

SECTION V
IMPLEMENTATION AND ADMINISTRATION

1. Recruiting and Marketing Plan

A. Publicize the charter school

The Archie Preparatory Academy Charter School will publicize the school through the use of an education based public relations and consulting firm and various print and electronic media.

B. Type of outreach to students and families

The charter school shall proactively engage and inform the community about the school for the purpose of generating interest in enrollment in the school. Such activities should include public notices, meeting, open houses, and other activities that attempt to reach and provide a forum to a broad audience. Supplemental specially directed outreach and recruitment will be permissible in order to diversify the pool of applicants so as to include underrepresented populations.

2. Admissions Policy

A – C. Describe the admission methods and eligibility criteria

The admission policy and criteria for evaluating the admission of students will comply with the requirements of section 1723-A of the PA Charter School Code.

The Archie Preparatory Academy Charter School admission policy will comply with all requirements outlined in section 1723-A of the Pennsylvania Charter School Law. The Archie Preparatory Academy Charter School will not discriminate in its admission policy, procedures, or practices on the basis of intellectual ability, aptitude, previous academic achievement, athletic

ability, disability, English language proficiency or any other identifier that would be deemed unlawful if perpetrated by a local education agency. The Archie Preparatory Academy Charter School will comply with 24 P.S. § 13-1304-A to secure a “Sworn Statement” from all parents enrolling their children, and will further comply with all provisions of 24 P.S. § 13-1306-A specific to student enrollment procedures, and 24 P.S. § 13-1307-A specific to student records.

The Archie Preparatory Academy Charter School will establish an open enrollment period. The Archie Preparatory Academy Charter School will permit the submission of both traditional paper enrollment forms as well as an online enrollment form available on the Archie Preparatory Academy Charter School website and accessible through various internet search engines. Moreover, the online enrollment form can be saved as a Portable Document Format and digitally forwarded to the Archie Preparatory Academy Charter School through the use of our online submission portal. The Archie Preparatory Academy Charter School will maintain digital storage of all student enrollment data.

The Archie Preparatory Academy Charter School will initiate contact with the applicant and schedule an available time to meet and discuss various facets of the educational program. This meeting will include, but is not limited to, a tour of the facility, conditions of enrollment, distribution of the parent/student handbook, and a dissemination of information period that allows for full disclosure of the curriculum, staff complement, short and long term schedule, conduct policy, progressive discipline policy, transportation as applicable, food service and any other inquiries brought forth by the applicant related to operations, procedures, and expectations.

As is commensurate with any Pennsylvania public school system, the Archie Preparatory Academy Charter School administration will require parents or guardians to present their child's birth certificate or other acceptable documentation as outlined through policy, proof of residence, and proof of immunization.

Lottery

The Archie Preparatory Academy Charter School will use a lottery system in the event the number of applicants exceeds the maximum enrollment identifier once the enrollment period has expired. In the event a lottery system must be employed to establish a reliable selection method free from bias, a system of random selection will occur. The Archie Preparatory Academy Charter School will take action to promote community awareness of the lottery. The protocol will involve the dissemination of information and assertive recruitment activities, which may be conducted over several weeks or months. The Archie Preparatory Academy Charter School will advertise its enrollment process through various methods including digital and print media over a sufficiently large window of time prior to the lottery being held. This practice is intended to ensure that equal opportunity exists for all parents and students.

Time Period for Lotteries

The administrator of the school/program will conduct one (1) annual lottery for the Archie Preparatory Academy Charter School if the applications received to attend the Archie Preparatory Academy Charter School exceed the available openings. The annual lottery will occur during the last two weeks of March.

Schedule for Lotteries

No later than five months prior to the spring lottery, the superintendent/Chief Academic Officer will establish the date of the lottery and deadline for applications and will ensure these dates are published.

- a) The spring lottery will be held during the last two weeks of March for enrollment the following school year.
- b) Additional lotteries may be held if needed.
- c.) Priorities – The following priorities apply only to the drawing process for placement on a wait list. The priorities do not guarantee placement.

- (i) Siblings within that specific program and attendance area children will have the same priority.

- (ii) District-wide

The building administrators may preempt the process with the approval of the Superintendent/Chief Academic Officer for the following reasons:

- a) Grade level balance.
- b) Documented hardship (extenuating circumstances, medical, safety, psychological, or curriculum considerations).
- c) The achievement of gender balance.

