper documentation will be marked absent for the day and will not be permitted to attend school for that day.

All absences are treated as "unexcused" until CHAD receives a written explanation (on the day the student returns to school) of the reason(s) for an absence. **An absence will be permanently coded "unexcused" after two days without an absence note upon a student's return to school.**

Excessive Absences:

Regular attendance to school is critical to student success. Therefore, CHAD has adopted the following policy regarding excessive absences.

Truancy: A student who is absent from school without a valid written excuse is considered “truant” from school. A pattern of truancy can lead to a number of interventions or penalties. According to the Compulsory School Attendance Law, a judge or hearing officer may require the student or his/her guardian to respond to legal penalties.

1. Parents will be notified of every student absence via OneCall (CHAD’s automated call service).
2. Parents will receive notification upon the student’s third unlawful absence of the school year.
3. A parent will be required to meet with a designated school official for any student who accumulates eight total absences any time during the school year. Parents must present documentation relating to their student’s absences, at which time a Truancy Elimination Plan agreement will be implemented.
4. Students who miss twelve days at any time during the school year will be considered in violation of their Truancy Elimination Plan and will be reported to the school district.
5. **Students who miss eighteen days at any time during the school year will be enrolled in CHAD’s Summer Discipline Remediation Program. Additionally, students will not be permitted to participate in any school-sponsored events, athletics, or clubs (ie, Prom, student council, sports teams, etc) for the remainder of the year.**

Loss of Course Credit:

Pupils missing 18 or more school days for a credit course will have their records reviewed by administration to determine if credit can be earned for that course and may be required to repeat their grade level in accordance with the “Compulsory Attendance and Truancy Elimination Plan” established by the Pennsylvania Department of Education.

Consecutive Absences:

Any pupil who misses five consecutive school days, or is chronically absent, and does not appear on home instruction, and/or is not medically verified as incapacitated, will be notified to report back to school within five days. Failure to do so may result in a referral to the truancy office and additional legal action against the parent/guardian. Students who miss school for ten (10) consecutive unexcused days will receive a notice of dismissal.

College Visits:

Juniors and seniors wishing to visit a college may do so as an excused absence up to three times per year. Proof of visit must be obtained from the college and submitted to CHAD.

Late to School Policy:

Students are expected to be inside of CHAD by 7:45am to provide enough time to go through the intake process. Students must be seated in their first periods by 8:00am. The main entrance to CHAD will close at 8:00am. Students arriving after 8:00am will be considered late to school.

Students arriving after 10:30 am, without appropriate written documentation, will be denied entry into the building and will be marked as an “unexcused” absence from school.

After-school detentions begin promptly at 3:00pm and end at 3:30pm. Students who fail to attend after-school detention will receive two detentions to be served on consecutive days. Failure to serve both detentions will result in a suspension.

Students who are repeatedly late will face disciplinary consequences. **Students who are late to school on TEN (10) occasions at any time during a school year will be suspended. Students who are late to school on TWENTY (20) occasions at any time during a school year will be suspended a second time and be put on notice that they may be enrolled in CHAD’s Summer Discipline Remediation Program. Students who are late to school twenty-five times will be enrolled in CHAD’s Summer Discipline Remediation Program.**

Early Dismissals:

Students are only permitted 5 early dismissals for the school year. The Charter High School for Architecture and Design recognizes five situations, which create a legitimate need for release from school:

1. Illness, which manifested itself after having reported to school
2. Verified appointment with a physician/dentist
3. Court issued orders
4. College visitation
5. Death in the immediate family

For numbers two, three, and four, a written note from the appropriate source must be submitted prior to release from school. All students must turn notes in to the main office and must sign out on the appropriate form before leaving the building.

In conjunction with the School District of Philadelphia’s policy and to ensure the safety of our students, early dismissal from school will only be granted if: 1) the legal guardian of the student signs him/her out and escorts the student out of the school building; 2) an authorized medical, legal or college note, with the guardians’ signature and contact phone number attached, is presented to the office before the start of the school day; or 3) appropriate school personnel has released a student with the guardian’s written permission via email or fax.

Early Exit Policy:

If a student’s last period class is cancelled for any reason, they may be permitted to leave school early. All students permitted to leave due to a class cancellation must report to the room first to gather any assignments. An administrator of security staff will dismiss students.

INTAKE

Community safety is paramount at CHAD. All students who enter CHAD are required to go through the security intake process. Students must pass through metal detectors and have their belongings sent through an x-ray scanner. This is a requirement for all students to enter the building. Pennsylvania state law Act 26 states that students found to be in possession of a weapon will face legal consequences with a potential arrest and will face expulsion from CHAD. Weapons are defined as, but not limited to, any knife, box cutter, cutting tool, numchuck, firearm, starter pistol, explosive device, or any tool or instrument capable of causing serious

bodily harm. There is no requirement that the student use or try to use the weapon. Possession for self-protection is not a defense.

EVACUATION DRILLS

In accordance with state and local law, CHAD will conduct several fire drills throughout the school year. Teachers will review the posted evacuation route for each classroom. During a drill students must adhere to the following rules:

- Upon hearing the alarm students are to stop working and follow any instructions over the intercom or their teachers.
- Students should proceed quickly and quietly to their assigned stairwell exit.
- All students will exit the building and proceed along the evacuation route with their assigned class and teacher either on 7th Street or 6th Street and move quickly and quietly toward Washington Square Park.
- Students should convene with their teachers and form a single file line so the teacher may take attendance.
- Students and teachers will await further directions from administration. Once the “All Clear” signal is made, students will report back to the classroom from which they left.

LOCKDOWN

A crisis situation may require Administration to initiate a school-wide lockdown where students and staff remain in current locations with their doors locked. There are three tiers to lockdown; green, yellow, and red. Administration will make the determination and convey the information either by the school-wide intercom or by travelling room to room. Students are expected to follow all teacher and staff directions and remain silent for the duration of the lockdown. The lockdown will be lifted once an administrator announces it over the intercom.

ONECALL

CHAD utilizes an automated phone call service called OneCall. CHAD will use this service for important school-wide announcements as well as individual calls to notify parents and guardians of a child’s absence or lateness to school. It is very important that CHAD has parent and guardians current phone numbers. Parents and guardians should notify a school secretary of any changes to phone numbers so CHAD can convey important information.

CODE OF CONDUCT

Occasionally, student behaviors may fall outside the bounds of the school’s expectations. When this occurs, it is the responsibility of the entire school community to respond productively and appropriately. The goal of responses to student misbehaviors is to maximize student growth and prevent future harm to the student, the school and our community. Such responses may take the form of interventions, restorative practices or consequences.

