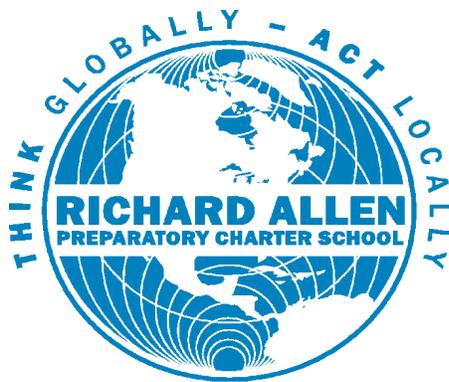


Richard Allen Preparatory Charter School



*Family Handbook
2018-2019 School Year*

2601 S. 58th Street
Philadelphia, PA 19143
Phone: (215)878-1544
Fax: (215)727-0711
Website: www.rapcs.org



Vision and mission statements are vitally important for any organization. They explain why we exist and what we hope to contribute to our society.

The mission of the RAPCS is to create a safe and healthy learning environment for middle school youth to develop into responsible participants in their education and our diverse society.

We will provide rigorous instruction to prepare children for higher learning, the workplace, and life.

RAPCS will engage our students to think globally and act locally!

Our guiding principles determine the manner in which our mission and vision will be realized. Principles provide a uniform approach to how we function as a school community. Decisions are made through the framework of our guiding principles. These principles will transform the way we communicate by providing a shared language.

To be crystal clear, these principles will guide the actions, decisions and performance evaluations of all stakeholders (board members, administrators, staff, students and parents).

Our Guiding Principles		
Dare	Prepare	Care
Innovative Student Centered Instruction	Holistic Approach	Nurturing Approach
<ul style="list-style-type: none"> • Project Based • Innovation • Individualization • Differentiation 	<ul style="list-style-type: none"> • Empowerment • Build Character • Develop Talent and full potential • Critical Thinking 	<ul style="list-style-type: none"> • Nurturing • Mentoring • Familial • Restorative*



*The Richard Allen Preparatory Charter School, Inc.
Board of Trustees*

- | | |
|--|------------------|
| Mr. Joel C. Trotter, Esq. | President |
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Administrators

- Mr. Lawrence F. Jones, Jr., M.Ed., Chief Executive Officer***
Mrs. Renee C. Brooks, M.Ed., Asst. Principal for Specialized Services
Mr. Frank Viall, Director of Curriculum and Instruction

*Founder

Biography of Richard Allen



Richard Allen was born into slavery to Benjamin Chew of Philadelphia, on February 14, 1760. His mother, father, and their four children were sold to a plantation in Delaware, near Dover. He lived there until he was twenty. He was saved and accepted Christ at that time. He and his brother joined the Methodist Society and started going to classes with John Gray (their class leader) in the style of the Methodist Church. Their master allowed them to attend these meetings. Some of their neighbors were saying that religion would make slaves worse servants. Richard Allen and his brother worked hard to ensure that all the field work was completed to prove them wrong. His master also allowed them to hold meetings at their house, and he converted to Christianity, as well. He felt it was wrong to own slaves, so he proposed to sell Richard Allen his freedom for \$2,000 continental money.

Richard bought his and his brother's freedom in 1783.

Richard Allen was a man of sublime courage and indestructible and passionate faith. Equipped with these two spiritual weapons he could not be beaten down. In 1787 when he and others of African descent were denied the freedom to worship God in the St. George Methodist Episcopal Church (now known as the United Methodist Church) in Philadelphia, Pennsylvania, he politely walked out. The movement which was begun as a result of the walk out blossomed into the African Methodist Episcopal (A.M.E.) Church.

Richard Allen felt that he had a special duty to spread the gospel among Africans and people of African descent as well as those of all ethnic, racial and cultural backgrounds. These were the people, who, because of segregation and discrimination in church and state, were being dehumanized, ostracized, exploited, robbed, by-passed and otherwise mistreated. With these high goals and noble purposes in mind, he proceeded to take the ugly social situation which made his movement necessary, and stir up in the African a burning determination to be first class Christians and first class Americans.

In 1793, Allen and Absalom Jones responded to Benjamin Rush's call to mobilize the black community to serve during Philadelphia's yellow fever epidemic. When reports circulated of blacks plundering and profiteering from the disease, the two ministers published *A Narrative of the Proceedings of the Black People, During the Late Awful Calamity in Philadelphia in the Year 1793* and *A Refutation of Some Censures Thrown upon them in some late Publications*, a defense of the black community and a documentation of their heroic efforts.

Between 1815 and 1830 Richard Allen was often recognized as a leader of free Blacks in the north. In 1816 Richard Allen was consecrated the first bishop of this new denomination. In 1817 his Bethel A.M.E. Church hosted the first general mass meeting by Blacks to protest the deportation policies made by the American Colonization Society. After this was over he continued his career of preaching and organizing. He died in 1831.



All students must have the words to this song completely memorized on or before October 1, 2018.

Richard Allen, Richard Allen
We have pledged our school to thee
For your tireless, valiant quest for
Freedom, truth, and dignity

Moving forward, moving forward
Til we reach our goals at last
Working towards a thriving future
As we celebrate the past

True forever, true forever
To our mission will we be
Through education and dedication
We will build community

Richard Allen Preparatory Charter School Calendar 2018-2019	
Monday, August 20, 2018	Professional Development (Staff Only)
Thursday, August 30, 2018	First Day of School 5 th & 6 th Grades
Friday, August 31, 2018	First Day of School 7 th & 8 th Grades
Monday, September 3, 2018	Labor Day- School & Office Closed
Tuesday, September 4, 2018	First Day of School for all grades
Tuesday, September 11, 2018	Board Meeting 6:30 PM (Charter School)
Thursday, September 27, 2018	Back to School Night 6:00 PM
Tuesday, October 9, 2018	Board Meeting 6:30 PM (Charter School)
Friday, November 2, 2018	End of 1 st Marking Period
Monday, November 12, 2018	Veterans Day- School Closed
Tuesday, November 13, 2018	Board Meeting 6:30 PM
Thursday, November 22, 2018	Thanksgiving Holiday - School Closed
Friday, November 23, 2018	Thanksgiving Holiday - School Closed
Friday, December 21, 2018	Winter Recess Begins
Wednesday, January 02, 2019	School Reopens- Staff & Students
Tuesday, January 08, 2019	Board Meeting 6:00 PM
Friday, January 11, 2019	End of 2 nd Marking Period
Monday, January 21, 2019	Martin Luther Kings Birthday- School Closed
Tuesday, February 12, 2019	Board Meeting 6:30 PM
Friday, February 15, 2019	Professional Development (Staff Only)
Monday, February 18, 2019	Richard Allen Day - School Closed
Tuesday, March 12, 2019	Board Meeting 6:30 PM
Friday, March 22, 2019	End of 3 rd Marking Period
Tuesday, April 9, 2019	Board Meeting 6:30 PM
April 15-19, 2019	Spring Recess – School Closed
Monday, April 22, 2019	School Re-Opens
Tuesday, May 14, 2019	Board Meeting 6:30 PM
Monday, May 27, 2019	Memorial Day – School Closed
Wednesday, June 5, 2019	End of 4 th Marking Period
Friday, June 7, 2019	Last Day for Students
Monday, June 10, 2019	Last Day for Staff
Tuesday, June 11, 2019	Board Meeting 6:00 PM
School Starts at 8:00 AM and Dismissed at 3:30 PM	
Wednesday Dismissal is 12:45 PM	

Days in bold font indicates no school for students

SCHOOLWIDE CONSEQUENCES

Warnings

Loss of Privileges

Lunch and/or after school Detention

Conference with Student

Phone Conference with Parent

Saturday Detention

Wednesday Detention

Begin Levels II through V of the Disciplinary Consequences in Family

ATTENDANCE

Hours of Operation

The hours of operation of the charter school are from 7:45 AM until 4:00 PM for teachers and 8:00 AM until 3:35 PM for students. Students should arrive at the charter school no earlier than 7:20 AM. Students arriving before 7:20 AM will not be supervised. The Richard Allen Preparatory Charter School, Inc. cannot be responsible for students left unattended before appropriate school hours. Leaving students unattended before school hours will be viewed by this institution as parental neglect. A report will be filed with the Department of Human Services (DHS) in such instances.

