

Overview

Appropriate behavior and classroom discipline are necessary elements if learning is to be invoked. The purpose of the Archie Preparatory Academy Charter School's Student Behavior Standards is to ensure that a safe and obstacle free environment is maintained for everyone.

These rules are applied to Archie Preparatory Academy Charter School students at school, at any school function, school-sponsored event, school bus stop or bus transition.

As students grow and mature, they are expected to accept greater behavioral responsibilities.

These standards are designed to guide students through the process of developing self-discipline and to outline the consequences of disruptive behavior. There are situations which will warrant minor disciplinary responses at the elementary level (K-4), while the same situation will result in a more severe response at the middle level (5-8) and high school (9-12).

Although the responses may differ, the Student Behavior Standards remain constant.

Students should be aware that, in addition to the violations listed, other infractions may be included as part of the individual school rules and regulations. These rules and regulations will be communicated to parents and students in writing annually.

In addition, anyone who is a student of the Archie Preparatory Academy Charter School, who commits an act of vandalism involving school property outside of the normal school day, or during non-school days, shall be held accountable under this policy. Any perceived threatening act towards any employee of the Archie Preparatory Academy Charter School after normal school hours and days, will fall under the Archie Preparatory Academy Charter School's Student Behavior Standards.

The violations of student behavior are categorized into three classes—Minor, Intermediary, and Major.

Class III Offenses (Minor)

Class III Offenses will be addressed through in-school disciplinary actions such as on site community service, and other teacher-initiated strategies.

When an on-site after-school community service assignment is presented to an elementary school student, the Principal or designee will contact the parent/guardian to mutually agree upon the day and time of the service, as well as the plan and method of transporting the child home.

Additionally, a mandated meeting with the parent and student will occur to devise a plan of action to quell such emergent behaviors.

When an after-school community service assignment is presented to a middle or high school student, a 72-hour notice is required.

Class II Offenses (Intermediary)

Class II Offenses will generally require more severe disciplinary actions consisting primarily of Out-of-School Suspensions (OSS).

Class I Offenses (Major)

Class I Offenses are of an extremely serious nature and generally will warrant an extended out-of-school suspension by Principals and the Office of the Chief Academic Officer/Superintendent and/or expulsion by the Board of Directors as recommended by the Office of the Chief Academic Officer/Superintendent.

At the elementary level, Class I violations will automatically result in mandated behavioral interventions and family conferencing.

By implementing uniform student behavior standards, the Archie Preparatory Academy Charter School will provide a safe, educational environment that is consistently maintained throughout the school and enforced by all teachers and administrators.

Conditions for Academic Completion

Linking academic grades to behavioral discipline is not an effective method of modifying the behaviors of suspended students. For this reason, this policy includes a provision for making up schoolwork missed due to a suspension. The Archie Preparatory Academy Charter School students will be afforded this make-up privilege only once per semester and only at the time of the first offense. Archie Preparatory Academy Charter School students who receive a subsequent out-of-school suspension will not have this privilege extended a second time.

Within one week of returning to school from an out-of-school suspension of ten (10) days or less, it is the student's responsibility to meet with his/her teacher. Failure to make and to keep this appointment with the teacher may jeopardize the make-up option. The purpose of this meeting will be to determine the extent of the schoolwork and to establish a timeline for its completion. Students will be granted a minimum of one day's time per each day of suspension to makeup their schoolwork, not to exceed a maximum of ten school days from the date the assignment was provided by the teacher.

School work will not be provided by teachers while a student is serving an out-of-school suspension. However, when suspensions of more than five (5) days are assessed, the student, with administrative permission, will arrange to meet with teachers during the period of

suspension. This meeting will occur only during the subject teacher's after school make-up time. Students will be granted a minimum of one day's time per each day of suspension to complete their schoolwork, not to exceed a maximum of ten school days from the date the assignment was provided by the teacher.

The only exception to this academic completion policy is when a student cuts a class or is truant from school. In those instances, students will not be allowed to make-up schoolwork for credit. However, if a student is disciplined for truancy with an out-of-school suspension, the make-up provision will be allowed.

School Activities

During the time that a high school student is suspended from school or is on an, he/she will forfeit the privilege of participating in all school sponsored athletic, extra-curricular and co-curricular activities for that period.

During the time that a middle school student is suspended out-of-school he/she will forfeit the privilege participating in all school sponsored activities for that period.