LEVEL 1: Offenses that Warrant an After-School Detention

Students who receive a detention MUST serve on the day it is received. Failure to serve the detention will result in two subsequent detentions to be served on two consecutive days. Students who are not present or that are late to the subsequent detentions will be suspended.

1. Cell Phone Violation: Cell phones are not permitted to be in use within the building of CHAD for any reason (text messages, checking the time, making a phone call, displaying in the classroom, etc). All cell phones should be powered off before the beginning of first period. Failure to do so will result in the following:

- 1st Offense: Phone will be confiscated and submitted to the Dean of Students. Student will receive a detention. The phone will be returned after the student serves detention.
- 2nd Offense: Phone will be confiscated and submitted to the Dean of Students. Student will serve detention and the student's parent must come to school and pick up the cell phone. The parent will then sign the CHAD Cell Phone Policy.
- 3rd Offense: Phone will be confiscated and submitted to the Dean of Students. Student will serve detention and the student's parent must come to school and pick up the cell phone. Student will receive a Saturday suspension.

***** STUDENTS WHO FAIL TO SUBMIT THEIR ELECTRONIC DEVICE TO CHAD STAFF WILL BE CONSIDERED INSUBORDINATE AND WILL BE SUSPENDED.**

2. Cheating/Plagiarism: Students will receive a zero on the assessment as well as a detention. Plagiarism/Cheating may also result in a Saturday Detention or Suspension.

3. Lying/Deception: Students who attempt to deceive faculty and staff shall receive one detention.

4. Disruption of Class: Students who disrupt the educational process either inside or outside of the classroom shall receive one detention.

5. Disrespect Toward Faculty, Staff, and/or Students: Students who exhibit disrespect toward anyone in the CHAD community will receive a minimum of one detention.

6. Being in the Hallway Without a Pass: Students traveling to any location throughout CHAD must have a staff issued pass. Students who do not have a pass will receive a detention.

7. Dress code Violation: Students who violate the CHAD Dress Code will receive a detention.

8. Lateness to class: Students in the hallway after the tone of the bell will be issued a detention.

9. No ID card: Students who fail to present an ID cards will receive a detention.

10. Sleeping in Class: Students with their heads down in the classroom without written permission from the school nurse or administration will receive a detention.

11. Unprepared for Class: Students who do not possess the proper classroom supplies may receive a detention.

12. Inappropriate Language: Students who use language unbecoming of a CHAD student (anywhere on school grounds) will receive one detention.
13. Throwing Objects in Class: Students who throw objects in class (i.e.: paper, spitballs, balls, etc.) will receive one detention.
14. Loitering: Students are not permitted to 'hang out' in hallways, classrooms, lunchroom, or any other area of CHAD. Students who loiter will receive a detention.
15. Food and Drink Violation: Food is only permitted in the CHAD cafeteria. Any student who possesses food and/or drink outside of the cafeteria will have their food/drink confiscated and receive one detention.
16. Disruptive Behavior: Tripping, play fighting, horseplay, running in the hallway/classroom/cafeteria, or any other behavior that may disrupt the educational process is prohibited. Any student engaging in such activities will receive a detention.
17. Out of Bounds: Students are not permitted in any area of CHAD that is not staffed. Students found in areas of CHAD that are not staffed will receive a detention.

Detention Rules

- Detention is held every day from 3:00pm to 3:30pm.
- Students will receive a written copy of the detention assignment.
- In order to receive credit for detention, students must follow all detention rules and complete all requirements.
- Students must serve detention on the day the detention is assigned.
- If a student has an early dismissal on a day they were issued detention, they must serve the detention on the next day they are present in school.
- If a student receives to detention in one day, they must serve one detention the day they received the detentions and the second detention should be served the next day they are in school.
- Students who fail to attend detention will be assigned two additional days of detention. Failure to attend both of those days will result in a suspension.

LEVEL 2: Offenses that Warrant a Suspension (Issued by Administration)

Suspensions could vary in length from one day to a maximum of ten school days. All suspensions will be followed with a parent conference.

1. Accumulation of Level One Offenses: Students will be suspended upon the accumulation of five, ten, fifteen, and twenty Level One offenses.
2. Cutting Class: Students who fail to report to class or leave CHAD without parental/administrative consent will be considered cutting class. Students who leave classrooms without permission are considered to be cutting class. Students who are not in their rostered responsibility are considered to be cutting class. Students who cut class will be suspended for a minimum of one day.

3. Gross Insubordination: Students who outwardly defy any member of the CHAD community will be suspended for a minimum of one day. Such offenses include but are not limited to failure to give a staff member a cell phone, tobacco, or any other contraband, refusal to report to a staff member, failure to comply with direct instruction, or any other behavior that severely disrupts a safe secure learning environment.
4. Possession of Tobacco and tobacco related products: Students who bring tobacco or tobacco related products (vape paraphernalia) to school will be suspended. Students who use tobacco in school will be suspended a minimum of one day and possibly prosecuted to the fullest extent of the law.
5. Fighting: Students who engage in fighting may receive a maximum of ten days suspension. In addition, they may be referred for expulsion and possibly prosecuted by the law.
6. Participation in a Fight: Students who video record, audio record, and/or share recordings of physical altercations will be suspended. Additionally, students who impeded any attempt by CHAD staff to break up a physical altercation will be suspended.
7. Aggressive Behaviors: Any aggressive behavior towards faculty, staff, or students will not be tolerated. Any student who exhibits aggressive behavior will be suspended for a minimum of one day.
8. Terroristic Threats: Students may receive multiple days suspension if they threaten (verbal, written, text message, instant message, etc.) any member of the CHAD community. It is possible that the student will be expelled. In addition, students may be prosecuted to the fullest extent of the law.
9. Participation in "Walk-Outs" or other group displays: Students who willfully assemble in a group in order to disrupt the academic program or any other school related events will be subjected to a minimum of one day suspension.
10. Theft: Theft of school property will not be tolerated. Students guilty of theft will receive multiple days of suspension (possibly leading to expulsion) and may be prosecuted to the fullest extent of the law.
11. Racial or Ethnic Slurs: Racial or Ethnic slurs will not be tolerated and will result in a minimum of one day suspension.
12. Possession of Incendiary Devices: Incendiary devices are (but not limited to) lighters, matches, fireworks, smoke bombs, stink bombs, any can where contents are under pressure, etc. Students who possess these items will be suspended for a minimum of one day (and could lead to expulsion).
13. Possession of Medication: Students must submit all medication to the nurse along with a note from a parent and a doctor. Students who are in possession of medication will be suspended a minimum of one day (with the possibility of expulsion).
14. Vulgar or Profane language/gestures: Students engaging in vulgar or profane language will be suspended for a minimum of one day.
15. Inappropriate Touching: Students may not touch any other person or encourage others to touch him/her in a sexual, sensual, or intimate way. Students in violation of this rule will be

suspended a minimum of one day (with the possibility prosecution with the law and expulsion from CHAD).