During afternoon dismissal, students are to exit the building and immediately leave the premises. Unless involved in an after school activity, students may not stay on school premises after hours.

The Board of Trustees requires that students enrolled in The Richard Allen Preparatory Charter School attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania. The educational program offered by this school is based upon the presence of the student and requires continuity of instruction and classroom participation.

Repeated infraction of Board policy requiring attendance of enrolled students may constitute such misconduct and disobedience as to warrant suspension or expulsion from the regular school program.

Absence

If a student is ill and unable to attend school, please call the school at (215) 878-1544. During the morning hours, our office will attempt to call the home of an absent child if we have not received your phone call. Please notify our school nurse if a child is ill with a communicable disease, for example, chicken pox.

The Board considers the following conditions to constitute reasonable cause for absence from school: illness, quarantine, recovery from accident, required court appearance and death in the family.

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused, and no student shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on a religious holiday.

The CEO or his designee will require from the parent of each student who has been absent from school a written statement of the reason for such absence. The CEO reserves the right to verify such statements and to investigate the cause of each absence of more than two (2) days duration as well as repeated unexplained absence or tardiness.

Chronic absenteeism will result in disciplinary action and referral to the Philadelphia District Attorney's Office. This program involves communication and meetings with the school and an Assistant District Attorney. Continued truancy may result in prosecution of parents. The school also reserves the right to refer to Truancy Court referrals will require the attendance of parents and all children living in the home. Additionally, excessive unexcused absences will result in the charter school contacting the Department of Human Services to report possible parental neglect.

Please be aware that any child who is absent for ten (10) consecutive days without an appropriate written excuse shall be permanently dropped from the rolls of the Richard Allen Preparatory Charter School, Inc.

Lateness to School

Students at the Richard Allen Preparatory Charter School are considered late any time after 8:00 AM. If a child is late for school (after 8:00 AM), the student must report immediately upon arrival to the late registration desk to sign in and receive a pass to enter the classroom. Late students will be escorted to the cafeteria to participate in Drop Everything and Read, and then be sent immediately to class. Students arriving after 8:00AM are to report directly to the Main Office. An automated call will be generated to notify parents each time a student is late to school. The following interventions and/or consequences will be put in place for repeated/chronic lateness:

- Three unexcused absences will result in a mandatory parent conference with school staff
- Upon the third unexcused lateness after a mandatory parent conference, the student will be assigned a Saturday detention
- The third unexcused lateness after the Saturday detention will result in notification to the District Attorneys Office as part of our truancy reporting and a second mandatory parent conference will be held. During this meeting attempts will be made to establish the reasons for lateness and a Truancy/Lateness Intervention Plan with appropriate interventions will be developed.
- Continued lateness will result in a follow up referral to the District Attorney's Office, Department of Human Services and/or disciplinary hearing which may result in disciplinary action up to and including removal from the Richard Allen Preparatory Charter School, Inc.

Lateness to Class

There is a two-minute passing time between each period to allow students to pass from class to class in a timely fashion. Students are expected to be on time for class. Lateness to class will result in disciplinary action.

Conferences, and Parental Appointments

All students returning from suspension from school must be reinstated by a parent or legal guardian at the **time listed on the initial suspension form**. No student may return to school from a suspension without a parent or guardian. Students returning without a parent or guardian will be seen as trespassing. If the scheduled reinstatement time is not convenient, the parent must phone the school at least twenty-four hours prior to the scheduled appointment. Failure to do so will result in the parent not being seen and reinstatement being postponed.

Commented [Office1]: We will need to look at language allowing alternate family members on a case by case basis.

Parents wishing to meet with administrators, counselors, and/or teachers are required to make in appointment with the Office Secretary. In the event of an **emergency** or potentially serious situation, all possible accommodations will be attempted. **No appointments will be made prior to 8:45 AM.**

Early Dismissal

Special dismissals of students during the school day may be granted only by the CEO, ADMINISTRATOR or authorized representative.

The Richard Allen Preparatory Charter School believes consistent, uninterrupted instructional time is key to establishing and maintaining a proper educational environment. The disturbance caused by early avoidable early dismissals places a strain upon the entire school community. Therefore, early dismissals will be recognized for emergencies, illness, or extreme unavoidable circumstances.

When requesting an early dismissal parents must:

- Send a note in with the child on the morning of the dismissal request.
- No student may leave the school before dismissal without a parent, guardian, or predetermined designee. No exceptions will be made.
- A parent or legal guardian must report to the office (do not go to the child's classroom) and sign the child out of school at the appropriate time.
- A parent or legal guardian must report to the office and sign the child back into school (if the child returns to school before the end of the school day).
- Any child leaving school without a parent or guardian and written permission from an Administrator will be subject to disciplinary action up to and including removal from The Richard Allen Preparatory Charter School.

No students will be dismissed after 3:00 PM (12:15 PM on Wednesdays). Parents wishing to dismiss children between 3:00 and 3:35 PM must wait for the student to be dismissed by the school.

Make-up Work

Upon request, we will make every effort to provide assignments for a child who is absent for more than three days. When an absence is anticipated, please let the child's teacher know ahead of time so that the child's teacher and the parent can work together to provide the child with his/her homework assignments during the absence.

Class Attendance

Students who are absent from class without authorization while being in attendance on the day of that absence shall be viewed as cutting class. Disciplinary action will follow each instance of cutting. A total of three (3) cuts in a course may result in exclusion from the class, with no credit earned for the subject.

The student's Permanent Record shall indicate WF (Withdrawn Failing) or WP (Withdrawn Passing), depending on the student's academic status in the course at the time the action was taken.

Dismissal Procedure for R.A.P.C.S.

Official dismissal time for Richard Allen Preparatory Charter School is 3:35 p.m. On Wednesdays, students are dismissed at 12:45 p.m.

The following is the dismissal procedure for Richard Allen students by grade:

Students Riding Buses:

Bus routes will be announced from the Main Office over the school's Public Address system. Students from each bus will be dismissed and report immediately to their bus upon their route being called.

Please note: Students are not allowed to have food or drink on the bus. Any student bringing food or drink on the bus will receive consequences up to and including suspension of bus privileges.

Students are expected to follow the school's code of conduct while waiting for and boarding buses. Also, please be aware that the school may provide consequences for any inappropriate behaviors occurring during travel **to and from** school. Any infraction of this code will result in disciplinary measures. Please refer to the Transportation section of the handbook for more on school bus behavior.