Procedures for Student Disciplinary Action

The purpose of this policy is to ensure that all students subject to disciplinary procedures have been afforded due process, and that all disciplinary actions conform to the IDEA, Section 504 of the Rehabilitation Act and policies set forth by the Archie Preparatory Academy Charter School Board of Directors.

When a regular education student is recommended for a long-term suspension or expulsion and the staff has reason to believe that this student has an educational disability, an I.E.P. team meeting shall be immediately convened. If the I.E.P. team determines that this student does have an educational disability, the team shall also determine whether the event causing the disciplinary action was a manifestation of the student's educational disability.

Whenever a student is suspended or expelled, he or she shall receive a copy of his/her rights. A school administrator may suspend a student for up to ten (10) days for disciplinary reasons. The Principal may request the Chief Academic Officer/Superintendent or designee to suspend the student up to an additional ten (10) days. The Chief Academic Officer/Superintendent may request the expulsion of a student for disciplinary reasons.

Suspension

A school administrator shall meet with the student to discuss the student's conduct and shall:

- a. inform the student of the nature of the violation;
- b. inform the student of the nature of the evidence and facts upon which the administrator is making his/her decision;
- c. receive information and evidence from the student on his/her behalf; including presentation of any mitigating factors; and,
- d. inform the student that his/her parents or guardian may request a meeting with the Principal to review the disciplinary action.

The school administrator shall make every reasonable effort to contact the parent as soon as possible after the disciplinary action. If the administrator cannot contact the parent, then the administrator shall provide the student with a notice of suspension; the student shall sign the notice of suspension upon receiving it to acknowledge his/her responsibility for delivering it to the parent/guardian; and the student is then responsible for delivering the notice of

suspension to the parent/guardian, unless there are extenuating circumstances.

If a student is suspended for one (1) to nine (10) days, the Principal or designee shall immediately send the parent/guardian a letter explaining the disciplinary action. The letter shall set forth:

- a. an explanation of the charge(s) against the student and a summary of the evidence supporting the charge(s);
- b. the disciplinary action taken by the school administrator;
- c. the period of time covered by the disciplinary action;
- d. notice of the school administrator's intention to request further disciplinary action either by the Chief Academic Officer/Superintendent or the Archie Preparatory Academy Charter School; and,
- e. notice that the parent/guardian may request to meet with the Principal to review the discipline.

The Principal or designee shall send this letter to the parent/guardian by regular U.S. mail to the last known address. Special education students may be subject to short-term suspensions consistent with the procedures afforded nondisabled students under this section. When any suspension of a special education student results in an accumulative suspension during a school year in excess of ten (10) days, then the procedures for long-term suspension of a special education student are applicable.

Long Term Suspension

The Chief Academic Officer/Superintendent or designee, upon receiving a request from a Principal for a long-term suspension (a suspension beyond ten days), shall schedule a hearing. If practical, this hearing shall be scheduled prior to the end of the initial ten day suspension imposed by the Principal. If the hearing is not held prior to the expiration of the initial ten day

suspension, the student shall be allowed to return to school until the hearing is held.

Notice of a hearing before the Chief Academic Officer/Superintendent or designee shall be provided to the student and the student's parent/guardian. The written notice shall include:

- a. an explanation of the charge(s) against the student and a summary of the evidence;
- b. the date, time, and location of the hearing;
- c. notice of the right to be represented and to present evidence and call and examine witnesses;
- d. notice that should the student/parent/guardian fail to appear at the hearing, that the finder of fact will rely on the information/evidence presented by the school's witnesses;
- e. The Superintendent's recommendation for student action to correct the disciplinary problem.

Written notice of the hearing before the Superintendent or designee shall be delivered in person or sent by the Chief Academic Officer/Superintendent or designee to the student and the student's parent/guardian by regular U.S. mail to the student's last known address.

A hearing on the request for a long-term suspension shall be conducted in accordance with the hearing procedures afforded a student during an expulsion hearing.

Following the hearing, the finder of fact shall promptly provide a written decision to the student and the student's parent/guardian. The notice of the decision shall include:

- a. a summary of the evidence presented;
- b. the facts and evidence relied upon in making the decision and the legal basis for the decision;
- c. if the request for the long-term suspension is granted, the period of time covered by the disciplinary action;
- d. notice of the right to appeal, in writing, this decision to the Nashua Board of Education within ten (10) days of the issuance of the written decision; and,
- e. notice that the long-term suspension will be effective even if appealed unless the long-term suspension is stayed by the Archie Preparatory Academy Charter School Board of Directors.