Drawing Process

- (1) All drawings will be by grade levels K - 2 in the first year of the charter and subsequent grades each year thereafter. Grade levels are drawn first to determine draw order for the lottery.
- (2) When a student's name is drawn, it is placed on the Archie Preparatory Academy Charter School waiting list in numerical order.
- (3) Students will be enrolled in the Archie Preparatory Academy Charter School from the approved waiting list in numerical order.
- (4) Students' parents must annually acknowledge their interest in remaining on the Archie Preparatory Academy Charter School waiting list by notifying the principal/designee of their interest. Future drawings will add to the approved list. Student's remaining on a waiting list will retain their place on the list; the grade level list will move up a grade annually.

Continued Participation

Students who have been chosen to attend Archie Preparatory Academy Charter School must within two (2) school days after notification. Those students who do not enroll within the designated period will be withdrawn from the waiting list and they must reapply if they wish to attend. If an attempt to contact a parent/guardian to offer a space to a waiting list student is not successful, the student will remain on the list through the next lottery period. If an attempt to contact a parent/guardian is again unsuccessful during the next lottery period, the student will be removed from the waiting list. If students are already enrolled at Archie Preparatory Academy Charter School and are withdrawn for any reason, they must follow the lottery procedures if

there is a waiting list. Positions may not be reserved because of a student's withdrawal from the program.

The Lottery Process

(1) All new applications will be held without priority ranking numbers between scheduled lotteries.

(2) At lottery time, the initial step will be the drawing for position according to grade level. The lottery will then proceed as follows:

a) Draw grade levels to determine order of the drawing;

b) Draw District-wide applications.

(3) Siblings and attendance area names will be drawn and assigned the lowest available waiting list numbers. Where families have more than one child, the lowest available number will be assigned simultaneously to each grade level. To be eligible under this section, the sibling must be on the rolls at the Archie Preparatory Academy Charter School at the time the other entering sibling is enrolled.

(4) Names of children from the rest of the District will be drawn second and assigned waiting list numbers in sequence behind siblings and attendance area children's names.

(5) After each lottery, families will be notified of their status on the list and advised that they must notify the principal/designee if they wish to remain on the list. At that time they should provide updated information (address, telephone number, etc.) if necessary.

Waiting List

(1) Once the March lottery has been conducted, the remaining names will be entered into the waiting list two (2) times each year in April and November of each year for grades 5 -8 after the scheduled lottery is held. The Superintendent/Chief Academic Officer designee will compile a listing of all students on wait lists.

(2) Names will be numbered consecutively within each grade level based on the lottery draw.

(3) Students will be enrolled in the Archie Preparatory Academy Charter School from the approved waiting lists in numerical order unless the administrator preempts the waiting list to ensure gender balance as stated in the criteria description below, or for documented hardship. As openings occur in a particular grade level, the parents of the next student on the waiting list will be notified of the opening and must accept or reject the school/program within two (2) school days. Registration should occur as soon as possible after that date but no later than five (5) days after acceptance.

(5) When an opening occurs and no names remain on the waiting list, a special lottery will be held for that grade level only after soliciting for interest from students in the school and/or the District.

Criteria

(1) Space availability will be determined by weighing the following factors:

a) Overall program capacity as established by the District for zone exemptions and enrollment of the school; and

b) Grade level and individual classroom enrollments must be balanced within the program and school. The classroom and grade level restrictions that may be applied are the standard pupil teacher ratios for the coming school year.

(2) Gender Balance

In order to provide gender balance, the administrator shall preempt the waiting list if more than two-thirds ($2/3$) of the class is of one gender in order to ensure a minimum of two-thirds ($2/3$) to one-third ($1/3$) gender ratio.

Preemption Policy

(1) The administrator shall preempt the lottery procedure in the interest of achieving gender balance within a school or program. For purposes of this policy, gender classifications are (1) female and (2) male. Gender imbalance occurs when the student body in a particular school or program has more than $2/3$ of either gender.

(2) The procedure for preemption the normal lottery process is as follows:

a) When a gender imbalance exists or would exist without preemption in a grade level at the time of the lottery, the administrator will fill the available spaces in the grade level by taking the numerically lowest ranking students of the minority gender until the occurrence of one of the following:

i) gender balance is achieved; or

ii) all spaces in the grade level are filled.

(3) After balance is achieved, the administrator will fill the remaining available spaces in the grade level by following normal lottery procedures.

(4) The preemption policy becomes effective only when a gender imbalance exists in a grade level.

3. Human Resource Information

A. Describe the standards in the hiring process for all personnel

All potentially eligible full time and part time employees of the Archie Preparatory Academy Charter School will be scheduled to interview with the Chief Academic Officer/Superintendent, Human Resource Administrator and a sub-committee of the Board of Directors to ensure process, quality, and balance.

