



HOPE
for Hyndman
Charter School

Student
Handbook

2014-2015

Help
Opportunities
Practicality
Empowerment

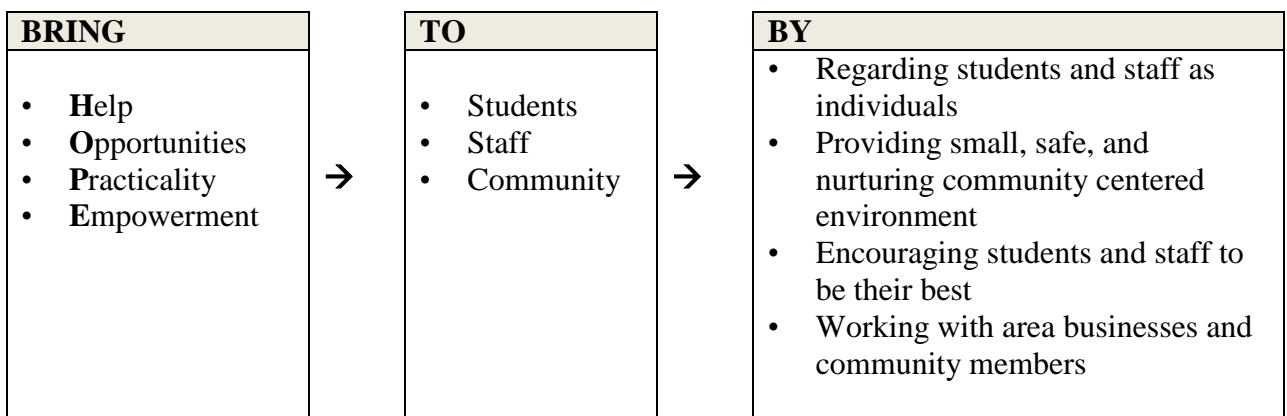
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MISSION

HHCS a community-oriented lifelong learning environment which both reflects and helps to shape Hyndman and its surrounding areas. Striving for high academic achievement and a high rate of post-secondary continuing education, HHCS extends the conventional K-12 classroom teaching/learning boundaries to include varied educational endeavors, employing multiple mediums, settings, and locations to model and promote the practice of lifelong learning. We recognize that each child is an individual and that they are all creative and need to succeed. Therefore, HHCS respects and strives to meet the individual needs of all of our children in a caring and creative environment and we emphasize the social, physical and intellectual development of each child.

VISION



Based on the mission and vision, the founding cohort of faculty worked collaboratively to develop the following core values and beliefs statements which guide the schools educational approach:

CORE VALUES

- **Compassion** — Respecting the individual enough to discover if they need sympathy and/or empathy.
- **Respect** — A positive attitude towards and acceptance of yourself and others despite differences in opinions and beliefs.
- **Integrity** — A combination of values and morality culminating in a general concern for others when you are being watched and not.

BELIEFS

What do we believe about HHCS?

1. We believe in connecting with the community to be successful in educating the students and their families.
2. We believe in the innovative, diversified, individualized, and quality education provided at HHCS.

3. We believe the opportunities provided at HHCS will help prepare life-long learners.

What do we believe about teachers and teaching?

1. We believe teaching is a two-way road where teachers teach students and students teach teachers.
2. We believe teachers will know each of their students and are willing to meet individual needs.
3. We believe teachers are life-long learners.

What do we believe about how students learn?

1. We believe that students are individualized learners that can be challenged with their own unique academic level through hands-on, immersive learning styles that vary depending on academic needs or wants.
2. We believe that all willing students have the ability to learn, at any given time, about any subject that is intrinsically motivating or holds real world connections, for a lifetime.
3. We believe that educators should facilitate learning by setting an example and by providing each student with the chance and/or opportunity to learn in a space that is a positive learning environment.

K-12 MANTRAS

In 2013, the school engaged in a Comprehensive Planning Process. During that process we reviewed our the mission, vision, values, and beliefs statements above and attempted to boil them down into a set of “mantras” that we could use to guide our decision making in a variety of circumstances. These mantras are the words that best represent the culture we work to maintain:

- a. Opportunity
- b. Community
- c. Individualized Attention
- d. Vested Interest
- e. Family

POLICY STATEMENT

The Board of Trustees (“Board”) of HOPE for Hyndman Charter School has the authority to make reasonable and necessary rules governing the conduct of students in school and reserves the right to modify, add, or delete portions of the Student Code of Conduct. The Board of Trustees is committed to creating a safe and positive learning environment wherein students learn to be kind, compassionate, respectful, hardworking, independent, resourceful, and well-adjusted individuals. Such an environment requires, of course, that students recognize their rights and responsibilities, as well as those of other students, teachers, parents, administrators, and members of the school community.

PURPOSE

The purpose of this Student Code of Conduct is to define the rights and responsibilities of student and parent members of the school community, the standards for acceptable conduct of students, and the consequences for failure to meet those standards. In doing so, the Board of Trustees seeks to provide a safe environment in which students can learn and thrive individually and as members of a larger community.

The HOPE for Hyndman Charter School complies with all applicable federal, state and local laws in providing equal opportunity to all Charter School students. Consistent with the Pennsylvania Human Relations Act (43 P. S. s s 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

SCOPE OF STUDENT CODE OF CONDUCT

This Code of Conduct applies to conduct of the HOPE for Hyndman Charter School students that occurs:

- During such times as they are under the supervision of the school, including the time they are in attendance at the school as well as the time necessarily spent in coming to and returning from school;
- Off school grounds at any school-related activity, function or event;
- Off school grounds when the conduct may reasonably be expected to (i) endanger the safety of students, teachers, administrators, or any other member of the school community; or (ii) substantially and materially disrupt the school; and (iii) while traveling to and from school on school buses or vans, regardless of the School or District of ownership, or on public transportation.

PARENT AND STUDENT RIGHTS AND RESPONSIBILITIES

Rights and Responsibilities—Parent and School Compact

The school and community of HOPE for Hyndman Charter School believe that it is only through the cooperation of the parents and school that children develop their full potential. In light of this, the school and parents will work cooperatively to provide for the successful education of their children as follows:

The Parent/Guardian Agrees to:

- Become involved in developing, implementing, evaluating and revising the school/parent-involvement policy.
- Use or ask for assistance that the local school provides on child development and teaching and learning methods as needed.
- Work with our child/children on their school assignments and to:
 - Ask them what they learned about that day
 - Encourage them to share their successes and their frustration
 - Provide assistance if necessary

- Encourage them to read, write, and practice their work daily
- Monitor our child/children's:
 - Attendance at school
 - Homework
 - Television watching
 - Computer and video game usage
- Share the responsibility for improved student achievement by:
 - Documenting daily reading with their child
 - Providing a quiet place for homework
 - Setting aside a specific time for homework
 - Assisting with homework as necessary
 - Encouraging positive attitudes toward school
 - Requiring regular school attendance
 - Giving the child the necessary supplies to do school work
- Communicate with our child/children's teachers about their educational needs.
- Ask parents and parent groups to provide information from the school on what type of training or assistance they would like and/or need to help them be more effective with their child/children in the educational process.
- Provide a healthy and safe environment.
- Volunteer in school and to attend school meetings.
- Encourage students to find activities that promote citizenship, work ethic and healthy lifestyles.
- Respect cultural, racial and ethnic differences.

The Student Agrees To

- Encourage parents to become a part of the student's educational experience.
- Question, in the appropriate way and at the appropriate time, those parts of learning that are not understood.
- Take home materials and information needed to complete all assignments.
- Complete homework in a thorough, legible and timely manner.
- Return homework on time.
- Respect the personal rights and property of others.
- Respect cultural, racial and ethnic differences.
- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist Charter School staff in operating a safe school for the students enrolled therein.
- Comply with federal, state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Report accurately in student media.
- Not engage in inappropriate conversations or use obscene language in student

media or on school premises.

PARENT RIGHTS AND RESPONSIBILITIES

1. Enrollment

a. Right

Parents have the right to enroll their children in the Charter School, regardless of their district of residence, within the enrollment guidelines established by the Board of Trustees. Enrollment may not be denied on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, physical handicap or marital status.

b. Responsibility

Parents have the responsibility to ensure that their children who are enrolled in the Charter School attend school regularly, on time, and for the entire school day in accordance with state law and the policies set forth by the Board of Trustees.

2. Progress

a. Right

Parents have the right to receive regular official reports of their children's academic progress, through both written and oral communication.

b. Responsibility

Parents have the responsibility to assist the Charter School and their children in achieving their academic potential, including planning a time and place for completing homework, ensuring the completion of assignments that are missed, and providing the necessary supervision while their children complete assignments. In addition, parents have the responsibility to attend and participate in all parent-teacher conferences.