The Chief Academic Officer/Superintendent's or designee's written notice of decision to the student and the student's parent/guardian shall be delivered in person or by regular U.S. mail to the student's last known address.

If the parent/guardian appeals the decision of the Superintendent or designee, a formal hearing before the Archie Preparatory Charter School Board of Directors will be scheduled as soon as practical. The appeal hearing may be postponed at the request of the parent/guardian for good cause or if the parent/guardian needs additional time to prepare for the formal hearing.

The Chief Academic Officer/Superintendent or designee shall provide the student's parent/guardian written notice of the appeal hearing.

This notice shall include:

- a. date, time, and location of the hearing;
- b. the right to be represented and to present evidence and to call and examine witnesses; and,
- c. notice that should the student/parent/guardian fail to appear at the appeal hearing, that the appeal will be dismissed.

The Chief Academic Officer/Superintendent or designee shall send written notice of the appeal hearing to the student and the student's parent/guardian by regular U.S. mail to the last known address.

The Archie Preparatory Academy Charter School will hold a hearing on the appeal, but it shall have the discretion to hear evidence or to rely upon the record of the hearing conducted by the Superintendent or designee. If the Archie Preparatory Academy Charter School's Board of Director elects to hear evidence, the appeal hearing shall be conducted in accordance with the same hearing procedures afforded a student during an expulsion hearing.

If a regular education student is suspended for more than ten (10) days, then a disciplinary review team comprised of the student's instructional team, guidance counselor, under the supervision of school administration shall review the student's cumulative file and the disciplinary action before the beginning of the tenth day of suspension in order to consider additional education services in accordance with applicable state and federal law. The team will notify the Principal and the Chief Academic Officer/Superintendent of its findings.

In the event a special education student's cumulative total days of suspension equals or exceeds ten (10) days in a school year, the administrator shall contact the special education case manager to convene an IEP team meeting prior to the commencement of the eleventh day of suspension. A functional behavioral assessment and behavior intervention plan will be completed. The team will determine if the behavior is or is not a manifestation of the student's educational disability. Disciplinary action will occur in accordance with all federal and state laws, regulations, and rules for the education of children with disabilities.

In the event a special education student is recommended for a long-term suspension, the student and the student's parent(s)/guardian(s) will receive the same written notice as regular education students. The written notice will advise the student and the student's parent(s)/guardian(s) of their rights under the Individuals with Disabilities Education Act (IDEA), including notice that a long-term suspension is a change of placement which they may disagree with and, if applicable, invoke the *stay-put* provisions of the IDEA.

The student's I.E.P. Team and other qualified personnel shall meet prior to the imposition of a long-term suspension to determine whether the conduct causing the disciplinary action was a manifestation of the student's educational disability. In the event the I.E.P. Team determines the

student's conduct was not a manifestation of the student's educational disability, the disciplinary action shall proceed. The student's I.E.P. shall be delivered during the period of suspension. If the I.E.P. Team determines that the student's conduct was a manifestation of the student's educational disability, the long-term suspension shall not be imposed. The student's I.E.P. Team shall also conduct a functional behavioral assessment and develop and implement a behavioral intervention plan within ten (10) business days of the eleventh (11th) day of suspension or after causing a removal constituting a change of placement. In the event a behavioral intervention plan already exists, the I.E.P. Team must review and, if appropriate, modify that existing plan.

Expulsion

If the Principal or the Chief Academic Officer/Superintendent or designee requests that a student be expelled from school, the Chief Academic Officer/Superintendent shall determine prior to the end of the student's initial ten-day suspension whether to submit the request to the Archie Preparatory Academy Charter School. A formal hearing shall be held prior to any expulsion. Except in situations involving a student bringing or possessing a firearm in a safe school zone, an expulsion hearing may be held either before or after the expiration of the initial ten-day suspension. If the hearing is scheduled to be held after the expiration of the initial ten-day suspension, the student shall be allowed to return to school until the hearing is held. In situations involving a student bringing or possessing a firearm in a safe school zone, the Archie Preparatory Academy Charter School shall hold the expulsion hearing within ten days of the commencement of the student's ten-day suspension.