All full time and part time employees of the Archie Preparatory Academy Charter School will be required to secure and maintain a criminal history record as stated in section 111 of the Pennsylvania School Code. Any individual who has a criminal history within the limitations stated in section 111 will be ineligible for employment or volunteer assignments at the Archie Preparatory Academy Charter School. All criminal history records will be included in all APACS personnel files. As an accommodation, all Archie Preparatory Academy Charter School personnel criminal history reports will be scanned for digital storage and sent, via return mail receipt, to the Harrisburg School District.

All full time and part time employees of the Archie Preparatory Academy Charter School will be required to secure and maintain a child injury and abuse record from the Department of Public Welfare as required by 23 Pa. C.S. Chapter 63, Subchapter C.2 Background Checks for Employment in Schools §6355 (a) Investigation and (b) Grounds for denying employment. Any individual who has a child injury and abuse record indicating a history of child abuse, neglect, or injury shall be ineligible for employment or volunteer assignments at the Archie Preparatory Academy Charter School. Moreover, the Archie Preparatory Academy Charter School administration will be responsible for investigating an employee's child abuse history and, if necessary, denial of employment. All child injury and abuse records will be included in all Archie Preparatory Academy Charter School personnel files. As an accommodation, all Archie Preparatory Academy Charter School personnel child injury and abuse records will be scanned for digital storage and sent, via return mail receipt, to the Harrisburg School District.

B. What is the targeted staff size and teacher/student ratio?

Beyond Core Curriculum instructors at the elementary, middle, and secondary levels, additional staff will be employed to support, at the minimum, the physical education/health curriculum, the arts curriculum, the language immersion curriculum, technology integration and maintenance, food and health services.

Core Curriculum ratios

Elementary 1:20 and 1:10 during co-teaching instruction
Middle 1:20 (not including paraprofessional support staff)
Secondary 1:22

C. What professional development opportunities will be available to teachers and staff?

The selected Core Curriculum elementary and middle level faculty and coaches will be provided time in their schedules to meet and plan collaboratively. A minimum of two co-teaching preparation periods and one professional development period will be used for collaborative planning per week at the elementary level and a minimum of two multidisciplinary preparation periods and one strategic looping professional development period will be used for collaborative planning at the middle level.

Both the Core Curriculum faculty and the assigned curriculum coach should be in the laboratory classroom daily. Scheduled co-teaching should occur when possible in the morning to avoid conflict with district professional development.

Based on the Archie Preparatory Academy Charter School teaching and learning professional development cycle, faculty and coaches will work closely with the principal to establish an observation schedule for classrooms to facilitate content faculty professional learning of strategies to implement the Core Curriculum through co-teaching at the elementary level or looping at the middle level. Follow-up by the coach to support the faculty's application of observed instructional strategies and implementation into the classroom is necessary and must be supported by the principal. The principal will establish an accountability system in the school to support the faculty and coaching model and application of content-specific professional development provided by the coach into the classroom.

Further, the Archie Preparatory Academy Charter School will seek supplemental funding to support the curriculum through various professional development activities throughout

the school year as well as during the last two weeks of summer where there will be intensive immersion into strategic planning, policy, and formalizing the established instructional strategies, curriculum goals and protocol for the upcoming school year.

D. Describe the human resource policies governing salaries, contracts, hiring and dismissal, sick leave and other benefits.

Archie Preparatory Academy Charter School is firmly committed to equal employment opportunity. The School does not discriminate in employment opportunities or practices for all qualified persons on the basis of race, color, religion, creed, sex, gender, sexual orientation, ethnicity, national origin, ancestry, age, disability, marital status, military status, citizenship status, predisposing genetic characteristics, or any other characteristic protected by local, state, or federal law. Employment decisions at Archie Preparatory Academy Charter School will be made in a non-discriminatory manner and are based on qualifications, abilities, and merit. This policy governs all aspects of employment at the School including recruitment, hiring, assignments, training, promotion, upgrading, demotion, downgrading, transfer, lay-off and termination, compensation, employee benefits, discipline, and other terms and conditions of employment.

Both full and part-time personnel will be hired on an at-will basis. Administrative contracts will be twelve months in length. Remuneration will be offered that is competitive with remuneration paid by school districts in the vicinity of the Archie Preparatory Academy Charter School. Health insurance benefits will be considered once an evaluation of those offered to employees of school districts in the vicinity of the Archie Preparatory Academy Charter School.

Hiring will be conducted using a panel interview format. All applicants will be asked identical questions to provide for a fair and balanced process. All new hires must have the required child

abuse clearances and criminal background checks, and three reference checks completed before having contact with students.