Students walking, on SEPTA, or picked up by parents:

When all buses have been called, students who walk, take SEPTA, or are picked up by parents will be dismissed. Students will leave the building via the first floor side exit (students on the first floor) or the Lindbergh Blvd. exit (2nd floor students). Students are to exit the building directly and not loiter in school or on school grounds. RAPCS staff will be posted at various points on the exterior of the building to monitor students as they dismiss.

Phone Use:

Please schedule any special dismissal arrangements with your child before school begins. Children are not allowed to use the phone in the main office to arrange for transportation home.

After-School Activities:

All after-school activities will be completed by 5:00 p.m. Parents are responsible for picking up their children **on time**. School personnel will not be available to supervise students after 5:00p.m.

CARE OF SCHOOL PROPERTY

The Board believes that the school should help students learn to respect property and develop feelings of pride in community institutions. The Board also recognizes the relationship between effective use of property and school financial solvency.

The Board 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. 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. The Board may report to the appropriate authorities any student whose damage of school property has been serious or chronic in nature.

CHANGE OF IMPORTANT STUDENT INFORMATION

Please notify the school office in the event of a changed address, home or work telephone numbers or any other pertinent information. It is important to have current information should an emergency arise.

COMPUTER USE POLICY

Students and staff of The Richard Allen Preparatory Charter School will have access to the school's computer resources for instructional purposes. Use of the computer network is solely for the purpose of facilitating the exchange of information in furtherance of education and research. Student usage of any kind, including under a teacher's username, is only permitted after student and parent/guardian sign-off on the Acceptable Use Policy adopted by the school.

The use of the school's network is intended to extend learning and teaching. Network users are encouraged to develop uses which meet their individual learning and teaching needs and to take advantage of the network's many useful functions, including World Wide Web, electronic mail and bulletin board resources.

The following uses of the network and associated activities are unacceptable and may result in suspension or revocation of network privileges:

- Sending or displaying offensive messages or pictures
- Using obscene or inflammatory language
- Sending harassing or insulting messages
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes or financial gain
- Employing the network to provide addresses or other personal information that may be used inappropriately by someone else
- Employing the network for unethical or illegal solicitation
- Placing a computer virus on the network

- Employing the network to send/receive messages that are inconsistent with the school's code of conduct

The inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations may result in a loss of access as well as other disciplinary or legal action. Violations can also lead to prosecution.

DISCIPLINE AND CODE OF CONDUCT

An effective instructional program requires an orderly environment in which students and employees know and abide by reasonable standards of socially acceptable behavior and respect the rights, person and property of others. All students in the school are entitled to share in its educational and related programs to the extent of their abilities without regard to race, color, gender, sexual orientation, national origin, religion or handicap. Every student is expected to behave at school and in school-related activities in accordance with public laws, school rules and lawful directions of assigned staff, and to deal fairly and courteously with fellow students, staff and the public.

Staff members of this Board having authority over students shall have the authority to take such reasonable actions as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the school or threatens the health and safety of others.

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

Discipline: Expectations for Student Behavior:

In order to create an environment for positive student development and achievement that enhances learning and leads to success in school, we have established a number of Expectations for Student Behavior. These expectations are divided into two categories –academic and behavioral. Compliance with these expectations will foster positive and productive behavior that will enable the student to fulfill his/her own potential. In the area of student behavior, failure to comply with these expectations will result in appropriate consequences being issued.

The Three R's

RAPCS expects all students to be **Ready, Respectful and Responsible** at all times. These three R's should guide students behavior in school and in the community.

Richard Allen Preparatory Charter School students will be Ready, using time and other resources responsibly. Each student will:

- attend school regularly and arrive on time
- attend all classes regularly and in a timely manner
- we expect students to use books and other equipment appropriately. Misuse, damage, or destruction of school property will result in immediate consequences, including financial compensation for the repair or replacement of damaged items
- bring to class textbooks, clothing, and other materials necessary for participation.

Richard Allen Preparatory Charter School Students demonstrate Respect for people and property. We expect all Richard Allen Preparatory Charter School students to:

- Be honest, courteous and respectful
- comply with instructions and directions from responsible adults
- respect school property and the property of others.
- Respect the rights of others to their opinion.
- resolve differences peacefully.

- use appropriate language at all times. Profane language will not be tolerated
- respect their families, classmates, teachers, community members, and themselves

Richard Allen Preparatory Charter School Students take Responsibility for their own behavior and learning. Richard Allen Preparatory Charter School students will:

- come to school prepared to learn. Each teacher will send home a list of required items at the beginning of the school year
- recognize that becoming a productive, knowledgeable, and responsible member of their community is the primary focus of the school
- complete all homework, class work and exams to the best of their abilities
- make personal choices based on reasonable decision-making processes
- accept constructive criticism and disagreement when necessary and appropriate
- comply with all school rules
- accept the consequences of their actions

Academic Behavior

Our students share responsibilities when working as members of a group. When working in a group each student will:

- cooperate, contribute and share the work of the group
- accept and assume leadership when appropriate
- listen to the points of view of others
- refrain from copying, cheating or plagiarizing

We also expect that each will meet the unique requirements of each class. To do this, students must:

- to participate actively in class work
- follow class rules and procedures
- observe rules for safe handling of class equipment and materials

Consequences and Disciplinary Action

The CEO, Administrator or their designee may take the following actions as consequences for student misconduct. Please understand that members of the Richard Allen Preparatory Charter School will be fair in the use of disciplinary consequences. In this attempt, each child and situation will be reviewed on a case by case basis. In this environment, fair treatment does not always mean equal treatment. Below, you will find a list of possible consequences to be implemented by RAPCS staff.

Levels of Disciplinary Consequences

Level: Class Room Level /Teacher managed Behavior

Staff members may initiate and conduct a conference or contact any combination of the following:

1. Teacher initiated consequences (Posted Rules)
2. Teacher Phone Call to Parent
3. Conference between teacher and student
4. Loss of privileges
5. Teacher Detention (Parent Call is prerequisite for detention)

Level I: Referral Stage (Administrative/Student support)

1. Referral to Administrator Climate Coordinator
2. Mandatory Parent Conference: Student required to return to school with parent
3. Loss of extracurricular activities
4. School Community Service
5. Saturday Detention
6. Referral to Counselor or Behavioral Support Team
7. Loss of extracurricular activities
8. Contact with parent from Administration
9. Parent conference/notification, Other options as discussed among parents, teachers and administrators

Level II:

1. Student Support conference with parents and student. Team consists of teacher, Counselor, School Climate Manager, Administrator.
2. Suspension with parent conference (1-4 days)
3. Possible linkages with community-based support services
4. School counseling services
5. The above may be as a result of or in conjunction with Stage III consequences

Level III:

1. Extended suspension with parent conference (5-10 days)
2. Referral for informal or formal disciplinary hearing (possible recommendation for expulsion)
3. School counseling services
4. The above may be as a result of or in conjunction with Stage III consequences

Rules with Levels of Disciplinary Consequences

Base:	Base Level
Level I:	Referral to Climate Coordinator
Level II:	Referral to Climate Coordinator w/Administrative Consequence or Action
Level III:	Referral for Administrative/Board Action

Attendance Violations:

Good attendance is essential if students are to achieve and reach their potential.