16. Destruction of Property: Any student who destroys school property (textbooks, desks, bathroom walls, computers, gym equipment, etc.) in any way will be suspended a minimum of one day (and possibly expelled) and may be prosecuted to the fullest extent of the law.

17. Graffiti: Graffiti of any kind on any CHAD property (both on and off of school grounds) will be treated as "destruction of property" and dealt with accordingly.

18. Gambling: Students are not permitted to gamble in any fashion. Students who gamble will be suspended a minimum of one day.

19. Possession of Graffiti Paraphernalia: Students found in possession of graffiti paraphernalia (paint markers, graffiti 'mops', paint, spray paint, etc.) will be suspended (and potentially expelled).

20. Endangering the Health and Welfare of Others: Any student who commits an act that endangers the health and/or welfare of others in the CHAD Community (i.e., Students, Staff, Visitors, etc.) will be suspended (and potentially expelled).

21. Assault: Students who physically assault students/faculty/staff at CHAD will be suspended. Law enforcement may be called and students may be expelled.

22. Sexual Harassment: Sexual harassment includes but are not limited to derogatory comments, jokes, or slurs: sexually-oriented sounds or remarks, uninvited, unnecessary or offensive touching, pinching, patting, grabbing, brushing against another person's body, or impeding or blocking movement, derogatory pictures, posters, cards, cartoons, drawings, or gestures. Harassment on the basis of sex by student or employees is a violation both of Federal and State discrimination laws. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when: a) submission to such conduct is made a term of the student's right to learning. b) Such conduct interferes with an individual's academic performance or creates an intimidating, hostile, or offensive educational environment. c) Submission to or rejection of such conduct is used as the basis for academic decisions. Students guilty of sexual harassment will be suspended and law enforcement may be called.

***Please note that the following higher-level offenses (defined above) MAY RESULT IN AN EXPULSION HEARING:

- Terroristic Threats
- Assault
- Theft
- Possession of Incendiary Devices
- Possession of Medication
- Inappropriate Touching
- Destruction of Property
- Fighting/Violent Acts
- Possession of Graffiti Paraphernalia
- Endangering the Health and Welfare of Others
- Sexual Harassment
- Gross Misconduct

***Students under suspension will not be permitted to participate in any CHAD sponsored event (dances, games, volunteer events, etc.).

LEVEL 3: Offenses that may result in Expulsion (Issued by Administration)

1. Act 26 Violation (possession of weapons). Please see definition below.
2. Drug/Drug Paraphernalia and/or Alcohol Possession. Any student who possesses any controlled substances (legal and/or illegal) will receive a suspension up to ten school days with the intent to expel.

ACT 26

POSSESSION OF WEAPONS

On June 30, 1995, Governor Ridge signed into law Act 26, which addresses the issue of weapons possession and violence in schools. School districts are required to take the following actions to be in compliance with this Act.

1. Update district policies to provide for expulsion for at least one year for any student who brings a weapon onto school property. Disciplinary action, short of expulsion for one year, is legal only when recommended by the superintendent of the school district.
2. Report all discoveries of any prohibited weapon on school property to local law enforcement officials.
3. Report all new incidents involving acts of violence or possession of a weapon on school property to the Pennsylvania Department of Education twice during a school year.

Act 26, which became effective in September 1995, defines “weapon” to include, but not be limited to, “any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.”

It is vital that all parents, guardians, and students be familiar with this law. Items such as Swiss Army knives, which in the past might have innocently been brought to school in a child’s backpack, are, by the definition of this law, considered weapons. Having them on school property, either during school hours or at school-sponsored events will result in the student’s expulsion.

ESCALATION OF OFFENSES

Students who commit Level One offenses will be issued detention by CHAD staff. Detentions must be served on the date of issue. Failure to serve after school detention will result in two additional detentions to be served on consecutive days. Failure to serve both of those detentions will result in a Saturday suspension. For example, if a student is late to class on Monday he/she will be issued an after school detention. If he/she fails to serve detention, the Dean of Students and/or Director of Student Affairs will meet with the student on Tuesday. The student will be assigned two detentions for Tuesday and Wednesday. Failure to serve both of those will result in a suspension for “Failure to Serve Detention”.

Listed below is the path that students, staff, administration, and parents will take in order to correct conduct in violation of the CHAD Code of Conduct.

1. After School Detention (teacher notifies parent).
2. After School Detention (teacher notifies parent).
3. After School Detention (teacher notifies parent).
4. After School Detention (teacher notifies parent). Student meets with Dean of Students and Director of Student Affairs (administration notifies parent after the meeting).
5. After School Detention (teacher notifies parent). Student will receive a Saturday suspension for "Accumulation of Five Detentions" (administration notifies parent + parental conference with CHAD administration).

6. After School Detention (teacher notifies parent).
7. After School Detention (teacher notifies parent).
8. After School Detention (teacher notifies parent).
9. After School Detention (teacher notifies parent). Student meets with Dean of Students and Director of Student Affairs (administration notifies parent after the meeting)..
10. After School Detention (teacher notifies parent). Student will receive a Saturday suspension for "Accumulation of Ten Detentions" (administration notifies parent + parental conference with CHAD administration).

11. After School Detention (teacher notifies parent).
12. After School Detention (teacher notifies parent).
13. After School Detention (teacher notifies parent).
14. After School Detention (teacher notifies parent). Student meets with Dean of Students and Director of Student Affairs. Administration will confer with the student's counselor to determine the best path moving forward (administration notifies parent after the meeting).
15. After School Detention (teacher notifies parent). Student will receive a Saturday suspension for "Accumulation of Fifteen Detentions" (administration notifies parent + parental conference with CHAD administration). Student will be assigned to the CHAD Summer Disciplinary Remediation Program beginning in July. Students will not be permitted to attend any CHAD dances or extra-curricular activities once they are assigned to the Summer Disciplinary Remediation Program.

16. After School Detention (teacher notifies parent).
17. After School Detention (teacher notifies parent).
18. After School Detention (teacher notifies parent).
19. After School Detention (teacher notifies parent). Student meets with Dean of Students and Director of Student Affairs (administration notifies parent after the meeting).
20. After School Detention (teacher notifies parent). Student will receive a Saturday suspension for "Accumulation of Twenty Detentions" (administration notifies parent + parental conference with CHAD administration). Student may be referred for expulsion before the CHAD Board of Trustees.