Upon receipt of a request for expulsion, the Archie Preparatory Academy Charter School Board of Directors or designee shall provide written notice to the student and the student's parent/guardian, which shall include:

- a. the date, time and location of the hearing;
- b. a statement of the charges against the student and a summary of the evidence supporting the charges;
- c. the Superintendent's written recommendation for Board of Education action and a description of the process used by the Superintendent to reach his/her decision;
- d. notice that the student together with a parent (parental consent is not necessary if the student is 18 years or older unless the student is subject to a guardianship) may waive the right to a hearing and admit to the charges;
- e. notice that the student has a right to be represented by counsel;
- f. notice that the student, parent/guardian or counsel has the right to present any defense or reply and to call and examine any and all witnesses; and,
- g. notice that the hearing may be either public or private and the choice shall be that of the student or the student's parent/guardian.

The written notice shall be delivered to the student and the student's parent/guardian, in person or by mail to the student's last known address, at least five days prior to the hearing.

The decision of the Archie Preparatory Academy Charter School's Board of Directors to expel a student shall be based on substantial evidence that the student committed the act(s) charged and that the act(s) is, in fact, a proper ground(s) for expulsion. The decision, which shall be reduced to writing, shall state whether the student is expelled; the legal and factual basis for the decision if the student is expelled; the length of the expulsion; any action the student may employ to be restored by the Archie Preparatory Academy Charter School's Board of Directors; and, notice that the student has the right to appeal the decision to the State Board of Education. The

mandatory 12-month expulsion from school for bringing to or possessing a firearm in a safe school zone, may be modified on a case-by-case basis at the sole discretion of the Superintendent of Schools.

The requirement of an expulsion hearing for other Class I offenses may be modified on a case-by-case basis by the Chief Academic Officer/Superintendent for circumstances including, but not limited to, the student's age. If the Chief Academic Officer/Superintendent, at his/her discretion, determines that the circumstances are such that the sanctions are inappropriately severe, he/she may impose or request the imposition of lesser sanction(s) as he/she determines is appropriate. In all such cases, the Chief Academic Officer/Superintendent shall make a written report to the detailing his/her reasons for taking or requesting such action. Prior to the start of each semester, an expelled student may petition the Archie Preparatory Academy Charter School to review its decision to expel, so long as the expulsion occurred at least sixty (60) days prior to that request.

The petition shall:

- a. be submitted in writing to the Archie Preparatory Academy Charter School no later than three (3) weeks prior to the start of the semester;
- b. set forth the reasons for the request for readmission and any information and facts which the student believes supports the petition; and,
- c. indicate whether the student requests a hearing on the matter.

The Archie Preparatory Academy Charter School Board of Directors shall consider the petition within two (2) weeks of its receipt and provide the student written notice of its decision immediately thereafter. If a hearing is requested, the Archie Preparatory Academy Charter School Board of Directors shall schedule a hearing within three (3) weeks of receipt of the petition for review. The student may be present at the hearing along with his/her parent/guardian

or other adult advocate. The student may present facts and evidence in support of his/her petition for readmission. The Archie Preparatory Charter School Board of Directors shall render a decision within one (1) week of the hearing and provide the student with written notice of its decision.

If a special education student is recommended for expulsion, the student and the student's parent(s)/guardian(s) shall be provided with the same written notice as non-disabled students. This written notice shall also advise the student and the student's parent(s)/guardian(s) of their rights under the Individuals with Disabilities Education Act (IDEA), including the right to disagree with any change of placement and to appeal decisions of the student's I.E.P. Team and the Archie Preparatory Academy Charter School.

In cases involving possession of or sale of drugs or the possession of a weapon, the student's I.E.P. Team shall be convened no later than ten (10) business days after the event giving rise to the request for expulsion for the purpose of conducting a manifestation determination review, a functional behavioral assessment and to make a determination of an appropriate forty-five (45) day interim alternative educational placement. In the event the I.E.P. Team determines that the student's conduct was not a manifestation of the student's educational disability, the Team's report shall be forwarded to the Superintendent for further disciplinary action. Should the special education student be expelled following a hearing before the Archie Preparatory Academy Charter School or its subcommittee, the I.E.P. Team must then propose and offer an alternative long-term placement where the student's I.E.P. can be delivered. The recommendation for the long-term placement must be made prior to the expiration of the forty-five (45) interim alternative educational placement. In the event the I.E.P. Team determines that the conduct giving rise to the request for expulsion was a manifestation of the student's

educational disability, then no discipline in excess of the initial ten-day suspension shall be imposed. When a student's conduct does not involve a drug or weapon violation, but the school determines that the student presents a potential danger to himself/herself or to others in his/her current placement, the school may request a forty-five (45) day interim alternative educational placement. No change of placement shall occur without the consent of the parent/guardian after the convening of the I.E.P. Team or, until the school obtains an order from a Hearings Officer granting permission for such a placement.