3. Language Preference

a. Right

Parents have the right to receive any oral and written communication from the Charter School in the language used by the family in the home. This right includes the right to have a translator present at any disciplinary proceedings commenced against their child.

b. Responsibility

Parents have the responsibility to inform the Charter School when they need to receive oral and written communications in a language other than English. This responsibility includes the responsibility to notify the Charter School if a translator will be necessary at any disciplinary proceedings commenced against their child.

4. Enforcement

a. Right

Parents have the right to ensure that the provisions of this Code of Conduct are applied reasonably and fairly with respect to their children.

b. Responsibility

Parents have the responsibility to understand the rules set forth in this Code of Conduct and to discuss expected behavior with their children, as well as to inform the Administration and/or Board of Trustees of their concerns regarding the application of this Code of Conduct to their children in a calm and reasoned manner.

STUDENT RIGHTS AND RESPONSIBILITIES

1. Education

a. Right

Students have the right to a public education, unimpaired on account of race, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, physical handicap or marital status.

b. Responsibility

Students have the responsibility to avoid actions or activities that interfere with other students' rights to an unimpaired public education.

2. Learning Environment

a. Right

Students have the right to an orderly school and classroom environment that will promote learning for all students.

b. Responsibility

Students have the responsibility to ensure that their actions do not disrupt the school or classroom environment or school activities.

3. Expression

a. Right

Students have the right to express themselves in speech, writing and/or expression within the boundaries defined by federal and state law, and the policies established by the Charter School. The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania. Students have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

b. Responsibility

Students have the responsibility to ensure that their expression does not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others, or violate federal or state law, or the policies established by the Charter School.

Possession and Distribution of Literature

a. *Right*

Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the CEO.

b. *Responsibility*

Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to ensure that the literature they possess or distribute does not infringe upon the rights of others, and does not contain offensive language of a religious, racial or ethnic nature, or language that may be construed as harassing or obscene. Identification of the individual student or at least one responsible person in a student group is required on posted or distributed materials. Students must submit to the CEO or Principal for prior approval a copy of materials to be displayed, posted or distributed on school property. School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

i. Bulletin boards must conform to the following:

1. The CEO or Principal may restrict the use of certain bulletin boards.
2. Designated bulletin board space will be provided for the use of students or student organizations.
3. The CEO requires that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

ii. School newspapers and publications must conform to the following:

1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
4. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval lapses without a decision, the material shall be considered authorized for distribution.
5. Students who are not members of the newspaper staff shall

have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

- iii. The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions of federal and state laws.
- iv. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
- v. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students. The place of the activity may be restricted to permit the normal flow of traffic within the school and exterior doors.

4. Religion

a. Right

Students have the right to their own beliefs and the exercise of those beliefs to the extent that the exercise of those beliefs is consistent with state and federal laws.

b. Responsibility

Students have the responsibility to ensure that the exercise of religious freedom does not infringe upon the Constitutional rights and freedom of religious expression of others.

5. Search and Seizure

a. Right

Students have the right to be free from unlawful searches and seizures of their personal property and possessions.

- i. The CEO will adopt reasonable procedures regarding student searches. The School shall notify students and their parents/guardians of the procedures regarding student searches.
- ii. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- iii. When school authorities have reasonable suspicion that materials that pose a threat to the health, welfare or safety of students or the school community are in the possession of a student or contained within a student's belongings, school authorities may search the student's person and/or belongings to the extent that such a search is permitted by applicable state and federal laws.

- b. Responsibility**
Students have the responsibility to not possess materials, objects, implements and/or instruments that are prohibited by federal, state and/or local law or that may be disruptive or otherwise in violation of the Charter School’s Rules.
- 6. Peaceful Assembly**
 - a. Right**
Students have the right to peaceful assembly.
 - b. Responsibility**
Students have the responsibility to secure approval for use of school facilities for assembly; to discuss with an administrator the appropriateness of the facility for the function; and to ensure that assembly does not disrupt the educational process. Lack of adequate supervision shall be grounds for disapproval of the assembly.
- 7. Transportation**
 - a. Right**
Students have a right to safe and orderly transportation to and from school or a school activity when transportation is provided.
 - b. Responsibility**
Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere; to refrain from conduct which may cause a hazard to themselves, their fellow students, or to the public; and to refrain from violating federal, state and/or local laws, or school policy regarding transportation. Students who fail to fulfill their responsibility may relinquish their right to transportation.

GUIDELINES AND CONSEQUENCES FOR STUDENT BEHAVIOR

To foster a positive school culture at HOPE for Hyndman Charter School, priority will be placed on modeling and actively teaching positive behaviors such as generosity, perseverance in the face of challenges, kind and respectful communication, curiosity and commitment to learning, cultivation of a feeling of connection and community, intellectual rigor, and compassionate responses to those who are upset or in need. Although the active teaching of positive behaviors will be of paramount importance at HOPE for Hyndman Charter School, the necessity of explicit prohibition of negative behaviors—with prescribed consequences when a prohibition is violated—is also recognized.

Accordingly, we stipulate that no student may engage in conduct, or encourage any other person to engage in conduct, that jeopardizes or threatens the health, safety or welfare of any member of the school community, or that disrupts or undermines the educational mission of the HOPE for Hyndman Charter School.

None of the consequences listed below will be applied in such a manner as to discriminate against any student based on race, sex, color, religion, sexual orientation,

national origin or disability. The Administration of the HOPE for Hyndman Charter School will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code. The severity and/or nature of the consequence imposed will be based on factors including, but not limited to, age of the student, number of prior offenses, disability, and/or severity of the violation.

The HOPE for Hyndman Charter School has the right to impose consequences for acts or behaviors that are not specifically delineated within this Code if those acts or behaviors threaten the health, safety and/or welfare of other members of the school community, or if those acts or behaviors disrupt the learning environment.

Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Some means will be “restorative” in the sense that they involve “making up for” damage that was done: For example, a student who mistreats another might be required to do something that restores the dignity of the victim (e.g., offer an apology in front of peers), or a student who damages property might be required to repair whatever damage was done. Other means might focus on encouraging greater self-awareness and compunction in the transgressor: For example, a transgressor might be required to write about the transgression, its consequences, and perhaps suggest what he/she would consider an appropriate punishment. Various other means will be used as well and may include counseling the student; conferencing with the parent/s; assigning extra responsibilities at school; assigning community service; or imposing detention, in-school suspension, out-of-school suspension for up to ten (10) consecutive school days, or referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is strictly prohibited by law and school policy. Teachers and school authorities may only use reasonable force under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons.

The following expectations and regulations were written for middle and high school students. These rules also apply at the elementary level, where teachers will frame them in language consistent with Positive Behavior Supports. Also at the elementary level, classrooms will use the Stoplight methodology for behavior modification.

LEVEL I EXPECTATIONS

Various means may be used by school personnel on a case-by-case basis to discourage violations of Level I Rules (see means described above).

- 1. No student may disrupt the school or the learning environment.**

- Students shall act in a courteous manner at all times and toward all members of the school community, and shall not engage in conduct which disrupts any school-sponsored or school-related educational program or activity.
- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Disobedience
 2. Disrespect
 3. Dishonesty
 4. Failure to participate in class
 5. Failure to do assigned work
 6. Failure to follow established school rules
 7. Failure to attend class or late arrival to class without a valid excuse
 8. Failure to comply with the established dress code
 9. Failure to comply with the established attendance policy
 10. Loitering and/or failure to provide identification upon request
 11. Possession or use of beepers, pagers, cell phones, look-alike or toy weapons (those that are capable of inflicting serious bodily injury will be treated as a Level II offense), laser pointers, mace, pepper spray, lighter, or any telephonic, stereophonic or digital device, not including a calculator or digital watch, during school hours or programs
 12. Running or making excessive noise in the school building
 13. Lying to school authority
 14. Failure to follow established classroom rules

2. No student shall use offensive language.

- Students shall refrain from engaging in inappropriate conversations and using language that may be classified as obscene, offensive or vulgar, or which would violate school policies regarding discrimination and/or harassment of any kind.
- A student will be considered to have violated this Rule if he/she makes libelous or slanderous remarks directed at another member of the school community.
- A student will be considered to have violated this Rule if he/she sends or forwards an offensive, sexually-oriented, obscene, vulgar, and/or threatening messages, pictures, or symbols from any source to any member of the school community.
- A student will be considered to have violated this Rule if he/she wears or displays any colors or symbols with the intent to show or indicate allegiance to or affiliation with any gang.

3. Students shall maintain good records of attendance.

- The following, although not exhaustive, will be considered violations of this Rule:
 1. Excessive unexcused absence (i.e. three or more)
 2. Excessive unexcused lateness or tardiness (i.e. three or more)
 3. Missing a class without a valid excuse
 4. Truancy

4. Students shall maintain the highest standards of academic honesty and integrity.

- A student will be considered to have violated this Rule if he/she forges any paper, report, test or notes, or engages in any other type of cheating and/or copying of the work of another student.
- A student will be considered to have violated this Rule if he/she plagiarizes any publication or paraphrases any publication without appropriate citation.