Students will be required to attend CHAD Summer Disciplinary Remediation Program beginning in August upon receiving their fifteenth detention AND/OR third suspension. In addition, any student accumulating twenty detentions and/or four suspensions may be subjected to an expulsion hearing.

CHAD SUMMER DISCIPLINE REMEDIATION PROGRAM

Students who have excessive disciplinary referrals and/or suspensions or excessive absences and/or latenesses will be enrolled in CHAD's Summer Discipline Remediation Program. Parents and students will receive confirmation in writing of the dates, times, and student expectations. Students must successfully complete the program in order to continue their enrollment at CHAD.

Students must be on time and in full uniform every day of the program. Students out of uniform or late to any day of the Summer Discipline Remediation will be considered absent for the day and will be removed from the program and will face further disciplinary consequences.

OUT OF SCHOOL SUSPENSION

During the duration of an out of school suspension, students are not permitted to participate in and/or attend any school-sponsored event. A guardian will be required to meet with the appropriate CHAD staff to reinstate a student back into school.

SATURDAY SUSPENSION

Students may be assigned to Saturday Suspension for a number of violations to the Code of Conduct (ie, excessive detentions, failure to serve detentions, excessive lateness, cutting class or school, etc).

- Students will be assigned to Saturday Suspension in writing by Wednesday of the week the Saturday Suspension will occur.
- Saturday Suspension is from 9:00am to 1:00pm
- Students should report to the front entrance of CHAD (105 S. 7th Street) by no later than 8:50am. The Saturday Suspension Supervisor will meet all students in the lobby of the first floor and wait until 9:00am. At 9:00am the Saturday Suspension Supervisor will leave the lobby and bring students to a designated classroom.
- STUDENTS WHO ARRIVE AFTER 9:00AM WILL NOT BE PERMITTED TO ENTER THE BUILDING AND WILL BE CONSIDERED CUTTING SATURDAY SUSPENSION.
- If a student does not attend a scheduled Saturday Suspension and does not provide the school with medical documentation to excuse the absence upon return to school, they will receive an out of school suspension.
- Students must be dressed in full CHAD uniform. Students not dressed in uniform will not be admitted and be considered cutting.
- Students are permitted to bring a lunch and will be given a twenty-minute lunch break at 11:30am.
- Students will be encouraged to use the restroom before Saturday Suspension begins and then will go to the bathrooms as a group at 10:00am and 11:30am. Students will not be permitted to go to the bathroom as an individual unless it is an emergency.
- Insubordination of any kind will not be tolerated during Saturday Suspension. The Saturday Suspension Supervisor will ask insubordinate student to leave the building. Students who are insubordinate and are dismissed will be considered cutting Saturday Suspension.
- Saturday Suspension will be considered a suspension but does not require a parent reinstatement.

EXPULSION

All cases of expulsion will follow due process as defined by Charter Law. If a student is expelled from CHAD s/he may not participate in any CHAD function, including but not limited to: proms, dances, social events, First Fridays, shows, etc. Students expelled from CHAD may not come back onto school grounds.

CORPORAL PUNISHMENT

CHAD prohibits the use of corporal punishment as a disciplinary measure. Corporal punishment shall be defined as punishment applied to the body of the offender.

BULLYING/CYBERBULLING

CHAD is committed to providing a safe and positive learning and social environment for all of its students. CHAD understands the negative impact that ‘bullying’ has on student health, welfare and safety and the school environment. Therefore, CHAD prohibits bullying.

Definition: Bullying means any intentional electronic, written, verbal, nonverbal, psychological, physical act or series of acts directed towards a student (s) which is aggressive, intentional, pervasive, and/or persistent that has the effect of doing any of the following:

1. Interference with a student’s education
2. Creation of threatening or hostile environment
3. Disruption to the orderly operation of school

CHAD and its Board of Trustees prohibit all forms of bullying by CHAD students. CHAD encourages students or parents/guardians of students who have been bullied or witness bullying to immediately report such incidents to a school administrator or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff member who receives such a report shall immediately notify the administration or designee of same.

CHAD directs that complaints of bullying shall be investigated promptly and thoroughly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the CHAD’s legal and investigative obligations. All parties will be treated with dignity and due process will be followed.

Complaint Procedure:

Step 1 – Reporting

A student or his/her parent/guardian who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to an administrator or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators.

A school employee who witnesses, suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Director of Student Affairs.

Step 2 – Investigation

Upon receiving a complaint of bullying, administration will investigate the complaint.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The investigator shall attempt to secure statements from all participants in, and witnesses to the complaint. The complainant shall not be required to meet face-to-face with the accused.

Step 3 – Action

If a report of bullying or harassment is made but cannot be confirmed, the Director of Student Affairs will have a conference with all students involved and issue a verbal warning where appropriate. At this time, all students involved will be asked if they would like to speak to their counselor and their parents will be called.

If a report is confirmed, the student(s) found to be harassing or bullying will receive up to three (3) days of out-of-school suspension and will be referred to an interactive bullying program to be facilitated by school counselors. Once a student starts the program, they will be referred to their counselor by the program facilitator for follow-up.

A student could also be suspended for up to 3 days and referred to a bullying program if they are reported on multiple occasions, even if the reports cannot be verified.

If the same student is reported after being referred to the program and the report is confirmed, they will then be referred for expulsion.

BATHROOM USE

Unless there is an emergency, students will not be permitted to use the bathrooms during the first or last ten minutes of any class period. All students must have an appropriate hall pass from their teacher or they will not be permitted in the hallway and will be returned to their rostered classes.

HALL PASS POLICY

Students are not permitted to be in the hallways without permission. Students must obtain the appropriate hall pass from the teacher in their classroom. Students found in the hallway without a hallpass will be sent to their rostered class and may face disciplinary consequences. Students are not permitted to leave a classroom during the first ten minutes or last ten minutes of each class period.

CARE FOR SCHOOL PROPERTY AND ENVIRONMENT

CHAD believes that the school should help students learn to respect property and develop feelings of pride in community institutions. CHAD charges each student with the responsibility for the proper care of school property and school textbooks, supplies, and equipment entrusted to his/her use.

Students who willfully cause damage to school property shall be subject to disciplinary measures and restitution. Students and others who damage or deface school property may be

prosecuted and punished under the law. Parents and guardians of students shall be held accountable for student actions. CHAD may report to the appropriate authorities any student whose damage of school property has been serious or chronic in nature.