All professional staff of the Archie Preparatory Academy Charter School will be responsible for ongoing informal observations of student behaviors that could possibly indicate emergent oppositional behaviors with professional staff and academic peers that establish a gateway to inappropriate social behaviors to the detriment of his or her social development and the instructional environment. Ongoing incidences of inappropriate behavior and violation of Archie Preparatory Academy Charter School policy will result in mandatory admission to intervention programming that establishes an appropriate pathway through the triangulated efforts of school, student, and family. Through these procedures, identification of behaviors as well as a prescriptive goal plan, and recommendations will be set in place with conditions as a means to quell the emergent behaviors and provide significant support to the student.

C. Describe your school's mandatory student attendance plan

Absenteeism from school increases the amount of time students must officially enroll in school while acting as a gateway to dropping out of school.

Psychological research indicates that frequently absent students yield a population that has lower academic self-concepts, lower levels of self-esteem, greater patterns of alienation from school about certain issues, higher levels of neuroticism and higher levels of antisocial behavior linking absenteeism and truancy to psychological criteria such as anxiety.

Research reports potential dropouts exhibit risk behavior as early as elementary school. Moreover, elementary-age children with low attendance rates are at risk for academic failure for a variety of reasons. These students do not have the opportunity to grow cognitively, socially and intellectually due to time away from the structured learning environment (Waters, 2011).

The Archie Preparatory Academy Charter School's mandatory attendance plan, as an aspect of the expectations and daily commitment to the student's education as well as a condition of enrollment, will entail the implementation of a aggressively consistent implemented attendance policy. Moreover, the Archie Preparatory Academy Charter School will rely on early intervention and prevention strategies through the use of observation, attendance records, and communication as early as the elementary level, to identify and devise an appropriate plan of action utilizing the convergent consideration of status and alterable variables to reverse trends and behaviors before the absenteeism become a chronic debilitation that cascades into the secondary years.

5. Transportation

A, B. Describe your transportation program

The Archie Preparatory Academy Charter School currently has in its possession one full size 72 passenger school bus as well as a 19 passenger school bus and a 22 passenger school bus. In addition, the Archie Preparatory Academy Charter School has a 7 passenger van. The Archie Preparatory Academy Charter School intends to utilize the 19 passenger school bus for students who require transportation due to a disability as outlined in the IDEA guidelines. The 7 passenger van will be utilized to transport secondary students of the same status who require transportation to and from school.

Students throughout the city of Harrisburg who attend the Archie Preparatory Academy Charter School will be required to congregate for bus transportation at one of the designated group meeting sites established within the city of Harrisburg.

C. What plans are being made for the coordination of transportation of students who live outside the local district to be transported to the school?

The Archie Preparatory Academy Charter School will negotiate a transportation arrangement with any school district whose resident attends the Archie Preparatory Academy Charter School up to and exceeding the 10-mile rule.

6. Food Service

A. Describe the food service plan of the school.

The Archie Preparatory Academy Charter School will provide breakfast and lunch services to attending students through a partnership agreement with a Harrisburg based catering and food service entity.

Food will be prepared on-site and delivered, daily, to the Archie Preparatory Academy Charter School for mealtime consumption.

B. What are the plans for free or reduced lunch or breakfast per 24 PS 13-1337?

Per 13-1337 of the Public School code, the Archie Preparatory Academy Charter School will participate in the United States Department of Agriculture's School Lunch [and Breakfast] Program. The Archie Preparatory Academy Charter School will adhere to all regulations set forth as well as comply with all record-keeping procedures related to documentation, storage, and review.

7. Timetable

Provide a detailed timetable of projected steps and dates leading to the opening of a charter school.

[insert Appendix G]

8. Safety

A. Compliance

The proposed site of the Archie Preparatory Academy Charter School has been:

- inspected by a local building inspector
- inspected by a local fire department
- compliance with all other federal, state, and local health and safety laws and regulations

9. School Health Services

A, B. Provision of school health services and administration of medication

Schools are accountable to provide safe, legal, and appropriate care for students, including the administration of medications necessary during the school day in order for the student to attend school and take full advantage of his or her educational program (Zahorchek, 2010).

The Archie Preparatory Academy Charter School will comply with all federal and state guidelines specific to school health services as well as the development and implementation of appropriate medication administration policies and procedures through the Guidelines for PA Schools for the Administration of Medication and Emergency Care.