5. Students shall be kind, respectful, self-controlled, non-disruptive and considerate in their relationships with all members of the school community.

6. Students shall not engage in any forms of Public Displays of Affection (PDA's). PDA's can include, but are not limited to; kissing, overly affectionate embracing and inappropriate touching.

7. Students shall not engage in gambling, or take or place bets on chance for personal benefit.

8. Students shall not engage in improper use of technology or in any way violate the school's Acceptable Use Policy.

9. Students shall not damage, deface, destroy or steal school property or the personal property of another member of the school community.

- A student will be considered to have violated this Rule if he/she creates graffiti, carves, tears, cuts or otherwise marks, regardless of whether the marking is permanent, property owned or leased by, or licensed to the School.
- A student will be considered to have violated this Rule if he/she steals or attempts to steal school property or any property leased or licensed to the school, or the personal property of another member of the school community while on school property or at any school-sponsored or school-related activity or event.

- A student will be considered to have violated this Rule if he/she attempts to pass or solicit counterfeit money or to make counterfeit money.
- A student will be considered to have violated this Rule if he/she attempts to purchase stolen or illegally obtained property at any school-sponsored or school-related activity or event.

10. Students shall not cause or attempt to cause physical injury to any member of the school community.

- Students will be held responsible for their purposeful, reckless and negligent actions and the reasonably foreseeable consequences of their actions.
 - An example of violation of this rule would be roughhousing or horseplay.

11. Students shall not recklessly endanger any member of the school community.

Students shall not act in any manner which creates a substantial and unjustifiable risk of harm to others and indicates a conscious indifference to the consequences of the act.

LEVEL II EXPECTATIONS

Students who engage in activities that violate any federal, state and/or local law may be subject to criminal charges and punishment in addition to any disciplinary measures undertaken by the School. Violations of Level II rules can result in suspension from the charter school and may result in a referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

1. Students shall not falsely activate any fire alarm, security system, smoke detector or any other device which may cause disruption of the school community, fear or panic.

- Any student who falsely activates any such device or renders a false report that results in a response by authorities including, but not limited to, the fire department, the police, emergency medical personnel, and/or results in evacuation of the school building/s will be considered to have violated this Rule and may be subject to sanctions under federal, state and/or local law.

2. Students shall not damage, deface, destroy or steal school property or the personal property of another member of the school community.

- A student will be considered to have violated this Rule if he/she causes any damage to any property owned or leased by, or licensed to the School that cannot be repaired in house.

3. Students shall not cause or attempt to cause physical injury to any member of the school community.

- Students will be held responsible for their purposeful, reckless and negligent actions and the reasonably foreseeable consequences of their actions.
- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Physical contact by pushing, punching, shoving, slapping or hitting
 2. Physical contact by kicking
 3. Throwing any object that may cause injury to another at any member of the school community
 4. Biting
 5. Spitting

4. Students may not possess, use, distribute or solicit the use or distribution of any tobacco product or related paraphernalia while on property owned by, leased or licensed to the School, or while at any school-sponsored or school-related activity or event.

5. Students may not possess, use, distribute or solicit the use or distribution of any unauthorized prescription or non-prescription medication, drug, narcotic, hallucinogen, steroid, growth hormone, amphetamine, barbiturate, opiate, marijuana, inhalant, alcohol or any other intoxicant or related paraphernalia while on property owned by, leased or licensed to the School, or while at any school-sponsored or school-related activity or event. No violation of this rule will occur where the student is specifically allowed to possess such drug or inhaler by the student's physician, upon receipt of documentation from the student's physician and approval by the school nurse in accordance with the school's Medications Policy.

6. Students shall not directly or indirectly communicate any threat to any member of the school community which places that person in fear or apprehension of injury, pain and/or ridicule.

7. Students shall not expose or attempt to expose their genitalia to any of the school community, nor shall they touch the genitalia of another.

8. Students shall not engage in any activity which can reasonably be expected to have the effect of harassing, threatening or damaging the safety or reputation of any member of the school community.

- The following, although not exhaustive, shall be considered violations of this Rule:
 1. Unwelcome sexual advances
 2. Requests for sexual relations and/or favors
 3. Sexual comments
 4. Offensive sexually-oriented gestures, sounds, remarks or comments
 5. Offensive remarks or comments related to a person's race, gender, religion, disability, sexual orientation, gender identity or presentation, national origin, place of residence, physical stature, intellectual ability, family, etc.
 6. Efforts to intimidate or bully
- Any of the above actions or any other conduct which may reasonably be considered as a violation of this Rule, whether in written, oral, electronic or digital form is subject to disciplinary consequences.

9. Students shall not engage in any consensual sexual acts.

10. Students shall not force or attempt to force any other member of the school community to engage in any sexual act.

11. Students shall not cause or attempt to cause physical injury or pain to any student, teacher, administrator, staff member or any other employee or agent of the School, or any member of the school community.

12. Students shall not cause, attempt to cause or threaten to cause serious bodily injury to any member of the school community with a weapon or without regard to the value of human life.

13. Students shall not possess on their person, in their clothing or belongings, in their vehicle, or in any storage space or container provided by the School any weapon.

- For the purposes of this Rule, ‘‘weapon’’ shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, or any other tool, instrument or implement capable of inflicting serious bodily injury.
- The following steps shall be taken by appropriate personnel at the School in the event a student violates **this** Rule:
 1. The student will be detained and, where possible, brought to the office of the Principal or designee;
 2. The incident will be immediately be reported to Police or any other appropriate authority;

3. The parent/s or guardian/s of the student will be immediately notified;
4. Expulsion may be recommended in accordance with the law of the Commonwealth of Pennsylvania.

A Serious Incident Report will be filed and should contain: circumstances of possession and discovery of the weapon; action taken by police or other authority in response to the call for assistance; action taken by the school, including details of contact with parent/s or guardian/s, filing of the report and notice to police or other authority; an image of the weapon; a report to the Pennsylvania Department of Education.

14. Students shall not engage in or attempt to engage in any conduct which endangers the health, safety or welfare of any other member of the school community.

- The following, although not exhaustive, will be considered violations of this Rule:
 1. Setting or attempting to set a fire or explosion on or in property owned by, leased or licensed to the School
 2. Retaliating against any member of the school community who participated in any investigation or proceeding
 3. Activating the fire alarm, security system or other such device when there is no threat of fire or breach of security, and fire personnel, police or other authority is dispatched to the School
 4. Planting, hiding or locating, or threatening to plant, hide or locate, any bomb or explosive device on property owned by, leased or licensed to the School

15. No student shall engage in repeated violations of this Code. A student will not be considered to have engaged in repeated violations of this Code unless the student has previously been warned or disciplined for violations of this Code. A student who repeatedly violates this Code may be subject to suspension and/or expulsion.

DISCIPLINARY ACTION

Each student is responsible for following individual classroom rules. Students who do not meet the expectations will be referred to the Mentor's office, Behavior Coach, or the Principal's Office if necessary. Behavior Coaches have the authority to impose the following consequences, based on the severity of the incident. Parents are to be notified via a phone call.

- A warning
- Lunch detention
- After school detention
- Temporary placement change within the building
- Saturday detention

After School Detention: Retaining the student after school for 1 hour with the parent/guardian or student being responsible for transportation of the student at the end of the detention period.

- Detention will be assigned by the Behavior Coach or Principal
- Detention will be served the following day for 1 hour after school— 3:10pm to 4:10pm
- Parent/guardian or student is responsible for transportation
- Student **MUST** bring work to do the **ENTIRE** time or work will be assigned by the Detention Monitor
- Teacher is responsible for assigning work

Lunch Detention: Retaining the student during their lunch period and placing them in an isolated spot in the cafeteria so that they cannot see or communicate with their friends. Student will be monitored by the faculty who are on duty during that time.

Saturday Detention: Retaining the student for a defined period of time on an assigned Saturday.

Saturday Detention sessions operate under the following parameters:

1. Must be assigned by the Behavior Coach and the Principal.
2. 8:30am-11:30am on the assigned date. Student must work the entire time.
3. Students arriving for their Saturday Detention more than 5 minutes late will not be admitted and will be subject to further discipline up to and including referral to the Board of Trustees for expulsion.
4. Parent/Guardian responsible for transportation.
5. Discipline form will be sent home to be signed by parent/guardian.
6. Parent will be notified by phone.

Exclusion: Exclusion from school may take the form of suspension or expulsion.

- (1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
 - (i) Suspensions may be given by the CEO, Principal, or person in charge of the public school.

- (ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- (iii) The parents or guardians shall be notified immediately in writing when the student is suspended.
- (iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code.
- (v) Suspensions may not be made to run consecutively beyond the 10 school day period.
- (vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

- (2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.

During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his normal class except as set forth below.

If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

- (3) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another education program approved by the CEO or Principal.
- (4) Within 30 days of action by the board, the parents or guardians shall submit to the school written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act.