Additionally, CHAD recognizes the value of nutritional health. Breakfast and lunch are served every day at CHAD. All food and beverage consumption must take place during scheduled meal times and in the cafeteria, unless prior permission has been granted by administration for exceptions to this guideline. Students should not bring open containers, bottles or other food items into the building. Students who bring their lunch to school must store their lunch in their personal lockers. Students are not permitted into unauthorized areas of the building for the purpose of storing, refrigerating or heating-up food or beverages.

Cafeteria Procedures

- Students will be rostered to one lunch period per day. Students are not permitted to enter the cafeteria during the school day unless it is their lunch. Students found in the lunchroom outside of their rostered class will be considered cutting class and will face disciplinary consequences.
- Students must report to lunch in a timely fashion.
- Security staff will direct student tables in an orderly manner to obtain food from the lunch lines. Students are not permitted to get in the lunch line without the permission of security staff.
- Students are required to stay in the cafeteria for lunch unless given approval by a staff member. Students must have written permission or a pass to leave the cafeteria.
- Students are expected to clean up their own trash and surrounding area toward the end of the lunch periods. This must be done each and every day. Students are responsible for their own trash and the trash on the table at which they sat. Failure to clean an area could lead to individual or group punishments.

COMPUTER ETHICS AND INTERNET USE

The Charter High School for Architecture + Design (CHAD) has approved an Acceptable Use Policy for use of the internet that conforms to and fulfills the guidelines of the Federal Child Internet Protection Act (CIPA), Public Law 106-554, 114 Stat. 2763A-335, as well as the CIPA of the Commonwealth of Pennsylvania – House Bill No.2262.

The following guidelines for the use of the Internet were developed to conform to the Federal and PA CIPAs. They are intended to protect CHAD students from exposure to obscenity, child pornography and other materials that are deemed harmful to minors, and prevent any user from accessing obscene material and child pornography within a public school or public library setting. The CHAD *Acceptable Use Policy and Computer Ethics Guidelines* are intended the goal of providing free access to educationally suitable information sources on the internet against the compelling need and duty to protect students from contact with sexual predators and from access to obscene material, child pornography and material deemed harmful to minors.

The Internet is an international network of computer systems. It is an electronic communications network, which provides vast, diverse, and unique resources and information. In providing this service to teachers, staff, and students, the CHAD seeks to promote educational excellence by facilitating access, resource sharing, innovation and communication.

Access to computers and people worldwide may expose minors to material that may not be considered to be of educational value in the context of a school setting. CHAD firmly believes that the valuable information and interaction available on this worldwide information network far outweighs the possibility of exposure to deleterious material and information.

While it is impossible to control all that is accessible on the network, CHAD has taken precautions to restrict access to controversial materials, and has identified Acceptable Use Guidelines for those who are permitted to use the network.

Guidelines:

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. Myspace, Facebook and any other site deemed unnecessary school-related sites are PROHIBITED for use.

CHAD considers Internet access a privilege, not a right. If a CHAD user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated, and future access will be denied. Some violations may also constitute a criminal offense, and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and school policies, is subject to loss of access privileges, and any other CHAD disciplinary action, as deemed necessary by CHAD administration.

Acceptable Use:

Acceptable use guidelines for the Internet include, but are not limited to:

- Use of the Internet must be in support of education and research consistent with the educational objectives of CHAD.
- CHAD users are not permitted to have access to material the character of which is illegal under Federal or State law. That includes, but is not limited to transmission of any material in violation of any United States or state regulations, copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Use of the network to propagate religious or political messages is prohibited.
- Use of the Internet for commercial, personal, or for-profit business is prohibited.
- Use of the network to access, process, or transmit pornography is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.
- All illegal activities are forbidden.

Network Etiquette:

Users are expected to abide by the generally accepted rules of network etiquette. They include, but are not limited to, the following:

- Be polite. Do not get abusive in your communication.
- Use appropriate language. Do not swear, use vulgarities, discriminatory remarks, ethnic slurs, racial epithets, or other language considered inappropriate.
- Maintain your privacy and that of others. Unless it is clearly necessary (example- to complete certain applications) do not reveal your personal address, or the telephone numbers and addresses of others.

- Assume all communication and information accessible via the network to be private property. Users should not seek information on, obtain copies of, or modify files, other data, artwork or designs, or passwords belonging to other users, or misrepresent other users of the network. Note, however, that electronic mail and the Internet are not guaranteed to be private. People who operate the system do have access to all files and messages. Messages relating to, or in support of, illegal activities may be reported to authorities.

Student Email System: Conditions and Notification of Use Policy

- All student Electronic Mail (email) accounts are property of Charter High School for Architecture and Design. Email activities must comply with Charter High School's Internet Access Policy. The user accepts all responsibility to understand the policy.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Use of the district's email system is a privilege.
- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Messages posted on the school's email system cannot cause disruption to the school environment or normal and acceptable school operations. The email system cannot be used to operate a personal business. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Electronic mail sent or received is not confidential and is monitored. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

Security:

Security on any computer system is a high priority, especially when the system has many users. All users have a vested interest in protecting the security of the system, and the responsibility of notifying a teacher, or the system administrator, immediately of a potential security problem to others. No one should use another's individual account without written permission from that individual. Attempts to log-on as a system administrator will result in cancellation of user privileges and possible disciplinary action. Any user identified as a security risk may be denied access to the network. Students are issued their own password once admitted to CHAD. They must maintain this password. If a student needs to "replace" his/her password, there will be a \$.50 fee.

Vandalism:

Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, or any of the agencies or networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of privileges and possible disciplinary/legal action.

Enforcement:

The use of the Internet is a **privilege, not a right**, and inappropriate use will result in cancellation of the privilege. School disciplinary action, and/or appropriate legal action, may also be taken. Serious violations of the *Acceptable Use Policy and Computer Ethics Guidelines* will be dealt with to the full extent of the law. CHAD administrators will determine what constitutes serious inappropriate use. Their decisions are final.

Warranties and Claims:

CHAD makes no warranties of any kind, whether expressed or implied, for the service it is providing. CHAD will not be responsible for any damages a user may suffer, including the loss of data.

CHAD will not be responsible for the accuracy or quality of information obtained through this Internet connection.

PHOTOGRAPHY USE AND PERMISSION

CHAD prides itself in creating a hands on, visually stimulating environment. We are proud of student work and accomplishments and enjoy promoting their excellence and hard work to the surrounding community, parents, alumni of CHAD, and prospective students. Student images may be used on official CHAD social media and/or promotional material. Student work and images will ALWAYS show students in a positive light. If you wish to opt out of having your child or their work used in featured images, please contact the office of the Director of Student Affairs.