A. Lateness (Level Base/I): Students are considered late if he or she is not present (in advisory) at the beginning of class/school. Students will be marked late for the day if they are not in their advisory at or before 8:01 AM. An absence of between one (1) and four (4) hours will be counted as one-half day absent. A child who misses more than four (4) hours of school will be counted absent for the full day.

A.1 Repeated Lateness (Level II): An automated call will be generated to notify parents each time a student is late to school. The following interventions and/or consequences will be put in place for repeated/chronic lateness:

- Three unexcused absences will result in a mandatory parent conference with school staff
- Upon the third unexcused lateness after a mandatory parent conference, the student will be assigned a Saturday detention
- The third unexcused lateness after the Saturday detention will result in notification to the District Attorney's Office as part of our truancy reporting and a second mandatory parent conference will be held. During this meeting attempts will be made to establish the reasons for lateness and a Truancy/Lateness Intervention Plan with appropriate interventions will be developed.

B. Cutting Class (Level I): Failure to report to class without an approved excuse and/or appropriately completed and signed hall pass.

C. Excessive Absence/ Truancy (Level II): Students exhibiting a pattern of excessive absences will be referred to our Counselor for possible truancy violations. Any student absent from school without a valid excuse for ten consecutive days will be removed from the charter school and returned to the School District of Philadelphia as per Pennsylvania Department of Education guidance. Failure to report to school without an approved excuse.

Behavior Violations, Consequences and Progressive Discipline

Progressive Discipline:

When students do not follow the outlined school-wide discipline plan they will receive consequences based on the philosophy of progressive discipline. Progressive discipline uses a consistent approach that starts with a minor consequence for first offenses to a more severe consequence for repeat or more serious offenses.

Minor behavioral issues will be handled by the teacher (classroom, art, music or Phys ed). They will use their discretion when they believe the classroom behavior requires a referral. The following is a sampling of the consequences teachers may use:

- Redirection
- Removal to a "time out" area within the classroom
- Written referral
- Conference with student
- E-mail to parent
- Phone call to parent
- Teacher detention (morning or afternoon)
- Referral to Teen Court

Student Dress (Level I): All students are to report to school in the required uniform. Repeated violation of the Student Dress Code. See the Dress Code. All students must come to school in the required uniform. No exceptions will be made for any student.

Major Offenses

Major offenses will be handled by a Coordinator or Administrator. Each child is an individual whose needs will be considered when determining the consequence. The following is a sampling of the consequences Coordinators/Administrators may use:

- Natural consequence (clean desk that student wrote on, letter of apology, etc.)
- Parent phone call
- Referral to Discipline Team to develop a behavior improvement plan
- Detention(s) (morning/afternoon)
- Saturday Detention
- Suspension (in-school or out of school)
- Referral to Mobile Crisis Unit
- Referral to Teen Court
- Mandatory Parent Conference
- Family Decision Making Conference
- Restorative Conference

Multiple Rule Violations (Level II/III): Students may violate multiple rules while engaging in one action/behavior. Additionally, students may violate multiple rules in a series of actions taking place in a short period of time. In either case, may be referred for level II consequences. Students who continue to violate the rules will receive progressively more severe consequences as per progressive discipline.

Disruptive Violations	Description
Misrepresentation/Integrity Violations (Level II)	A student will not lie or cheat. Examples include, but are not limited to: <ul style="list-style-type: none"> • Altering Report Cards or Notes • False Information • Cheating • Plagiarism
Disrespect (Base Level)	A student will not behave in a disrespectful manner. Examples of disrespectful behavior include, but are not limited to: <ul style="list-style-type: none"> • Walking Away • Talking Back • Inappropriate Gestures and/or Actions that can be Viewed as Obscene or Rude.
Insubordination (Base Level)	A student will obey the lawful direction of any staff member or responsible adult in authority during the time the student is in school or participating in a school activity. Examples of insubordination include, but are not limited to: <ul style="list-style-type: none"> • Failure to Comply with Direction or Instruction of a Staff Member or Responsible Adult • Refusal to Work in Class • Refusal to Participate in In-school Alternatives • Refusal to Report to Office • Refusal or Failure to Identify Oneself
Profanity/Obscenity (Levels Vary)	A student will not use profane or obscene language or make obscene gestures. Examples include, but are not limited to: <ul style="list-style-type: none"> • Swearing (Base Level) • Obscene Gestures (Level II) • Derogatory Written Materials (Level II) • Directed at Staff Member, Student or Other Person (Base/II)
Disruption of school/Instructional Process (Base Level)	No student may disrupt class, school, or school-sponsored events. Examples include, but are not limited to: <ul style="list-style-type: none"> • Chronic Talking • Horse playing • Harassing/Teasing • Refusing to Remain in Seat • Rude/Loud Noises • Leaving Area without Permission: Leaving the school building/grounds without permission (and adult supervision) may result in an out of school suspension and notification of local law enforcement • Chronic Lack of Supplies

Serious Violations	Description
Threatening (Level II)	A student will not threaten another student or staff member or other person. Verbally or otherwise threatening to harm, damage or malign persons or property is prohibited. Examples of prohibited actions include, but are not limited to: <ul style="list-style-type: none"> • Threats Against a Staff Member • Threats Against a Student or Other Person • Threats Against the school, facility or school/personal property
Acts of Violence/Violent Behavior (Level I/II)	A student will not cause or attempt to cause physical injury to other students, staff members, or others. Examples of this behavior include, but are not limited to: <ul style="list-style-type: none"> • Punching or slapping • Shoving and/or Kicking • Hitting, Biting, Spitting, Throwing Objects, or Other Action that Causes Harassment to Another Student or Adult
Fighting (Level II/III)	Physical contact by pushing, shoving, or hitting, whether or not injury occurs, is prohibited. Consequences will be given to all students actively involved in the fight. Any student involved in a fight and/or assault will be immediately suspended and may be recommended for a disciplinary hearing
Bullying (Level II)	Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. This includes cyber-bullying and bullying via social media. <i>See Bullying Policy</i>
Improper Use of School Technology (Level II)	A student will not engage in the improper use of technology. Examples include, but are not limited to: <ul style="list-style-type: none"> • Damaging or disrupting hardware or software • Entering or retrieving pornographic material, inappropriate text/files (including files that may contain derogatory or inflammatory racial, ethnic, or religious slogans or symbols), or files carrying viruses • Violating copyright provisions without permission. Accessing school records or another person's information or files without permission
Law Violations	<i>A student may not engage in any conduct which violates local, state, or federal law where such conduct poses a danger to the health, welfare, or safety of students, staff, visitors, or interferes with school purposes. Law violations will result in school consequences and the police may be contacted. Parents will be notified when possible. Law violations include, but are not limited to the following:</i> <ul style="list-style-type: none"> • Trespassing (Level II) • Gambling (Level II) • Possession or Use of Fireworks (Level II) • Vandalism/Graffiti (Level II/III) • Possession of Stolen Property (Level II): *Generally valued at less than \$250.00. • Tobacco Products (Level II) • Theft (Level II) *Generally valued at less than \$250.00. • Inappropriate sexual behavior (Level II/III) • Disorderly Conduct (Level II/III): <u>Reckless behavior that could cause injury, including throwing objects (tables/chairs), pulling false alarms, inciting riot, etc.</u> • Possession and/or distribution Pornographic/Obscene Material (Level II/III) • Threat of Illegal Conduct (Level II/III) • Group or Gang Involvement (Level II/III) • Grand Theft (Level III): *Generally valued in excess of \$250.00.
Narcotics/Drugs (Level III)	Possession, use, under the influence, and/or sale of illegal narcotics and drugs such as steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants, or any substance which is represented to be a narcotic or alcoholic beverage. This includes paraphernalia and improper use of over-the-counter medications.
Weapons (Level III)	The following law violations will result in school consequences and notification of the appropriate law enforcement agencies. Parents will also be notified if possible. Weapons: Possession, purchase, or sale of a knife, weapon, explosive, chemical agent dispenser, or other object that can reasonably be considered a weapon. Includes (firearms, alternative firearms, stun guns, box cutters, etc....)