5. If the approved educational program is not complied with, the Charter School may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See school code 12.1(b) (relating to free education and attendance).
 - (a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
 - (b) Communication to the parents or guardian shall follow the suspension action taken by the school.
 - (c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the Principal or head of school shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in the Pennsylvania Code.
 - (d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

HEARINGS

- (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 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 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 2004 (20 U.S.C.A. s s 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.

(c) *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.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The Charter School complies with the Individuals with Disabilities Education Improvement Act and any applicable federal and state statutes or regulations when disciplining students with disabilities. Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities, and/or conduct injurious to themselves or others shall be disciplined in accordance with their Individualized Education Programs (IEP), behavioral intervention plan, Title 22 chapter 711 and relevant portions of Chapter 12 of the State Board of Education Regulations, IDEA 2004, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and any other applicable federal or state law.

ANTI-DISCRIMINATION/ANTI-HARASSMENT

Students at the Charter School have the right to education in an environment that is free from harassment and discrimination. Harassment occurs when a student demands a sexual favor, or otherwise threatens, intimidates, annoys, alarms, causes substantial emotional distress, or creates a hostile environment for another based on the other's gender, age, race, color, national origin, religion, disability, sexual orientation, gender identity or presentation, socioeconomic status or beliefs. Discrimination occurs when a rule or established practice confers privileges on or denies privileges to a particular class of persons based on race, sex, color, religion, sexual orientation, gender identity or presentation, national origin or disability.

If a student believes he/she is the victim of harassment or discrimination, he/she shall report the alleged harassment or discrimination to the Chief Executive/Executive Officer or Principal, or to another Administrator if the Chief Executive/Executive Officer or Principal is the accused. Any student who believes he/she is the victim of harassment or discrimination may likewise make a complaint to the Board of Trustees in accordance with the Complaint Policy established by the Board. The School and/or the Board of Trustees will undertake to investigate the student's complaint thoroughly and completely, and will maintain confidentiality to the extent allowed by federal, state or local law and the policies established by the Board of Trustees of the Charter School.

ATTENDANCE

Attendance in school is critically important to the learning process. Teacher comments, peer interaction, cooperative learning activities and self-expression are all valuable components of education. These can only be mastered through continuous and regular school attendance. . Students are permitted to enter the building at 7:20 a.m. All students are expected to be in their classroom at 7:50am each morning.

Compulsory attendance as defined in 1326 of the Pennsylvania School Code begins when a student enters grade one or at the age of 8 years until the age of 17. During that time students must attend school regularly.

When students are absent from school, a written excuse signed by the parent/guardian must be submitted to the school office upon return or **within three days**. Absent/tardy forms can be found in the back of this handbook and also on the HHCS website. A failure to submit an excuse within three days of an absence will result in the days being deemed illegal. At three illegal days, a letter will be sent home and the school district of residence will be notified. It is the responsibility of the school district to enforce the compulsory attendance laws.

Tardiness for School is defined as being late for school less than 1 hour after the official school starting time. Students arriving in Home Base after 7:50 a.m. will be considered tardy. If a student in Grade K to 5 acquires 5 unexcused tardies, the parent will be contacted. If a student in Grade 6-12 acquires 5 unexcused tardies, he/she will be required to serve an hour of after school detention.

Appointments: Students who have appointments during the school day must submit a request signed by the parent/guardian to the office for permission to leave the building. Requests must be submitted and approved prior to the student being permitted to leave. Students are expected to return to school after appointments, if time is remaining in the school day. A signed note from the doctor, dentist, etc. is to be turned in to the Administrative Assistant when the student returns to school.

Excuses for absences, tardiness, and appointments must be signed by the student's parent or legal guardian, regardless of the student's age, unless the student has been formally declared an emancipated minor through legal action.

Legal Absence is when the excuse is for one of the following reasons:

- 1) **1) Serious Injury to or Death in the Immediate Family:** The immediate family of a student includes, but is not necessarily limited to parents, grandparents, brothers and sisters.
- 2) **2) Medical or Dental Appointments:** A note from the medical professional is required to consider this absence as excused.
- 3) **3) Personal Illness or Injury:** A note from a medical professional is required.
- 4) **4) Quarantine:** An absence that is ordered by the local health office or State Board of Health.
- 5) **5) Court or Administrative Proceedings**
- 6) **6) Observance of a Religious Holiday:** If the religious tenets to which the student and/or his/her family adhere require observance of the holiday.
- 7) **7) Out of School Suspensions**
- 8) **8) Other Absences Approved by the Principal**

Consecutive absences: Two (2) consecutive days of absence may warrant a phone call home to check on the status of the student. Three (3) consecutive days of absence will require a doctor's note. If you know in advance that your child will be out for more than one day, please contact the Administrative Assistant for Student Services at the school.

Consecutive unexcused absences: After 10 consecutive unexcused absences, the student may be dropped from our rolls and transferred back to their district of residence.

½ DAY ABSENCES

Students who attend school for only ½ the day will be considered absent the other half and an excuse will be necessary.

If a student arrives at school after 8:50am, he/she will be considered absent ½ day for the AM session.

If a student leaves prior to 2:04pm, he/she will be considered absent for ½ day during the PM session.

If a student leaves school during the day for an approved appointment, but returns before 2:04pm, the student will be considered present.

HOMEWORK/SCHOOLWORK

Each student is responsible for making up any and all missed work when absent. It is the student's responsibility to get their missed assignments and due dates from their teachers when they return to school.

CLASS ATTENDANCE

Students who do not attend class a minimum of 75% of the time (per course) may not be eligible for a letter grade. This does NOT guarantee that the student will pass. If any student has an attendance problem, the issue will be addressed by a committee assigned by the administration on case-by-case basis.

TRUANCY

Pennsylvania Department of Education Truancy Elimination Plan defines truancy as any absence from school or from any scheduled class without a written explanation or acceptable reason. This also includes any student who leaves class without the permission of the teacher. Unexplained and unexcused absences are recorded as truanies. The Charter School Law and the PA State School Code requires the charter school to inform the Charter School District whenever the student has three (3) days of unexcused absence during the school year. The School District is responsible under the Pennsylvania School Code to bring action against parents or students who have violated the compulsory attendance laws. Penalties include the imposition of a fine, completion of parenting education programs and community service, and/or jail time.

Students are considered truant if they are not in school or class, unless their absence has been excused. The charter school notifies parents in writing of unlawful attendance violations, dates and potential consequences. The School is willing to meet with families in a collaborative effort to establish a Truancy Elimination Plan. Once an Official Notice of Child's Illegal Absence letter is issued, the charter school will report additional violations to the student's home school district of residence. Without further notice to the family, the home school district will file a citation for each offense with the local District

Court. A student who has accumulated 3 unexcused/unlawful absences (or the equivalent) may also be referred to the Charter School Board of Trustees for disciplinary action, up to and including expulsion.

The Truancy Elimination Plan (TEP) is developed cooperatively with involved stakeholders through a school-family conference, which is required upon the school's notice to the student's parent/guardian upon the third unexcused absence.

SCHOOL BUS POLICY

KINDERGARTEN THROUGH 12TH GRADE STUDENTS

Students riding a school bus, whether riding to and from school or to and from an extra-curricular activity, are subject to the direction and control of the bus driver as well as the Charter School's Student Code of Conduct. Students are required to be at the bus stop prior to the arrival of the bus in the morning. The bus driver is not required to wait on late students. Students are asked to refrain from eating and drinking on the school bus. If you leave your seat while the bus is in motion, extend yourself partway outside the bus, throw objects, talk loudly, or otherwise distract the driver, you could cause a serious accident. By your actions, if you threaten the safety or welfare of other passengers, you will lose your riding privileges on the bus and you will be responsible for your own transportation to and from school. If, at the time, you do not attend school because you refuse to provide your own transportation, you may then be liable for violation of the attendance laws.

RIDING OTHER BUSES

Unless a bus pass has been signed by a parent and approved by the Transportation Director or his/her designee, students are not permitted to ride a bus other than the one to which they are normally assigned. Emergency exceptions are made only by the CEO or Principal. Bus passes can be found in the back of this handbook and also on the HHCS website.

PERMISSION TO DRIVE/PARK A CAR AT SCHOOL

Permission to drive to school is granted as a convenience to students and is subject to space availability. Criteria for the allocation for student parking permission will be made by the administration on an annual basis. If a student fails to follow the auto rules and procedures, his/her driving permission may be revoked. The form to drive/park a car at school can be found in the back of this handbook and also on the HHCS website.

HALLWAY POLICY

To be in the hallway during class time, the student **MUST** possess a Student Agenda or other pass.

Should a student be found without a pass, they will be escorted back to the room. The event will be documented and possibly disciplined.

CAFETERIA POLICY

Free Breakfast: Students must select at least 3 food items, one of which must either be fruit or fruit juice in order for their meal to be counted as free.