EQUAL OPPORTUNITY/DISCRIMINATION/HARASSMENT

CHAD requires equal educational opportunity for all students enrolled in the educational programs and activities of the school, including, but not limited to: course offerings, athletic programs, guidance and counseling, and tests and procedures, regardless of age, gender, sexual orientation, race, color, creed, religion, national origin, social or economic status, parenthood, marital status or handicap.

The school shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with school goals and with equal opportunities for students.

Similarly, students shall respect the rights of other students to receive an education in an atmosphere that is conducive to learning and free from discriminatory practices. No student, therefore, shall have the right to abridge another student's rights.

HARASSMENT/INTIMIDATION

All individuals of CHAD shall have the right to a learning environment that is free of intimidation, harassment, and hostility from students and/or employees. The forms of prohibited harassment may include, but are not limited to, the following:

- A. Verbal harassment, such as derogatory comments, jokes, slurs, or threats;
- B. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement;
- C. Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, gestures, or symbols.

Any individual who is found to be responsible for harassment or other prohibited discriminatory conduct shall be subject to appropriate discipline. The severity of the disciplinary action will be based upon the circumstances of the infraction, and may result, among other things, in suspension or expulsion.

Harassment:

The school recognizes that harassment on the basis of sex is a violation of both federal and state discrimination laws and that these laws apply to employees and students. The school will provide a learning environment free from sexual harassment and will not tolerate such conduct on the part of any student and/or employee.

Definitions:

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
2. Verbal harassment, such as derogatory comments, jokes, or slurs, sexually-oriented sounds or remarks.
3. Physical harassment, such as unnecessary or offensive touching, pinching, patting, grabbing, brushing against another person's body, or impeding or blocking movement.
4. Visual harassment, such as derogatory or offensive pictures, posters, cards, cartoons, graffiti, drawings, or gestures or use of any social network that is derogatory.

If comments, gestures, or actions from any employee or student, including teachers, supervisors or members of management, are perceived to be offensive a complaint should be filed with the Chief Executive Officer.

The administration will promptly investigate any complaints of sexual harassment, and will take appropriate corrective action when deemed necessary. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

Any individual who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances of the infraction and could include suspension or expulsion from school.

FIREARMS, WEAPONS, AND DANGEROUS INSTRUMENTS

CHAD prohibits the possession and/or use of firearms, weapons, deadly weapons or dangerous instruments on school property, on a school vehicle, at any school function, or while in route to or from school.

The Chief Executive Officer shall make the final determination that a particular object is a dangerous instrument in any case where there is a question.

A student found or observed on any school property, on a school vehicle or at a school-sponsored event in possession of a firearm, weapon, deadly weapon or dangerous instrument shall be reported to the Chief Executive Officer/designee immediately. The Chief Executive Officer/designee shall immediately inform law enforcement officials. The school administrator reporting the incident to the police shall provide the law enforcement officials with all known information concerning the matter, including the identity of the pupil involved and notices that a violation of the Criminal Code may have occurred.

Any pupil found engaging in any of the foregoing prohibited activities will be subject to suspension and/or exclusion from school pursuant to existing laws of the Commonwealth (Act 26).

A student shall not possess, handle or transmit any object that can be reasonably considered a weapon or explosive device on or off school grounds or at any function or event. Weapon means any loaded or unloaded firearm (including pellet guns, BB guns, or look alike firearms) any knife, cutting instrument, cutting tool, martial arts weapons, chains, brass knuckles, night sticks or any instrument that is capable of inflicting serious bodily injury. Students (s) who have been found in violation of this policy will face expulsion and criminal charges.

ASSAULT

A student will be suspended or expelled if the student commits an assault against a teacher, administrator, board member, a CHAD student or non-CHAD student, or other employee who is acting within his/her duties and in a situation where his authority to act is apparent, or as a result of his/her relationship with the school.

SEARCH AND SEIZURE

CHAD acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers and cabinets for such storage.

All lockers and locks are and shall remain the property of the school.

CHAD reserves the right to authorize its employees to inspect a student's locker when such employee has reasonable suspicion that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety, sanitation and good order of the school.

In the presence of another person a student's person and possessions may be searched by the Chief Executive Officer, Principal, Director of Student Affairs, Security Staff, and/or Dean of Students provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the Code of Conduct.

SUBSTANCE ABUSE AND POSSESSION

CHAD recognizes that substance abuse and the misuse of alcohol are serious social problems that have far-reaching implications for both the user and the entire community. CHAD is committed to the prevention of drug and alcohol abuse and accepts the responsibility for instructing pupils in the nature of these substances.

The use, possession, sale or distribution, or possession with intent to sell or distribute any substance or the possession of any form of paraphernalia: (a) on school property, (b) at any place where an interscholastic and/or athletic contest is taking place, (c) during the course of any field trip, (d) during the course of any trip or activity sponsored by CHAD or under the supervision of CHAD or its authorized agents, or (e) upon school transportation vehicles at any time, (f) in route to and from school, as well as (g) the use of any substances prior to participation in the activities listed in (a) - (g) above is prohibited.

Use, by the student, in proper amounts, of a drug authorized by a medical prescription for the student from a licensed physician shall not be considered a violation of this rule.

Likewise, no pupil shall aid, abet, assist or conceal the possession, consumption, purchase or distribution of any substance by any other pupil or pupils (a) on school property, (b) at any place where an interscholastic athletic contest is taking place, (c) during the course of any field trip, (d) during the course of any trip or activity sponsored by CHAD under the supervision of CHAD or its authorized agents, or (e) upon school transportation vehicles at any time.

Students shall not possess, use, distribute, or share any prescription or non-prescription drug or narcotic or alcohol or alcoholic beverage. Students shall not be under the influence of an alcohol or alcoholic beverage. Students shall not be under the influence of any unauthorized prescription or non-prescription drug or narcotic.

Students who are suspected of being under the influence of drugs and/or alcohol will be referred to the nurse for screening. The school nurse will take vital signs to determine any possibility of a medical crisis.

- If the student is demonstrating medical concerns, the school will call for an ambulance and inform the parents of the school's action.
- If the student is demonstrating no medical concerns, the nurse will call an administrator for consultation.
- If the student's behaviors continue to indicate potential drug or alcohol use, a parent will be called to pick their child up.
- Students suspected of drug and/or alcohol use will be referred to SAP (Student Assistance Program).
- Students may face disciplinary action.

CHAD reserves the right to require or recommend that a student commit to a drug testing and/or a rehabilitation program.

*Definition: For the purpose of this policy, "substance" shall mean alcoholic beverages, anabolic steroids, controlled dangerous substances as defined in Section 2 of P.L. 1970, c. 266 (C.24: 21-2) or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in Section 1 of P.L. 1965, c. 41 (C.2A: 170-25:9), and any prescription drugs except those for which permission for use in school has been granted.