Consequences

Detention/ Saturday Detention

Teachers may assign morning or afternoon detentions at their discretion. Parents will be notified if their child has been given a detention. Prior parental notice must be given for any detention longer than ten minutes. Parents are required to arrange for student transportation to and from detentions.

To avoid excessive student absences and to promote and maintain a responsible and productive learning environment, the Richard Allen Preparatory Charter School, Inc. has developed a Saturday Suspension Program. Students may be assigned a Saturday Suspension by either the Chief Executive Officer, ADMINISTRATOR, or the CEO's designee. The hours for Saturday Suspension are 9:00 AM until 12 noon. The following policies will be enforced for the Saturday Suspension Program:

- Parents will receive written notice of the Saturday Detention. Notification via telephone will be made whenever possible
- All students must be in school uniform. Students not wearing the appropriate uniform will be turned away
- A parent or guardian must physically drop off and pick up each student assigned to Saturday Detention. Parents must escort their children into the building sign the sign-in sheet. Any student not arriving with a parent or guardian will not be accepted into the building
- Students must arrive in the Main Office no later than 9:00 AM. Students arriving after 9:00 AM will not be accepted into the building and will be suspended for one day effective the next school day
- Parents will have a conference with their child and a staff member at 11:30 AM.
- Any student not reporting for an assigned Saturday Suspension may not report to school until the second day of the upcoming school week. At which time, student must report to the Main Office with a Parent or Guardian for a reinstatement conference
- Repeated Saturday Suspensions will result in out of school suspension or expulsion

Suspension

- Parents will receive written notice of the suspension, reason for suspension, number of days, and date and time for reinstatement conference. [Verbal notification via telephone will be made whenever possible. The student will be made aware of the reason(s) for suspension and have the opportunity to present his/her side of the story
- Any student reporting to school or being found on school property while suspended is trespassing. An Administrator will contact the appropriate authorities as needed
- Students must report to school with their parent or guardian for a reinstatement conference on the assigned date and time. Students will not be allowed to attend classes if a reinstatement conference is not held. Parents will only be seen at the scheduled time. If this time is inconvenient, parents may contact the school for an alternate date/time. Students arriving on school property without a parent or guardian, while on suspension may be prosecuted for trespassing

Expulsion

Any student facing expulsion will be afforded due process according to the laws of the Commonwealth of Pennsylvania. A copy of a student's rights and privileges will be made available to all parents upon request. The Richard Allen Preparatory Charter School, Inc. will notify the Pennsylvania Department of Education and the School District of Philadelphia when any child is expelled from the charter school. Additionally, failure to report that your child has been previously expelled from a public school or falsifying records will result in the parent(s) facing possible prosecution.

Firearms, Weapons, and Dangerous Instruments

The Board of Trustees 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 en route to or from school, or any school function.

The CEO 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 CEO immediately. The CEO 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 student involved and notices that a violation of the Criminal Code may have occurred.

Any student 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).

Search and Seizure

The Board 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 are and shall remain the property of the school.

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe 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 school CEO 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 rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present.

Substance Abuse

The Board of Trustees 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. The Board is committed to the prevention of drug and alcohol abuse and accepts the responsibility for instructing students in the nature of these substances.

The use, possession, sale or distribution, or possession with intent to sell or distribute any substance* (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 the Board of Trustees or under the supervision of the Board or its authorized agents, or (e) upon school transportation vehicles at any time is prohibited, as well as (f) the use of any substances prior to participation in the activities listed in (a) - (e) 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 student shall aid, abet, assist or conceal the possession, consumption, purchase or distribution of any substance by any other student or students (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 the Board under the supervision of the Board or its authorized agents, or (e) upon school transportation vehicles at any time.

Any student found engaging in any of the foregoing prohibited activities will be subject to suspension or expulsion from school pursuant to existing administrative procedures for the discipline of school students and any other applicable provisions of the law.

*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. (Refer to the school policy on the use of medications.)

Use and Possession of Tobacco

The Board recognizes that smoking presents a health hazard, which can have serious consequences, both for the smoker and the nonsmoker and is, therefore, of concern to the Board. Smoking will not be permitted anywhere in the school or on school property.

The use of tobacco is defined as the possession and/or use of any cigarette, pipe, 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.

Students shall not use or possess any product containing tobacco 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 the Board of Trustees or its authorized agents; or (e) upon school transportation vehicles at any time.

DISCIPLINARY HEARINGS

Informal Hearing:

Students in violation of multiple, repeated, or certain portions of the code of conduct will be issued an informal hearing. Informal disciplinary hearings will take place with the CEO of the school and will be to determine whether or not a subsequent formal disciplinary hearing is warranted.

Informal hearings. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

- (1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
- (2) The following due process requirements shall be observed in regard to the informal hearing:
 - i. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - ii. Sufficient notice of the time and place of the informal hearing shall be given.
 - iii. A student has the right to question any witnesses present at the hearing.
 - iv. A student has the right to speak and produce witnesses on his own behalf.
 - v. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

Formal Disciplinary Hearings:

Any child having been involved in a weapons violation, sexual harassment/assault, criminal offense, possession of controlled substance, or any incident deemed to be of a serious nature may receive a formal disciplinary hearing. In the case of a formal hearing, the CEO or his designee may recommend an extended suspension, a conditional expulsion, or expulsion from the school. Parents will receive written notice by certified mail for the date, time, and recommendation of the hearing.

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

- (1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
- (2) 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.
- (3) The hearing shall be held in private unless the student or parent requests a public hearing.
- (4) 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.
- (5) 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.
- (6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
- (7) The student has the right to testify and present witnesses on his own behalf.
- (8) 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.
- (9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - (i) Laboratory reports are needed from law enforcement agencies.
 - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. § § 1400—1482).
 - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- (10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Anti-Bullying Policy

The Board of Trustees of the Richard Allen Preparatory Charter School (the board) believes that every child has the right to attend school in a physically and emotionally safe learning environment. The board also believes bullying and bullying like behaviors provide a direct impediment to students achieving this basic, yet vital educational right. To that end, the board establishes this anti-bullying policy in accordance with Pennsylvania law and the Richard Allen Preparatory Charter School (RAPCS) Student Code of Conduct.

RAPCS views bullying is any gesture or written, verbal, graphic or physical act (including electronically transmitted acts—i.e. internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristics. Such behavior is considered bullying whether it takes place on or off school property, at any school-sponsored function, or in a school or public vehicle.

Bullying is conduct that meets all of the following criteria:

- is directed at one or more pupils
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils
- adversely affects the ability of a pupil to participate in or benefit from the school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and
- is based on a pupil's actual or perceived distinguishing characteristics or is based on an association with another person who has or is perceived to have any of these characteristics.