Free Lunch: Students (grades 6-12) must select at least 3 food items, one of which must be either a fruit or a vegetable for their meal to be counted as free. Students in grades K-5 must take a complete meal as served.

All foods (including milk) that are served which are not part of a full meal will be charged at the following a la carte rates:

- Breakfast – no a la carte sales
- Lunch
 - \$1.50/entrée or sandwich
 - \$0.50/side dish, milk or juice
 - Iced tea, water, ice cream & other items priced individually

A la carte items are only sold after all students have been served, this includes all extra milk, juice and water as well as food items

All afterschool meals and snacks will also be served free of charge to students who are enrolled in afterschool enrichment activities.

A student must have funds in their account or cash to purchase any a la carte items.

No Exceptions

Payments can be made in the school office, cafeteria, classrooms, by mail, or online at www.schoolpaymentportal.com. Student meal accounts are tracked using the identiMetrics finger identification system. Please contact the Food Services Director if you have any questions or would like to opt out of this system.

Nutritional information for all meals is available upon request.

BREAKFAST

Breakfast will be served daily until 7:50am and is to be eaten in your designated area. Students who arrive to school after 7:50am will not be served breakfast. Exceptions will be made only for students being transported by their school district of residence.

STUDENT AGENDA BOOKS

All students in grades Kindergarten through 5th grade will be required to use their agenda book daily. Students in grades 6th through 12th are required to carry their agenda books with them from class to class and use daily.

Student agenda books contain hall passes that must be used to be permitted in the hallway during class time.

Lost agenda books are to be reported to the Administrative Assistant. The cost of replacing a student agenda is:

Grades K-5	\$3.75
Grades 6-12	\$4.30

EDUCATIONAL TRIP POLICY

Students will be permitted to be legally absent from school for educational trips for a total of 5 school days per year, with his/her parent/guardian, provided the parent/guardian comply with the following conditions:

1. An EDUCATIONAL TRIP FORM will be completed and returned to the Coordinator of Student Affairs a minimum of 5 school days **prior to the trip**. (Educational trip forms can be obtained from the HHCS Mentor office or online at www.hopeforhyndmancs.org).
2. The Principal of the school will indicate whether or not that trip is approved.
3. The trip will be at the expense of the parent(s) or guardian(s).
4. Failure to gain prior approval for the educational trip will result in the issuance of **ILLEGAL ABSENCES** for those days absent.
5. An educational trip approval may be denied if the student has missed more than 10 days of school.
6. A **PROJECT** about the trip (grade and skill level appropriate) will be due within 2 days of returning back to school.

If the pupil takes an approved educational trip, he/she is required to make-up the work missed. All missed work will be due within 1 day for every day missed—i.e. 5 day trip school work is due within 5 days of returning to school.

PERSONAL ELECTRONIC DEVICES

Students are prohibited from photographing or recording on personal electronic devices, unless explicit permission is given by a member of the staff. Students are not permitted to use cell phones, pagers or any other personally owned electronic devices in the hallway during school hours. If a device is seen or used during this time, any member of the faculty is allowed to confiscate the device without questioning or complaining by the student.

Students in grades 6 through 12 are allowed to use their devices during lunch time as long as they comply with the school's Acceptable Use Policy. In certain other circumstances, with the explicit approval of school administration, students may be allowed to use personal electronic devices for instructional purposes only. Devices may be subject to an inspection by the faculty and may be confiscated for inappropriate usage or content. Please note that the HOPE for Hyndman Charter School **is not** responsible for lost, stolen, or damaged electronic devices.

ACADEMIC INTEGRITY POLICY

HOPE for Hyndman Charter School is committed to teaching academic integrity to help students develop intellectually, creatively and ethically. Honesty in all assignments is considered essential to the maintenance of such standards. Cheating is a very serious matter.

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES
GUIDELINES FOR PARTICIPATING

Students attending HOPE for Hyndman field trips must:

K-5 meet 2 of the 3 requirements below.

6-12 meet 4 of the 5 requirements below.

Students participating in the field trip or extra-curricular activity will:	
K-5	6-12
Not be referred to the elementary coordinator two times or more within the two weeks prior to the trip.	Less than two write-ups within 8 weeks prior to the trip.
Be passing all classes	Must be passing all classes
	Have no more than two unexcused absences during the 8 weeks prior to the trip.
	No more than ten missing assignments during the 8 weeks prior to the trip.
Follow all school building rules and regulations	Follow all school building rules and regulations

They must also

- have no outstanding obligations
- be properly dressed for the occasion as determined by the teacher in charge, or be willing to change in the appropriate clothes provided.

FIELD TRIP INSURANCE AND PARTICIPATION DISCLAIMER

HOPE for Hyndman Charter School provides all students with Field Trip Accident Insurance that covers 100% of reasonable and customary charges as defined by law. To make an insurance claim, a parent/guardian must complete or cooperate with school personnel and the attending physician or dentist in completing an accident claim form which is available at the School. The claim form shall be completed according to the instructions on the form. The School provides this insurance as a courtesy and, in no way, is responsible for the making, granting, or denying of insurance claims.

When students are on approved field trips, class trips, student conferences, off campus mentoring/shadowing programs, athletic events, music events, and any other extra-curricular activity where they represent their school; each student is responsible for appropriate school behavior and will be governed by all Student Rights and Responsibilities policies. If a student receives a discipline referral form 5 days prior to any trip, that student may not be eligible to attend.

FLAG SALUTE

Students are responsible for demonstrating proper respect for our country and our country's flag. However, by law, you may not be forced to salute your country's flag or repeat the Pledge of Allegiance. If a student chooses not to participate, he/she will stand in respectful silence.

SEARCH

Student's lockers, clothing, backpacks, book bags, purses and vehicles on school property may be searched when the administration has reasonable suspicion that the contents may be in violation of school policy or legal codes. Searches will be conducted in the presence of an adult witness. Anything discovered in the search may be used for school disciplinary action and/or as part of a criminal complaint.

No backpacks or duffle bags in the classroom. All backpacks and duffle bags must be kept in the student's locker/cubbies.

All lockers are the property of HOPE for Hyndman Charter School.

ESAP/SAP

WHAT IS ESAP/SAP?

- ESAP stands for Elementary Student Assistance Program and is for students in Kindergarten through 6th grade.
- SAP stands for Student Assistance Program and is for students in grades 7th through 12th.
- This process involves a team composed of professionals from within the school as well as a mental health/drug and alcohol liaison.

WHAT IS THE PURPOSE OF ESAP/SAP?

- ESAP/SAP is in place with the purpose of looking at barriers to learning and success in school. This program is done in conjunction with families in hope of finding strategies and/or make referrals to outside agencies to assist these students and allow them to work successfully in school.
- The mental health/drug and alcohol liaison consults with the ESAP/SAP Team on a weekly basis in regards to any students of concern, as well as provide updates on previous cases. They also determine the need for referral to any outside agencies for assessment for mental health and/or drug alcohol problems.

WHO SHOULD BE REFERRED TO ESAP/SAP?

- Any student who is felt to be experiencing a barrier to learning.
 - A student who demonstrates a change in behavior, attitude, and/or academic performance.
 - When a student expresses hopelessness, helplessness, worthlessness and/or confusion.
 - When a student is experiencing personal or family crisis and/or loss.
 - When a student withdraws socially from family, relatives, friends, and/or teachers.
 - Any “at-risk” issues.
 - Students with discipline referral for alcohol, drugs, or tobacco are automatically referred to ESAP/SAP.

HOW DOES THE ESAP/SAP PROCESS WORK?

- Concerns are observed by a person who is initiating the referral.
- A written referral is made to the ESAP/SAP team.
- The student and concern are reviewed by the ESAP/SAP team and a determination is made as to the process with the recommendation.
- Behavioral check sheets are sent out to all teachers involved with the student.
- All gathered information is reviewed.
- If it is determined that ESAP/SAP is appropriate based upon the information gathered, the parents are contacted and asked for permission to proceed with the ESAP/SAP process. Information is also gathered from the parent at this point if they agree to have the student participate in the program.
- The team then meets to discuss all information and make recommendations for the student.
- If the recommendation by the ESAP/SAP team includes a Mental Health or Drug and Alcohol assessment, an additional parent permission form must be signed.
 - If they recommend services, they continue to work with the family and student to assist them in obtaining those services.
- If a mental health or drug and alcohol assessment is not recommended by the core team, available school services are recommended.
- The plan put in place is monitored to see if it is working and if not another plan may be looked at.

REMEMBER

- ESAP/SAP is a process that is set up to support families and lead them in the direction that seems beneficial to the situation at hand. All that the team can do is make recommendations; ultimately it is up to the student/family to follow through with what has been suggested.
- Contact a member of the ESAP/SAP team with additional questions. ESAP/SAP team members can be found on the HHCS website or by calling the School.