MEDICAL INFORMATION

Nurse's Office: Students who become ill or injured during the school day are cared for in the Nurse's Office. When a student needs to be sent home for illness or injury, contact with a parent or emergency contact will be made. A parent or person designated by a parent must come to school to pick up the student.

In cases of emergency, a parent or guardian will be notified and a student will be transported to the nearest emergency room via ambulance. Administration will ride with the student to the hospital and will remain there until a parent or representative for the family arrives.

Our School Nurse maintains medical records on each student. Please inform the nurse promptly of any special health problems. Please feel free to contact her if you have any questions or would like to schedule a confidential appointment.

The School Nurse must have each student's: Completed Immunization Form, Medical Emergency Contact Form (purple form), and a current Physical Form on file, prior to the student attending school at CHAD.

Emergency medical information must be renewed annually.

The Pennsylvania Department of Health requires a Certificate of Immunization with the following Vaccines:

- 4 doses of TETANUS and DIPHTHERIA Vaccine (with one dose on or after the 4th birthday).
- 3 doses of Oral Polio Vaccine (OPV) or 4 doses of Inactivated Polio Vaccine (IPV).
- 2 properly spaced doses of MEASLES Vaccine (preferably MMR) with the first dose administered at 1 year of age or older.
- 3 doses of HEPATITIS B Vaccine (HBV).
- 1 dose of VARICELLA Vaccine or a history of Chicken Pox disease. (Two doses of Varicella Vaccine are required if the first dose was given after 13 years of age.)

Medication: Schools are drug-free zones! Children are not to bring any kind of medication to school or to self-administer any kind of medication. The physician must send written orders, which include: diagnosis, dosage, and time to be given during the day. All medication arrangements must be made through the nurse's office and a specific form (Form MED-1, co-signed by the parent, is required. Medication forms must be renewed annually.

Only long-term medications for chronic conditions, that require administration during the school day, will be honored. All medications and prescriptions are to be brought in their original bottles to the nurse and kept in the health room. Over-the-counter drugs – including cough medicine and aspirin, etc. must be accompanied by a doctor's note.

If the need arises that you must administer the medication to your child personally during the school day, please go directly to the nurse's office. Your child must report to the nurse's office to receive the medication. Medication cannot be dispersed at any other location. When the school nurse is not in school, the Chief Executive Officer and Principal may administer medication under the guidelines established by the Pennsylvania Health Services Commission.

Physical Education: All students participating in any outside competitive sports, gym, and any physical education activities, are required to have current Medical Certificate, signed by their private physician and co-signed by their parents.

Pursuant to Article V, Health, Section 1, of the PIAA By-Laws, Pre-participation Physical Evaluations are necessary before the pupil begins practice. The pre-participation physical evaluation for fall sports shall not be performed earlier than June 1. The reevaluation or certification for all other fall sports shall not be performed earlier than 6 weeks prior to the first practice day for each applicable sport.

Physical Exams: Physical Exams are required prior to entry and again in 11th grade. The physical exam (green form) is required to be completed in its' entirety. Please keep a copy of this information for your records.

Elevator Use: Students who have physical disabilities or injuries must have a doctor's note stating the nature of the injury or disability and needed length of use in order to obtain an elevator pass from administration. Elevator passes must be renewed each school year. Students should see the Director of Student Affairs to present their notes and obtain an elevator pass. CHAD reserves the right to revoke any elevator passes due to student misuse.

USE AND POSSESSION OF TOBACCO AND TOBACCO RELATED PRODUCTS

CHAD recognizes that smoking presents a health hazard, which can have serious consequences, both for the smoker and the nonsmoker. Smoking is not be permitted anywhere in the school.

The use of tobacco is defined as the possession and/or use of any cigarette, pipe, and cigar, chewing tobacco, snuff or related tobacco product and/or paraphernalia. Smoking means the burning of a lighted cigarette, pipe, cigar, or any other matter of material that contains tobacco. Vapor cigarettes or 'E-cigarettes' are prohibited. Students shall not use or possess any product containing tobacco or vape products while on school property or at a school-sponsored event. School functions shall be defined as (a) on school property (b) at any place where an interscholastic and/or athletic contest is taking place; (c) during the course of any field trip; (d) during the course of any trip or activity sponsored by CHAD or its authorized agents; or (e) upon school transportation vehicles at any time.

PERSONAL ELECTRONIC DEVICES

The use of personal electronic devices, including but not limited to, cellular telephones and IPODs, by students has been found to be disruptive to the school community. Therefore, the use of electronic devices by students on school grounds or at any school sponsored event is prohibited. Students should power off all electronic devices before the start of classes and store them in a locked locker.

CHAD will not be responsible for any electronic/technical device that is broken, lost, stolen, misplaced or otherwise damaged on school grounds, during arrival and dismissal, or at any school sponsored event.

REPLACEMENT ID CARDS

The cost to replace a Student ID is \$5.00.

CHILD FIND INFORMATION

The Charter High School for Architecture + Design partners with the School District of Philadelphia in publishing the Annual Notice of Services for Students with Disabilities Including Special Education and Protected Handicapped Students. The link to the annual public notice can be found at www.chadphila.org.

Special Education services are available to children who have one or more of the following physical or mental disabilities:

Autism, Deaf/blindness, emotional disturbance, hearing impaired including deafness, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment including blindness, and developmental delay in the case of preschool children.

CHAD provides appropriate special education programs and related services that are provided at no cost to the parent, provided under the authority of a school entity directly by referral or contract, and individualized to meet the needs of each student.

If a disability is suspected, teachers or other school personnel may refer a child for screening through the RTI process and/or evaluation. Parents that suspect their child may have a disability may request screening and/or evaluation to the Director of Individualized Student Services.

The link to the Procedural Safeguards can be found at www.chadphila.org. Paper copies are also available at CHAD.

For more information, please contact the Director of Individualized Student Services.

SCHOOL FEES

The 2016-2017 school fee is \$50.00. The school fee covers: Design and Art supplies, locks and lockers, lanyard and ID and ID holder, Student Code of Conduct, and use of technology. Failure to pay your school fee will result in all school records and diplomas being withheld.

GRADUATION REQUIREMENTS

The Architecture and Design Charter High School (CHAD) awards a high school diploma to every student who meets the requirements for graduation. Such requirements include the successful completion of courses of study for a four-year high school and which meet the standards set by the Commonwealth of Pennsylvania Academic Standards, laws and regulations.

CHAD requires that all students complete a minimum of twenty-four (24) credits as defined in the Program of Studies between grades 9 and 12 to graduate.