A student shall not engage in, or attempt to engage in, any conduct, which is intentional, repeated hurtful acts, words or other behaviors, including but not limited to:

- tormenting
- mocking
- teasing
- name calling
- social exclusion
- threat
- intimidation
- physical violence
- theft
- sexual or racial harassment
- public humiliation
- destruction of property

Consequences for any student who commits one or more acts of bullying may range from level I consequences in the RAPCS Student Code of Conduct to Level V consequences. Students engaging in bullying behavior may also lead to a disciplinary hearing, expulsion or a report to the Philadelphia Police Department.

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

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

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

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

The Board requires school officials to annually disseminate the Policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of bullying that occur on school property, at school-sponsored functions, or in a school vehicle and to develop procedures for investigating and addressing any alleged violations of this Policy.

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

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

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

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

RAPCS will comply with applicable federal and state laws, including Chapter 711 of Title 22 of the Pennsylvania Code and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding

the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

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

TO REPORT AN ACT OF BULLYING, CONTACT SCHOOL PERSONNEL AT:

The Richard Allen Preparatory Charter School

Address:

2601 S. 58th Street

Philadelphia, PA 19143

Telephone: 215-878-1544

Fax: 215-727-0711

Email: bullying@rapcs.org.

EQUAL OPPORTUNITY/NON-DISCRIMINATION/SEXUAL HARASSMENT

The Board of Trustees 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.

Parental Complaint/Resolution Policy

Except in a perfect world, disagreements, problems, and/or conflicts arise from time to time. The Richard Allen Preparatory Charter School believes parents are an integral partner in the education of all students. Therefore, parental concerns are taken very seriously at the charter school. The school requires parents to follow the protocol listed below for reporting and resolving concerns or issues:

It is the intent of the Board of Trustees and the school staff that concerns should be resolved as quickly and amicably as possible with the best interests of the students held firmly in mind. The procedures will be known by staff and parents so that communication about concerns can be carried out in an open and convenient way.

If the complaint concerns something that has occurred in the classroom, then the following steps should be followed:

The parent should contact the child's teacher and discuss the issue on the telephone or in person. Every effort should be made to resolve the parental complaint/concern at the teacher level. Since parents are considered to be essential partners in the educational process, each teacher must make a conscientious effort to interact with parents on an as-needed basis. It must be noted that the 30 minutes after students are dismissed each day provide some opportunities for parental contacts.

If the concern remains unresolved, then the parent should meet with the ADMINISTRATOR. If the parent has not obtained a satisfactory resolution to the concern after meeting with the appropriate administrator, then the parent should contact the CEO.

If the concern has not been resolved to a level of satisfaction to the parent, the parent may write to the President of the Board of Trustees about the concern and ask for a committee of Trustee members to hear the concern and make a recommendation.

If the complaint concerns an issue not directly related to the parent's child but reflects a concern about a classroom practice, school rule, procedure, or practice, the following steps should be followed:

The parent should request to discuss the concern with the classroom teacher, school nurse, or the CEO or his designee (ADMINISTRATOR) depending on the type of issue. A classroom issue is best addressed to the teacher, while a school-wide concern should be addressed to the CEO or his designee (ADMINISTRATOR).

If the informal discussion does not resolve the concern, then the parent should file a written complaint with the CEO who will investigate the matter and report the findings to the parent.

If the findings of the CEO do not result in a satisfactory conclusion of the matter, the parent should address the matter in writing to the President of the Board of Trustees who will assign the matter to a committee of the Board to investigate and prepare recommendations for the full Board's consideration.

Harassment/Intimidation

All students shall have the right to learn without being intimidated, harassed, or threatened.

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; and
- 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 intimidating behavior will 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.

Sexual 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.

Definitions

- A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made a term or condition of an individual's education.
 - 2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting such an individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive education environment.

B. Forms of sexual harassment include but are not limited to the following:

1. Verbal harassment, such as derogatory comments, jokes, or slurs, sexually-oriented sounds or remarks;
2. Physical harassment, such as unnecessary or offensive touching, pinching, patting, grabbing, brushing against another person's body, or impeding or blocking movement; and
3. Visual harassment, such as derogatory or offensive pictures, posters, cards, cartoons, graffiti, drawings, or gestures.

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 CEO.

The CEO 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 termination of employment or suspension or expulsion from school.

Students with Disabilities

All students in the commonwealth subject to disciplinary exclusions are protected by due process procedures in 22 Pa. Code Chapter 12. In addition, LEAs must first determine, when contemplating a disciplinary exclusion of any student, whether the student is eligible for services under 22 Pa. Code Chapter 14 or 711. If the student is eligible for special education, LEAs must determine whether the disciplinary exclusion being contemplated is a change in educational placement, as described in 22 Pa. Code § 14.143 or § 711.61.

Applicability of Chapter 14, Chapter 711 and IDEA 2004

According to 22 Pa. Code §§ 14.143 & 711.61, an intended disciplinary exclusion of a student eligible for special education is a change in educational placement in any of these three situations: 1. The disciplinary exclusion is for more than 10 consecutive school days; 2. The disciplinary exclusion, when cumulated with other disciplinary exclusions in a single school year, exceeds 15 school days; or 3. The disciplinary exclusion (for any length of time) involves a student with an intellectual disability.

Manifestation Determination

The LEA must first conduct and document a manifestation determination for a disciplinary change in educational placement. An eligible student may be removed to a 45-school-day interim alternative educational setting without the required manifestation determination if the student: 1) Carries a weapon or possesses a weapon at school, on school premises, or at a school function; 2) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or 3) Inflicts serious bodily injury upon another person while at school, on school premises, or at a school function. 34 C.F.R. § 300.530(g).

IDEA 2004 requires the LEA, parent, and relevant members of the student's Individualized Education Program (IEP) team (as determined by the LEA and parent) to determine whether conduct is a manifestation of a student's disability. Federal regulation requires that a manifestation determination be conducted within 10 school days of any decision to change the educational placement of a student with a disability because of a violation of a code of student conduct.

The regulations at 34 C.F.R. § 300.530(f)(1) require that if the LEA, parent, and relevant members of the IEP team determine that the conduct was a manifestation of the student's disability, the IEP team must either conduct a functional behavioral assessment, unless the LEA had conducted a functional behavioral assessment before the behavior that resulted in the change of educational placement occurred, and implement a behavioral intervention plan for the student; or if a behavioral intervention plan already has been developed, the IEP team must review the behavioral intervention plan and modify it, as necessary, to address the behavior.

If a LEA determines that a student's behavior was not a manifestation of the student's disability, then the LEA may proceed with the disciplinary exclusion via the procedures for changing educational placement. IDEA 2004 provides that parents may dispute the manifestation determination by requesting a due process hearing, thereby invoking pendency. Such hearings, as well as parent-requested hearings regarding disciplinary exclusions which are changes in educational placement, must be expedited.

34 C.F.R. § 300.530(e)(1)(ii) states that if during the manifestation determination, the LEA determines that the conduct was the direct result of a failure to implement the IEP, the LEA must take immediate steps to remedy the deficiencies. For children placed in a 45-school-day interim alternative educational setting under 34 C.F.R. § 300.530(g), there is no requirement for a manifestation determination.