STUDENT DRUG-TESTING

Suspicion-Based Drug Testing: All students may be subject to suspicion-based drug testing. Athletes may be subject to random drug testing. The objective of the drug-testing program is to provide teachers, administrators, and the school board with a tool to assist students in making the decision not to use illegal drugs. Contact the CEO or Principal if you have any questions regarding the drug-testing program.

DRESS CODE

Appearance is an important factor in developing and maintaining an attitude that is conducive to learning. Although student dress and grooming are primarily the responsibility of students and their parents, establishing a proper atmosphere in which learning can be achieved to maximum effectiveness is the responsibility of the school. A student's dress and grooming should be clean, neat, and in good taste at all times. A student's appearance shall not create a distraction from nor interfere with the normal orderly school program. Please **do not** send children to school in "short" shorts, "short" skirts, or spandex clothing. The following also are not allowed: Tank tops or muscle shirts, shirts with spaghetti straps, shirts that expose cleavage or the midriff, cut-off shirts, or t-shirts that distract or advertise alcoholic beverages, drugs, vulgarity, or violence. This includes shirts which feature wrestling celebrities. Students found to be wearing inappropriate clothing will be asked to change. If a change of clothes is not available, a student may be asked to call home and have clothes brought to them. Students are not permitted to wear hats or caps unless it is a specified "Hat Day". Shoes must be worn at all times. The type of shoe to be worn is according to classroom protocol—i.e. gym class, science lab, etc.

Hat Policy: Hats may be confiscated if worn in the building during the school day (this includes dismissal time).

AUDIO RECORDS

Voice mail and other electronically recorded audio files will be disposed of in a manner consistent with other electronic files. In accordance with applicable law, including but not limited to Pennsylvania's wiretapping laws, the HHCS reserves the right to record telephone conversations for safety, security and quality control purposes after notice to the other party of the recording.

TELEPHONE USE

In order to facilitate the efficiency and smooth operation of the school office, telephone messages for students must be limited. Please make arrangements for lunches and transportation before the children leave for school. Students may not use school phones but may request office staff to make calls home in cases of emergency.

ADDRESS AND OTHER CHANGES

If you have a change of address, you must provide proof of residency for the new address and complete an updated enrollment form for each student in the family. Any telephone number, emergency contact, or employment changes should be updated as soon as possible. Please contact the Coordinator of Student Affairs with such changes.

USE OF DRUG DOGS IN SCHOOL

The basic reason for use of a drug dog is for assurance that school property is free of controlled substances. Lockers, desks, furniture, and equipment which are school property on loan to students will be of primary concern when the searches are made.

The dog will only be used when under the control of the police trainer or designee.

Inspections using drug dogs may be requested by the CEO or Principal. Unannounced visits, decided upon by the law enforcement, must have the approval of the CEO or Principal before searches by drug dogs will be allowed.

VIDEO CAMERA SURVEILLANCE

HOPE for Hyndman Charter School is committed to providing safe, secure environments for students and property while in school and while riding district transportation. To this end, the Board supports the controlled use of video surveillance systems in the school. The Board also believes that the privacy of individuals should be protected and therefore the use of video surveillance must be strictly monitored and controlled. This equipment may or may not be monitored at any given time in the school. Violations of the disciplinary codes and transportation policy detailed in this handbook may be invoked through the aid of video surveillance equipment that monitor school hallways, lunch rooms, exterior areas of the school property, and on school buses.

EDUCATIONAL TECHNOLOGY

There is a great deal of information available through the Internet that is excellent and will expand the educational experience for the students. However, there is also much information available that is **not appropriate** for students. Therefore, prior to using the Internet, we will discuss what is acceptable and what is not acceptable.

While browsing, students may accidentally access unsuitable information. This should not be a concern, if the student quickly cancels such a document or web site. Students who purposely attempt to access, download, call attention to, or print inappropriate materials will be subject to the regular discipline policy for **unacceptable behavior** outlined in the student manual. Repeat offenses may result in the student losing privileges to use the school internet connection.

USE OF MEDICATIONS

HOPE for Hyndman Charter School shall not be responsible for the diagnosis and treatment of student illnesses. The administration of a prescribed medication, in accordance with the direction of a parent/guardian or a physician to a student during school hours will be permitted when the medication is in the original pharmacy packaging and labeling, and it must be specific to that child. Dosing instructions must be included on the pharmacy labeling.

For the purposes of this policy, "MEDICATION" shall include all medications prescribed by a physician.

Before any medication may be administered to any student during school hours, HOPE for Hyndman Charter School requires that a written request from the parent/guardian which shall give permission for each medication and its specific dosing instruction. This written request for administering of medication relieves HOPE for Hyndman Charter School from liability for the administration of such medication. This form will be kept on file in the student's health record.

Any medication is to be brought to school, and given directly to the school nurse in the health room. Medication will be administered by the school nurse or by the substitute school nurse. The person administering the medication shall maintain a record of the student to whom the medication is to be administered including the date and time.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The *Family Educational Right and Privacy Act* (FERPA), a federal law, requires that HOPE for Hyndman Charter School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, HOPE for Hyndman Charter School may disclose appropriately designated "directory information" without written consent, unless you have advised HHCS to the contrary in accordance with school procedures. The primary purpose of directory information is to allow HOPE for Hyndman Charter School to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs, and
- Sports activity sheets, such as for wrestling, showing weight and height to team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to,

companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want HOPE for Hyndman Charter School to disclose information from your child's education records without your prior written consent, you must notify the school in writing. HOPE for Hyndman Charter School has designated the following information as directory information:

- Student's name
- Major field of study
- Degrees, honors, and awards received
- Most recent school previously attended
- Weight and height, if a member of an athletic team
- Photograph/Video
- Dates of attendance
- Enrollment status
- Grade level

CHILD FIND NOTICE

Annual Public Notice of Special Education Services and Programs Services for Gifted Students and Services for Protected Handicapped Students

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Act Amendments of 2004 (IDEA '04).

The IDEA '04 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '04 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations have been amended 9 times). Pennsylvania special education regulations require each school district to fulfill the IDEA '04 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompanying list.

The school districts in the accompanying list are required by the IDEA '04 to provide a free appropriate public education to children with disabilities who need special education and related services. (Note: The duty to identify, locate, evaluate and provide special education services to school-age individuals incarcerated in local correctional institutions rests with the school district within whose boundaries such an institution is located.) School age children who need special education and related services are identified as children with disabilities. These students have been identified as being in need of

specially designed instruction and have one or more of the following physical or intellectual disabilities:

- *Autism
- *Emotional disturbance
- *Deafness
- *Hearing impairment
- *Specific learning disability
- *Intellectual disability
- *Multiple Disabilities
- *Other health impairment
- *Orthopedic Impairment due to chronic or acute health problems
- *Speech and language impairment
- *Visual impairment including blindness
- *Deaf-blindness
- *Traumatic Brain Injury
- *Developmental Delay

Early Intervention

The IDEA '04 requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or intellectual disabilities listed above may be identified as an "eligible young child."

Eligible young children are afforded the rights of school age children with disabilities, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services.

Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an eligible young child could include: **By the age of 3:** not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not able to answer "who" or "what" questions; not using utensil to feed self; **By the age of 4 (all of the above included):** not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children; not able to draw a circle, cross or imitate a vertical line; not able to understand the child's speech most of the time; difficulty following simple two-step directions (pick up the paper and put it in the garbage); **By the age of 5 (all of the above included):** unable to answer "where" questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I); not able to hop forward with one foot without support; **Other warning signs-at any age:** Little or no eye contact; over/under sensitivities to pain, light, noise; hand flapping; no awareness of space-always bumping into other people or things; awkward hand or foot positioning; won't touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (watches wheels spin on the car but doesn't play with the car).

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services

System Act. The Intermediate Unit 8 provides programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the IU8 Preschool Office at (800) 228-7900.

Screening

Intermediate Unit 8 and each school district in Bedford, Blair, Cambria and Somerset counties has established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools which have a Pre-Referral, Child-Study, Early Intervening or Instructional Support Team, the above screening activities may lead to consideration by the teams to move the next level of screening activities.

Intermediate Unit 8 and each school district has an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Screening may also be conducted in the student's home school unless other arrangements are necessary.

Parents, guardians or surrogate parents may contact their local school district or Intermediate Unit 8 contact person if they wish to learn more, have questions, believe their child may need to be identified or to obtain specific information about the times and locations of screening activities. The contact person for each school district and their phone number is listed at the end of this notice.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Each educational agency has a system for annually evaluating the effectiveness of its screening process.

Evaluation

When screening indicates that a student may be a child with a disability, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

This evaluation is conducted by a multidisciplinary team (MDT) that includes the parent and a group of qualified professionals. The process must be conducted in accordance with specific timelines and must include protection-in-evaluation procedures. For example, tests and procedures used as part of the evaluation may not be racially or culturally biased.