Credits must be completed in the following areas:

<i>Number of credits</i>	<i>Subject Area</i>
4	English
4	Mathematics
4	Science
3	Social Studies
6	DESIGN Arts or Humanities or Both
1	Health and Physical Education
2	ELECTIVES 2 World Language
24	TOTAL

Students transferring to the Architecture and Design Charter High School (CHAD) who are in jeopardy of not satisfying local graduation requirements due to differences in requirements between CHAD and the previous school(s) attended are entitled to an adjustment to the graduation requirements according to procedures established by the CEO/Director of Academics.

GRADING SYSTEM

Students will receive a numerical grade at the end of each quarterly marking period. The final quarterly, semester and full term course grades will be numerical grades. Work that is incomplete in any quarter will receive an “F” and be averaged in with other grades that quarter. The grading system used is as follows:

A	100 – 90%	Superior achievement
B	89 – 80%	Good achievement
C	79 – 70%	Average achievement
D	69 – 65%	Minimum achievement
F	64 – 0%	Failure due to unsatisfactory achievement
	Below 50%	Ineligible for Summer School

REPORT CARDS

The Architecture and Design Charter High School year is divided into four marking periods. Report cards are issued at the end of these nine-week periods. Mid-term progress reports are issued half-way through each quarter. Dates are indicated on the school calendar.

QUARTERLY, SEMESTER, and FULL TERM COURSES

A nine-week course is referred to as a QUARTERLY course, which is one marking period or approximately 45 days in duration.

An eighteen-week course is referred to as a SEMESTER course, which is two marking periods or 90 school days in duration. Courses which have a duration of two semesters are referred to as FULL TERM courses. If the course is not designated as a semester course, assume the course’s duration is a full term.

GRADE POINT AVERAGE

The Grade Point Average (GPA) is a system for calculating a student’s scholastic average on a *0 to 4 scale*.

The GPA is calculated after each quarter and at the end of the year. (Calculations are based on quarter grades and the exam average, if applicable, not end of the year averages.) These calculations are performed in the following manner:

The official cumulative GPA is calculated in the summer. The official class rank is based on this cumulative GPA. The GPA and Class Rank, which are calculated in the summer after eleventh grade, are the figures which are used in the college application process.

A cumulative plus year-to-date GPA is calculated for seniors after the first semester. It is reported to colleges that request that information from their applicants.

CLASS RANK

Class rank is determined by arranging the GPAs of all students being graduated in the same year in order from highest to lowest.

PREREQUISITES

Students are required to fulfill prerequisites before taking certain courses. Students who have satisfied the prerequisite but do not meet the recommended grade contained therein and/or who are not recommended by their current teacher to take the desired course may submit a formal request to their counselor. This request will be reviewed by the student's counselor and DIRECTOR OF ACADEMICS and approved or denied based on the information presented.

HONORS COURSES

The Honors courses are intended for students who are interested in an enriched experience in a specific subject, who have satisfied the pre-requisites, and who have the ability and desire to handle the increased academic standards. To remain in these courses, students must continue to demonstrate ability and desire to do the type of assignments required by the honors program.

INDEPENDENT STUDY

Independent Study programs are available in unusual situations when it is determined that a course is a necessary component of a student's program, but it cannot be scheduled otherwise. Courses taken in this manner will receive a grade and assigned course value. Independent study arrangements must be approved by the teacher, parent, school counselor, and Director of Academics in writing.

SUMMER SCHOOL

CHAD may offer summer school courses for students who have insufficient achievement to pass a course (grade of 64 -55%). Students may take up to two summer school courses. Each course will be held four days per week for 6 weeks. Most courses will be half-day courses.

PowerSchool

Students and families may keep track of student academic progress and attendance through CHAD's web portal. The PowerSchool Parent Portal provides secure, self-service information about each student's daily progress in school. Families and students benefit from real-time access to grade averages, homework, missing assignments, and progress reports. The system can easily be accessed from any location with an Internet connection. PowerSchool also offers an app for phone access.

2016-2017 STANDARDIZED TESTS

The CHAD Counseling Department suggests the following college admission testing sequence for all students:

PSAT/NMSQT

This is recommended for all juniors who plan on taking the SAT and/or wish to compete for the National Merit Scholarship. The PSAT is administered at CHAD to all juniors.

SAT & SUBJECT TESTS

CHAD does not offer the SAT & Subject Tests on campus. Please see www.collegeboard.com for nearby locations, specific dates, and to register for a test. A student with a disability, whose condition substantially limits his or her ability to participate in College Board tests, may be eligible for accommodations. The request for accommodations is initiated by completing a Student Eligibility Form. This eligibility form has specific deadline dates and can be obtained through the Counseling Office.

COLLEGE & CAREER PATHWAYS COUNSELING

Architecture and Design Charter High School students take standard core courses as well as design courses. These courses build a foundation for education after high school, whether it is in college, business or trade school, the military service, or the workforce. CHAD's career pathways counseling aims to prepare students for careers based on their specific interests and abilities. Students work with counselors to construct career goals and receive support in preparing for their careers through one or more of the following:

- Four-year or two-year college
- Business or trade school
- Military
- Apprenticeship
- Entry-level employment

KEYSTONE EXAMS

The Keystone Exams are end-of-course assessments designed to assess proficiency in various subjects. During the 2016-17 school year, the following Keystone Exams will be administered: Algebra 1, Literature, and Biology. The Keystone Exams are one component of Pennsylvania's proposed system of high school graduation requirements. Keystone Exams help schools guide students toward meeting state standards. Keystone Exam results are used to determine CHAD's School Performance Profile score, which will be posted on students' transcripts and will ultimately determine eligibility for graduation. Beginning with the Class of 2019, students will be required to score proficient in all Keystone Exams to graduate. Please see the 2016-2017 school calendar for testing dates. Please also see <http://www.pdesas.org/Assessment/Keystone> for more information about these important graduation requirements.

WALKING TOURS

CHAD is centrally located to some of the most historic sites in the nation. Additionally, there are numerous museums, statues, monuments, and businesses with whom CHAD has partnered. There are occasions where teachers and staff will take students on walking tours of these sites. Many times, the tour is impromptu and will only last for the duration of one class period; therefore, field trip permission forms are not necessary.

CONDUCT GRADING SCALE

Students are expected to follow the CHAD Code of Conduct. Students' behavior should not interfere with the smooth operation of the class. Conduct grades will be given as follows per term in every class:

- 1 – Excellent (Consistently acts in an exemplary manner)
- 2 – Satisfactory (Regularly demonstrates good behavior)
- 3 - Needs Improvement (Occasionally demonstrates disruptive behavior)
- 4 - Unsatisfactory (Frequently demonstrates disruptive behavior)