When a due process hearing is requested to challenge a manifestation determination or a disciplinary exclusion, it must be expedited. Section 300.532(c)(2) requires that a hearing occur within 20 school days of the date the due process complaint requesting the hearing is filed. The Office for Dispute Resolution will assign a hearing officer to review disputes requiring an expedited hearing. A hearing officer, in an expedited due process hearing, may order a change in the placement of a student with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer: 1) Determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others; 2) Considers the appropriateness of the student's current placement; 3) Considers whether the LEA has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids

and services; and 4) Determines that the interim alternative educational setting that is determined by the IEP team so as to enable the student to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP, and includes services and modifications that are designed to prevent the behavior from recurring (34 CFR 300.530(d)(1)(ii) and (ii).

After meeting all procedural requirements, if the IEP team recommends a disciplinary exclusion which would constitute a change in educational placement, LEAs must follow the notice requirements for changes in educational placement. If the parents dispute the LEA's proposed change in educational placement and request a due process hearing, then the pendency requirements under 34 C.F.R. § 300.533 apply. As mentioned above and further discussed below, however, there are exceptions to pendency.

DRESS CODE

The Richard Allen Preparatory Charter School has a mandatory dress code for its students. All uniform items are to be purchased from Flynn & O'Hara. The uniform policy is as identified below:

Boys Uniform

Pants:

The only acceptable pants are Flynn & O'Hara Navy blue slacks. They must fit the student, not be undersized or oversized. Pants will be worn at the waist with a black leather belt. Cuffs will not be bunched at the ankles. Fad pants such as Capri and cargo pants are not acceptable. Leggings and jeans are also unacceptable. Jeans and other pants cannot be worn under the Navy-blue pants.

Shirt & Tie:

Flynn & O'Hara white button up shirt. Shirt must be worn with the mandatory blue, white, and gray tartan (plaid) tie. Shirts are to be buttoned completely and ties tied at all times.

Shoes:

Black shoes must be worn at all times. Boots, Timberlands boots, sandals, and sneakers will not be allowed.

Girls Uniform

Skirt:

The only acceptable skirt is the blue, gray, and white plaid skirt available only at Flynn & O'Hara. Skirts must be of an acceptable length (within 3" of the knee). Skirts are to be worn with navy blue opaque stockings (mandatory from November 1st – April 1st) or knee socks.

Pants:

The only acceptable pants are Flynn & O'Hara Navy blue slacks. They must fit the student, not be undersized or oversized. Pants will be worn at the waist with a black leather belt. Cuffs will not be bunched at the ankles. Fad pants such as capri and cargo pants are not acceptable. Leggings and jeans are also unacceptable. Jeans and other pants cannot be worn under the Navy-blue pants.

Shirt & Tie:

Flynn & O'Hara White button up shirt with blue, white, and gray plaid butterfly tie (available only at Flynn & O'Hara) must be worn at all times.

Shoes:

Black flat shoes must be worn at all times. High heels open toed shoes, boots, Timberland boots, sandals, and sneakers will not be allowed.

Sweaters:

From November 1, 2016 until April 1, 2017, all students must wear either a cardigan sweater, pullover sweater, or sweater vest with the appropriate Richard Allen Preparatory Charter School logo affixed to the sweater. Sweaters can only be purchased at Flynn & O'Hara. Students wishing to wear sweaters before or after the mandatory period may do so.

Gym Uniform:

Navy Blue sweatpants and Navy-Blue t-shirt or sweatshirt (mandatory from November 1st- April 1st), all with the Richard Allen logo must be worn on days when students have gym. Plain solid black sneakers are to be worn on gym days only. Sneakers must be completely black.

Outer Wear:

All coats, jackets, and other outer wear must be placed in lockers upon entering the school building. Outer wear may not be worn in classrooms or during class time.

Prohibited Clothing

Students may not wear jeans, sneakers, Dickies clothing, name belts, large belt buckles, T-shirts, Doo Rags, scarves, Timberland boots, or any clothing with profane or offensive material. In addition, skirts are to be within one (1) inch of the knee in length. All pants are to be worn at the waist and secured with a belt. Baggy pants falling below the student’s waist are not to be worn.

All clothing is to be of appropriate size. Oversized, baggy, and excessively tight clothing is not permitted.

Hats are to be removed upon entering the building. Students wearing religious headgear are exempt from this rule.

No designer labels may be visible.

Students may not wear excessive jewelry. All earrings are to be either studs or smaller than one inch in diameter.

Hairstyle shall be neat and well groomed and should contribute to the appearance of the student and not be disruptive to the educational process.

Any child not complying with the above stated uniform policy will be issued a Pre-Suspension notice, requiring a parent or guardian to return the child to school.

EMERGENCY DRILLS

Students will participate in at least one fire drill per month. This drill is to prepare students and staff for any emergency that may arise which would require the building to be evacuated. For the safety of all students and staff members, students must adhere to the rules and regulations for conduct during all emergency drills. Disruptive behavior during emergency drills will not be tolerated. Such behavior will be met with severe consequences for the students.

HEALTH OFFICE

Our school nurse handles a variety of student medical concerns each day as well as maintaining medical records on each student. Please inform the nurse of any special health problems. When the school nurse is not in school, the CEO may administer medication under the guidelines established by the Pennsylvania Health Services Commission.

ILLNESS:

If a child becomes ill during the school day, he/she will be given immediate attention. You will be called if your child is too ill to return to class. Please advise your child that he/she should not personally call home if they feel ill but go to the main office.

MEDICATION:

Children are not to bring any kind of medication to school or to self-administer any kind of medication. Should the occasion arise that a student must take medication during the school day, the medication must be prescribed by a physician and arrangements must be made through the nurse's office. The physician must send written orders that include: diagnosis, dosage, and the time to be given during the school day. All medications and prescriptions are to be brought in their original bottles to the nurse and kept in the health office. Over-the-counter drugs - including cough medicine, aspirin, etc. - must also 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 will be called to the nurse's office to receive the medication. Medication cannot be dispersed at any other location.

PARENT PARTICIPATION

Each family with a student or students attending the Richard Allen Preparatory Charter School, Inc. must complete twenty-five (25) hours of school and activity participation during each school year. Family members may contribute to the participation hours. Hours will be calculated per event, not per member attending the event. **Parents/Guardians must attend report card conferences, scheduled parental conferences for their child and are encouraged to attend at least one school meeting or function per month.**

The following activities are encouraged for parents:

- Volunteering to improve the facility
- Volunteering to assist with school events
- Attending parent meetings (mandatory)
- Attending report card conferences
- Tutoring students on site (must have appropriate child abuse and criminal background checks)
- Attending school events (plays, concerts, sporting contests, etc...)
- Making parent phone calls for the school (inclement weather or alerting parents to meetings)
- Serving as a chaperone for student trips
- Participating in adult classes during Saturday or after school programs

The following activities are mandatory for parents:

- Reinstating children from suspensions
- Behavioral conferences/meetings
- IEP and Special Education meetings
- Picking students up after school
- Saturday Suspensions
- Mandatory academic meetings
- Disciplinary Hearings

Be sure to sign in at the front desk upon entering the school building to receive proper credit for participation. Parent participation will be tracked using student management software.

HOME AND SCHOOL

The Richard Allen Parent Supporters (RAPS) will meet on a monthly basis. RAPCS has engaged a Parent Liaison to work with the RAPS group. Parents will determine the exact meeting day and time for monthly meetings. The organization will meet to discuss school progress, areas of concern, activities, fund raising, and support strategies. The organization will also be a partner in advocating for RAPCS.