Cases of alleged abuse or neglect of a student will be reported to the mandated reporting agencies following Department of Public Welfare procedures and will be handled individually. Such instances are not subject to the progressive discipline process. The school's legal counsel will assist in dealing with these situations if and when they should arise. Other Human Resources policies will be written, reviewed by counsel, and adopted by the Archie Preparatory Academy Charter School Board of Directors.

As will be stated throughout the Archie Preparatory Academy Charter School Handbook, an employee's relationship with the Archie Preparatory Academy Charter School is an employment "at will." The employee Handbook does not constitute a contract for employment between Archie Preparatory Academy Charter School and its employees. Employees of the School are considered "at will," and therefore either the employee or the School may terminate the employment relationship under the policies set forth in the document. In the absence of a specific policy the employment relationship may be terminated at any time without notice, with or without cause. It is the responsibility of the Board of Directors to oversee school policies and the responsibility of the Chief Academic Officer/Superintendent to oversee school operations. No person other than the Chief Academic Officer/Superintendent has authority to enter into any agreement for employment for any specified period of time and any such agreement must be in writing.

E. Identify the proposed faculty

Although the Archie Preparatory Academy Charter School has not solicited interest in employment opportunities at the date of this application, there are general criteria or status of the potential administrator and faculty that will be required for consideration.

The Chief Academic Officer/Superintendent will have at least an earned doctorate in an educational discipline from an accredited university as well as a minimum of ten years in education including five years of classroom instruction and five years of administrative experience.

Faculty will have completed all instructional certification requirements as outlined through the Pennsylvania Department of Education.

Para-professionals assisting in the classroom will either be enrolled in a program of education and/or obtained an associate degree or equivalency in a program of education.

F. Attach a report of criminal history record, pursuant to Section 111 of the Public School Code for all individuals who shall have direct contact with students.

[Appendix E] FBI clearance apps]

G. Attach an official clearance statement regarding child injury or abuse from the Department of Public Welfare as required by 23 Pa. C.S. Chapter 63 subchapter C. 2

[Appendix F] DPW child welfare clearance]

4. Code of Conduct

A-B. Rules and guidelines governing student behavior and description of school policy regarding student expulsion and suspension including students with disabilities which maintain compliance with section 1318 of the Public School Code.

Archie Preparatory Academy Charter School Student Behavior Standards

Successful implementation of a thoughtfully constructed discipline policy is a benefit to the entire community both for the present as well as the future. Self-discipline developed in the educational setting

- will have a positive influence on building stronger family bonds;
- will enhance the opportunity for better relationships within the workplace and the surrounding community.

Core Responsibilities

It is everyone's responsibility to:

- teach and model self-discipline
- respect the rights of others
- cooperate with one another
- learn the Archie Preparatory Academy Charter School's Student Behavior Standards
- recognize that absenteeism is a classroom disruption
- provide a safe and positive educational environment at school and at home

It is a student's responsibility to:

- be in charge of his/he behavior
- comply with school rules at all times
- arrive at school and to class on time
- be prepared to learn
- honor the faculty's duty to teach and other students' right to learn
- attend school daily
- tell school staff about any discipline concerns they may have

It is the parents' responsibility to:

- communicate to the school their child(ren)'s concerns or needs
- encourage their child(ren) to do his/her best
- contact school if the child(ren) will be absent
- be available for conferences
- assure that the child(ren) attend school daily
- help the child(ren) learn about the Nashua Schools' behavioral expectations and the consequences of breaking rules
- ensure that adult supervision is provided should a child's behavior cause him or her to be suspended from school

It is a teacher's responsibility to:

- manage classroom behaviors
- inform and post classroom rules and behavioral expectations
- report to parents regularly
- enforce the Archie Preparatory Academy Charter School's Student Behavior Standards
- provide students with a safe school environment
- encourage and model good attendance

It is the Principal's responsibility to:

- enforce the Archie Preparatory Academy Charter School's Student Behavior Standards
- maintain high visibility in and around the school
- communicate school rules to students, staff and parents
- communicate to parents and involved staff the discipline action taken
- maintain discipline and attendance files
- report any suspected illegal activities to police and Superintendent's office
- assume over-all responsibilities for school rules being followed
- encourage and model good attendance

It is the Chief Academic Officer/Superintendent's responsibility to:

- ensure that all school Principals consistently enforce the Archie Preparatory Academy Charter School's Student Behavior Standards
- give support and advice to school staff
- maintain quarterly discipline reports (excluding students' names) of incidents requiring Principal's involvement

It is the Board of Director's responsibility to:

- adopt a fair and consistent discipline policy
- ensure, through the Chief Academic Officer/Superintendent of Schools, that the Student Behavior Standards are consistently implemented by all school employees