The evaluation process results in a written evaluation report. This report specifies a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming. Once parental consent for evaluation is

obtained, the school district has timelines and procedures specified by law which it must follow.

Parents who think their child is exceptional may request that the school district conduct an evaluation. This request should be made in writing to the contact person in the accompanying listing. If a parent makes an oral request for an evaluation, the school district shall provide the parent with a form for that purpose. Pre-Referral, Child-Study, Early Intervening, or Instructional Support Team activities do not serve as a bar to the right of a parent to request, (at any time, including prior to or during the conduct of instructional support activities, an evaluation.)

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

The IEP team develops a written education plan called an IEP. The IEP is based on the results of the evaluation. Required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provider, a local educational agency, the child, whenever appropriate, or beginning at age 14. Parents may agree, in writing, to excuse a team member or members.

An IEP describes a student's current educational levels, goals, objectives (when required), and the individualized programs and services that the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the location of intervention. Types of services include:

1. Autistic Support
2. Blind and Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skills Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level of support options include:

- * Itinerant – Special Education supports and services provided by special education personnel for 20% or less of the school day.
- * Supplemental – Special Education supports and services provided by Special Education personnel for more than 20% but less than 80% of the school day.

* Full-time - Special Education supports and services provided by Special Education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as “protected handicapped” students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that “protected handicapped” students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or intellectual disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped” students may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

Confidentiality

Each school district protects the confidentiality of personally identifiable information in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that include but are not limited to:

- Personally identifiable information - confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.
- Directory information - information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is **not limited** to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially

recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

- 1. Parents have the right to inspect and review a child's education record. The educational agency will comply with a request to inspect and review education records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 45 days after the request has been made. Requests should be submitted in writing, indicating the records the parents wish to inspect, to the school principal or other appropriate school official. Parents have the right to a response from the educational agency to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the educational agency cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parents from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.**
- 2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The educational agency will decide whether or not to amend the record and will notify the parents in writing of its decision. If the educational agency refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information. Additional information regarding the hearing procedures will be provided to the parents or student when notified of the right to a hearing.**
- 3. "Destruction" of information means physical destruction or removal of personal identifiers so the information is no longer personally identifiable.**

Whenever information is no longer needed to provide educational services to a child or six (6) years after graduation, the information in their education record will be destroyed by the educational agency, if there is not a current request to inspect and review or a request for copies. However, a permanent record of a former student's name, telephone number, grades, achievement, attendance, classes attended, grade level completed, year completed, Evaluation/Re-evaluation Reports, last three (3) IEP's, and last Notice of Recommended Educational Placement may be maintained in an electronic form without time limitation.

Information no longer needed to provide educational services must be destroyed if requested by a parent. However, a permanent record of a student's name, address,

phone number, grades, attendance, classes attended, grade level completed, year completed may be maintained in an electronic form without time limitation.

- 4. The educational agency will provide, upon request, a listing of the types and locations of education records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The educational agency keeps a record of parties obtaining access to education records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.**

- 5. Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. "Consent" means: the parent(s) have been fully informed regarding the activity requiring consent, in their native language or other mode of communication; they understand and agree in writing to the activity; and they understand that consent is voluntary and may be revoked at any time. Information may be disclosed without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person or company with whom the educational agency has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
Directory information may be released without parent consent unless the parent has exercised their right to opt out of disclosure of directory information. Parents have the right to refuse to let an agency designate any or all of the above information as directory information.**

Upon request, the educational agency discloses education records (including disciplinary records) without consent to officials of another school district in which a student seeks or intends to enroll.

- 6. Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by an educational agency to comply with the requirements of FERPA. Complaints may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.**

- 7. NDAA of 2002 also requires districts to give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information.**

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or Intermediate Unit 8 and request an explanation.

The educational agency will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the educational agency will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of—*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use—
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who has graduated from high school, or is 18 years old, or an emancipated minor under State law, or has reached the age of majority in Pennsylvania.

The educational agency will develop and adopt policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The educational agency will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The educational agency will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The educational agency will make this notification to parents at the beginning of the school year if the educational agency has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

A parent may file a written complaint alleging that the rights described in this notice were not provided:

Pennsylvania Department of Education
 Bureau of Special Education
 Division of Compliance
 333 Market Street
 Harrisburg, PA 17126-0333

SPECIAL EDUCATION CONTACT

***HOPE FOR HYNDMAN CHARTER
 SCHOOL CONTACT***

***Malynda Maurer, CEO
 130 School Drive
 Hyndman, PA 15545
 814-842-3918
 mmaurer@hyndmancharterschool.org***

BOARD MEMBERS and STAFF

Please see the school website, www.hopeforhyndmancs.org, or call the school at 814-842-3918 for a current list of the Board of Trustees and staff members, as well as their email addresses.

ACCEPTABLE USE POLICY

The Board of Trustees of HOPE for Hyndman Charter School (the "Charter School") provides computer network and Technology Resources to enhance educational opportunities for Charter School students, employees, and the Charter School community. This policy details acceptable use of Technology Resources provided by the Charter School. These services and equipment are provided by the Charter School as a privilege to the User (as defined below) and appropriate and ethical use of any Charter School Technology Resources, tools and equipment is required.

It is every Technology Resource User's duty to use Technology Resources responsibly, professionally, ethically and lawfully. Access to these resources may be designated a privilege, not a right. This policy applies to aspects of both adult and minor acceptable use of Technology Resources.

This policy is intended to fulfill requirements of state and federal laws to the extent applicable, including the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. §§ 254(h) and (l) and the Neighborhood Children's Internet Protection Act (N-CIPA), the 2008 Broadband Improvement Act, P.L. 110-385 and any applicable implementing regulations. As such, this policy addresses the following:

- (A) Access by minors to inappropriate matter on the Internet and World Wide Web;
- (B) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- (C) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- (D) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- (E) Measures designed to restrict minors' access to materials harmful to minors.

In using or accessing Charter School's Technology Resources, Users must comply with the following provisions.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined as follows:

Child Pornography. Under federal law, any visual depiction, including any photograph, film, video, picture, or computer image or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under Pennsylvania law, any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

Minor. For purposes of compliance with CIPA, an individual who has not yet attained the age of seventeen. For other purposes, minor shall mean any person under the age of eighteen (18).

Obscene. Under federal and Pennsylvania law, any material if:

1. the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest;
2. the subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. the subject matter, taken as a whole, lacks serious artistic, political, educational or scientific value.

Password. A unique word, phrase or combination of alphanumeric and non-alphanumeric characters used to authenticate a User ID as belonging to a specific User.

Sexual Act and Sexual Contact. Has the meanings given such terms under 18 U.S.C. § 2246(2), 18 U.S.C. § 2246(3), and 18 Pa.C.S.A. § 5903.

Technology Protection Measure. A specific technology that blocks or filters Internet access to content that is Obscene, Child Pornography or harmful to Minors and the material is covered by a certification regarding CIPA.

Technology Resources. Technologies, devices and resources used to access, store or communicate information. This definition includes, but is not limited to, computers, information systems, networks, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, wireless reading devices, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications, devices and services, multi-media resources, hardware and software, including Moodle software.

User. Any person who has signed this policy and is permitted by the Charter School to utilize any portion of the Charter School's Technology Resources including, but not limited to, students, parents, employees, Board of Trustee members, contractors, consultants, vendors and agents of the Charter School.

User Identification (ID). Any identifier that would allow a User access to Charter School's Technology Resources or to any program including, but not limited to, e-mail and Internet access.

Vandalism. Any malicious attempt to harm or destroy Technology Resources, data of another user, Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Authorized Users

Charter School's Technology Resources may be used by any authorized User. Use of Charter School's Technology Resources is a privilege, not a right. If a potential User has a history of discipline problems involving Technology Resources, the Chief Executive Officer ("CEO") or her designee may make the decision not to give the potential user access to certain Charter School Technology Resources.

User Privacy

Computer accounts and Technology Resources are given to Users to assist them in the performance of Charter School related functions. A User does not have a legal expectation of privacy in the User's electronic communications or other activities involving Charter School's Technology Resources, including e-mail, in anything they create, store, send, share, access, view or receive on or through the Internet.

By using Charter School's network and Technology Resources, all Users are expressly waiving any right to privacy and consenting to having their electronic communications and all other use accessed, reviewed and monitored by Charter School. A User ID with e-mail access will only be provided to Authorized Users on condition that the User consents to interception of or access to all communications accessed, sent, received or stored using Charter School technology and signs this policy.

Electronic communications, downloaded material and all data stored on the Charter School's Technology Resources, including files deleted from a User's account, may be intercepted, accessed or searched by the Charter School administrators or designees at any time in the regular course of business to protect Users and the Charter School's equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Please refer to the Charter School's policy relating to Remote Access and Monitoring of Technology Resources for a comprehensive review of the provisions governing the Charter School's use of software to access, monitor and track school-issued Technology Resources.