HOMEWORK

It is recognized that all learning cannot be accomplished within the limited amount of time allotted for classroom instruction; therefore, homework is routinely assigned to students. As the word implies, homework is to be completed outside the regular class period.

The Role of the Student

The student has the responsibility to:

1. Be responsible for recording assignments and making sure assignments are clearly understood.
2. Take home necessary texts and materials.
3. Complete assignments neatly and on time.
4. Note any questions about homework to be asked in class.
5. Return assignments and books to school when due.

The Role of the Parent

The school encourages the parent to:

1. Provide a quiet place for student to study.
2. Encourage the student to study at a regular time in the afternoon and/or evening.
3. Check the student's assignments each evening.
4. Encourage independence in completion of assignments.
5. Be available to assist in reinforcement of basic skills.
6. Insure that homework assignments are secured during extended absences.
7. Communicate with the school on a regular basis.
8. Participate in the educational process.
9. Attend meetings.

LUNCH PROGRAM INFORMATION

Breakfast and lunch will be provided by the School District of Philadelphia Food Services Department. Students will receive free meals, pay a reduced price, or pay full price for meals based on their family income. Eligibility for free and reduced-price meals will be based upon information submitted to the School District of Philadelphia by parents. The Richard Allen Preparatory Charter School, Inc. has no input in determining free and reduced-price eligibility.

Students may also bring their lunch to school each day. Lunch should be contained in a secure package and should be able to be at room temperature for at least four hours. Access to refrigerators and microwave ovens is not provided. Additionally, hot beverages and glass containers are prohibited at the charter school.

Students may not frequent stores in the immediate neighborhood of the school prior to each school day.

Students may only eat lunch in the cafeteria. Students found eating in class without express permission by their teacher and an administrator will face disciplinary action and will have their food confiscated. Parents are reminded to provide students with a nutritious lunch. Excessive snacks and candy are not permitted. Gum, candy, and sunflower seeds are not permitted in the school facility. Additionally, student may not use soda or snack machines placed in the school for adult use.

CAFETERIA RULES & PROCEDURES

The Richard Allen Preparatory Charter School offers breakfast and lunch via the School District of Philadelphia Food Services Program. Cost for student meals will either be full price, reduced price, or free depending upon family income level. *All families must complete a free and reduced lunch survey form.*

Every student is expected to attend their scheduled lunch period on a daily basis. Although students do not have to eat school lunch, they are required to follow all cafeteria rules. Our expectation is that students will eat lunch in a quiet, orderly, and social environment. Excessive noise, yelling, and horseplay will not be tolerated. Below is a list of basic lunchroom rules to be followed by all students:

- Follow the directions of cafeteria staff from entering to exiting the cafeteria
- Sit at your designated tables unless directed to move elsewhere
- All food is to be eaten in the cafeteria
- All trash from your designated area (tables, benches, chairs & floor) needs to be placed in the garbage before being dismissed from the cafeteria.
- Do not exit the cafeteria until you have permission from the cafeteria staff

Failure to adhere to cafeteria rules may result in an immediate level III disciplinary consequence.

CAFETERIA CONSEQUENCES

Warning

*Cleaning the cafeteria

Isolated lunch from classmates on stage

Loss of eating lunch in the cafeteria for a designated time period

Begin levels II through V of disciplinary consequences

***Students who need to make up missed work will do so during one of these times:**

- **lunch detention the following day (preferably with classroom teacher)**
- **an after-school detention with cafeteria staff until 4pm. student should report to cafeteria with detention slip.**
- **Wednesday detention**

TRANSPORTATION

Because RAPCS is situated on what is called a *hazardous route*, all RAPCS students are entitled to bus service as provided by the School District of Philadelphia. The School District of Philadelphia determines routes and scheduling of pick up. Students arriving on buses will be subject to all rules and regulations of imposed upon students on a bus operated by the School District of Philadelphia. Failure to comply with such rules may result in loss or interruption of busing service (**See Code of Conduct**). Should the School District of Philadelphia suspend bus privileges for any student, the responsibility for transporting the student to and from school will be that of the parent.

PARENT/TEACHER COMMUNICATIONS

Parent/teacher communication is vital to the educational success and experience of your child. Together we form a team which focuses on your child's needs, concerns, and growth. We invite you to participate in the process by your inquiries. We will also communicate with you through the following:

- Scheduled parent teacher conferences
- Progress reports
- Report cards (three times a year)
- Interim reports (mandatory for students in danger of failing or not working up to capacity)
- Monthly newsletter
- Notes or telephone calls to parents
- Home and School meetings

Please do not hesitate to contact the school or classroom teacher with questions you may have.

PARENTS/VISTORS

In order to maintain safety for all of our students, and to protect valuable instructional time, all visitors must report directly to the office. Upon entering the school, visitors must sign in using School Check-In (computer at front desk) and affix a visitor's pass to their outer clothing. No one is permitted in the school without authorization from the office. Individuals found to be in the school without the appropriate pass or authorization will be trespassing. Law enforcement officials will be notified and individuals will be prosecuted to the fullest extent of the law.

Parents/Visitors Log

Visiting parents, those who are participating in classroom activities, or who have made arrangements with the teacher to visit the classroom should sign-in using School Check-In (computer at the front desk) prior to going to the classroom. A visitor's pass must be obtained from the office before a parent or other visitor enters the classroom.

Parents working with students may be required to complete a child abuse background check and/or criminal background check to be kept on file at the school.

TELEPHONE USAGE

The school telephones are not available for student use unless it is an emergency as determined by the school. Students may not make phone calls unless supervised by an adult staff member. Our goal is to help students develop more responsibility for gathering the necessary materials required daily for school prior to coming to school. Students will not be interrupted from their classrooms to receive telephone calls. In the event of an emergency, messages from parents will be relayed to the student by the CEO or his designee. Thank you for your cooperation.

TEXTBOOKS

All textbooks must be covered. Parents are responsible for damage or loss of textbooks and will be charged for the cost of replacement. Each parent and student must sign a contract acknowledging their financial responsibility for all textbooks assigned to students. (See attached document)

SCHOOL SUPPLIES

Each student at the Richard Allen Preparatory Charter School, Inc. is expected to come to school prepared to learn each day. It is the responsibility of the student and parents to purchase school supplies and make sure supplies are brought to school each day. Failure to bring appropriate school supplies places your child at an academic disadvantage, leads to disruptive behavior, and negatively impacts the entire learning process.

Parent Acknowledgement

Parents, please acknowledge that you and your child have seen and read the Family Handbook together by completing the information below. Once you sign this Parent Acknowledgement form, have your child immediately return it to his/her homeroom teacher.

Students have been directed to take this handbook home and share it with their parents. We would like to have all of the forms returned to the school by Monday, October 1, 2018. Your cooperation is very much appreciated.

We believe that long-lasting, respectful partnerships are built on a foundation of mutual respect and shared vision.

◆-----◆
Cut Here and Return



By signing this document, I affirm that I have read, understood, and will comply with the Richard Allen Preparatory Charter School, Inc. Family Handbook and all policies, interventions, and consequences contained within this document.

Student Name _____ Homeroom _____

Parent Name (Please Print) _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Teamwork makes a



world of difference!