Technology Administration

The Board of Trustees directs the CEO or her designee to assign trained personnel to maintain the Charter School's technology in a manner that will protect the Charter School from liability and will protect confidential student and employee information retained on or accessible through the Charter School's Technology Resources.

Administrators may suspend access to and/or availability of the Charter School's Technology Resources to diagnose and investigate network problems or potential violations of the law or the Charter School policies and procedures. All Charter School Technology Resources are considered Charter School property.

Charter School may maintain or improve Technology Resources at any time. Charter School or authorized Charter School agents may remove, change or exchange hardware, equipment or other technology between buildings, classrooms or Users at any time without prior notice.

Content Filtering and Monitoring

Charter School employs technology protection measures and will monitor the online activities of Minors on the Charter School network and/or all Technology Resources and equipment with Internet access, as required by law. At a minimum they are meant to block visual depictions that are obscene, illegal, pornographic, Child Pornographic and/or harmful to Minors as well as Internet/World Wide Web/computer resource access to such material. If Users find a website deemed inappropriate, such website must be reported to the Chief Technology Administrator. After review of the site, appropriate steps will be taken to block inappropriate site from Users.

For purposes of bona fide research or other lawful purposes certain blocked sites may be made available for those purposes only after approval of the request by the Chief Technology Administrator.

In making decisions to disable Charter School's Technology Protection Measure device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the Charter School. A student or parent/guardian claiming they have been denied access to Internet material that is not within the purview of this policy shall be afforded expedited review and resolution of the claim.

The Technology Protection Measures will be used to protect against access to visual depictions that are Obscene, harmful to Minors, illegal, pornographic, and Child Pornographic, as required by law.

Technology Protection Measures are not foolproof, and Charter School does not warrant the effectiveness of Internet filtering except to the extent expressly required by federal and state laws. Evasion or disabling, or attempting to evade or disable, a Technology Protection Measure device installed by Charter School is prohibited.

Charter School shall not be held responsible when a student or other User knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

Viruses

Viruses can cause substantial damage to Technology Resources. Users are responsible for taking reasonable precautions to ensure they do not introduce viruses to Charter School's Technology Resources.

All material received on disk, flash drive, or other magnetic or optical medium, and all materials downloaded from the Internet or from Technology Resources or networks that do not belong to the Charter School may be scanned for viruses and other destructive programs before being transferred to Charter School's Technology Resources. Any User receiving an e-mail from a questionable source should contact the Chief Technology Administrator before opening the e-mail or any attachment included in the e-mail.

To ensure security and avoid the spread of viruses, Users accessing the Internet through a Technology Resources attached to Charter School's network must do so through an approved Internet firewall or Technology Protection Measure.

Web Content Developed By Students

As part of class/course assignments, students may be developing and/or publishing content to the Internet via web pages, electronic and digital images, blogs, wikis, podcasts, vodcasts, and webcasts, or may be participating in videoconferences.

The following guidelines must be adhered to when students develop and publish information to the Internet:

1. Personal information such as phone numbers, addresses, e-mail addresses or other specific personal information shall not be published or shared to a public page or videoconference.
2. All web content must comply with this policy.
3. All web content and videoconferencing must be under the direction and supervision of the teacher/administrator and is to be used for educational purposes only.
4. All web content is subject to copyright law and fair use guidelines.
5. All web content shall only be posted to Charter School approved web pages, blogs, wikis, podcasts, webcasts, vodcasts and videoconferences.

Prohibitions

Students, staff and all Users are expected to act in a responsible, ethical and legal manner in accordance with Charter School policies and federal and state laws. Specifically, the following uses of Charter School's Technology Resources are prohibited:

1. To facilitate illegal activity, including unauthorized access and hacking;
2. To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized;
3. Non-school related work;
4. Product advertisement or political lobbying;

5. Production or distribution of hate mail, unlawfully discriminatory remarks, and offensive or inflammatory communication;
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
7. To access or transmit material that is harmful to Minors and/or Users, indecent, Obscene, pornographic, Child Pornographic, terroristic, or advocates the destruction of property;
8. Use of inappropriate language or profanity;
9. To transmit material likely to be offensive or objectionable to recipients;
10. To intentionally obtain or modify files, data and passwords belonging to other Users, or integral to system and network operations;
11. Impersonation of another User, anonymity and/or use of pseudonyms;
12. Loading or use of unauthorized games, programs, files, or other electronic media;
13. To disrupt the work of other Users;
14. Destruction, modification, or abuse of Technology Resources and peripheral hardware or software;
15. Relocation of Charter School hardware without prior administrative consent;
16. Quoting personal communications in a public forum without the original author's prior consent;
17. To access or use any form of electronic mail on Charter School Technology Resources unless authorized by the CEO or her designee;
18. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts or professionals for educational purposes;
20. To discriminate against, advocate violence against, harass, intimidate, bully or cyberbully others;
21. To send unsolicited ("spamming") or forwarded e-mails and chain letters to persons;
22. Using "spoofing" or other means to disguise User identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, e-mail systems, chat groups, chat rooms, or through other Technology Resources;
23. To send, transmit or otherwise disseminate proprietary data, trade secrets, or other confidential information of Charter School;
24. Posting or allow the posting of personal information about themselves or other people on the Technology Resources unless authorized by the CEO. Personal information includes address, telephone number (including home, work and cell phone numbers), school address, work address, pictures or video bites, clips, etc.;
25. To refer to or attempt to refer to Charter School or its employees, agents, trustees, parents or students in any electronic communication, posting, blog, website, e-mail or social networking site, without written authorization of the CEO;

26. To access or transmit gambling, pools for money, or any other betting or games of chance;
27. To solicit information with the intent of using such information to cause personal harm or bodily injury to another or others;
28. Posting, sharing or attempting to post information that could endanger an individual, cause personal damage or a danger of service disruption; and
29. Indirectly or directly making connections that create “backdoors” to Charter School, other organizations, community groups, etc. that allow unauthorized access to the Technology Resources or Charter School.

Security

Charter School intends to strictly protect its Technology Resources against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these assets and in lessening the risks that can harm Technology Resources. Therefore, Users are required to comply fully with this Policy and to immediately report any violations or suspicious activities to the CEO.

System security is protected in part by the use of passwords. Passwords may be required to be a specified length and include special characters to increase the security of the Technology Resources. There may be a password history that prevents the use of a repetitive password.

Failure to adequately protect or update passwords could result in unauthorized access to personal or Charter School files. Users shall be responsible for safeguarding their passwords for access to Charter School’s Technology Resources and for all transactions made using their passwords. To protect the integrity of Charter School Technology Resources and systems, the following guidelines shall be enforced:

1. Students and other Users shall not reveal their passwords to another unauthorized individual.
2. Passwords should not be printed or stored online.
3. Students and other Users are required to log off from the network when they complete working at a particular station.
4. Users are not to use a computer that has been logged in under another student's, teacher's or User’s name.
5. Any User identified by the CEO or her designee as having a history of discipline problems involving Technology Resources may be denied access to any or all of Charter School’s Technology Resources.
6. Students and other Users shall not alter a communication originally received from another person or computer with the intent to deceive.
7. Users shall not misrepresent the identity of a sender or source of communication.
8. Users shall not disable or circumvent any Charter School security; software or hardware.
9. Users shall not interfere with or disrupt Charter School’s systems, network accounts, services or equipment.

10. Files, system security software/hardware or any Charter School system shall not be altered or attempt to be altered without the written authorization of the CEO or her designee.
11. Unauthorized hardware and electronic devices shall not be connected to the Charter School system.
12. Users shall comply with requests from the CEO or her designee to discontinue activities that threaten the operation or integrity of the Charter School system.

Use of passwords to gain access to Technology Resources or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on Technology Resources. Charter School retains access to all material stored on the Technology Resources regardless of whether that material has been encoded with a particular User's password, subject to limitations as set forth in Charter School's policy governing Remote Access and Monitoring of Charter School's Technology Resources, as well as applicable law.

Users shall not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users shall not use the Technology Resources to "snoop" or pry into the affairs of other Users by unnecessarily reviewing the files and e-mails of another.

A User's ability to connect to another computer's system through the network or by any other electronic means shall not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems and the CEO.

Safety

To the greatest extent possible, Users of the network will be protected from harassment or unwanted or unsolicited communication. Any network User who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, staff member or an administrator.

Communications through Charter School Technology Resources are limited to only that which serves a demonstrable educational purpose. For safety reasons, Charter School Users shall not reveal personal addresses or telephone numbers to other Users on Charter School networks or on the Internet.

The CEO or her designee shall be responsible for implementing protection measures to determine whether Charter School's Technology Resources are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing technology protection measures that block or filter Internet access for minors and adults to certain visual depictions that are Obscene,

- Child Pornography, harmful to minors with respect to use by Minors, or determined inappropriate for use by Minors by the Board of Trustees.
2. Generate and maintain monitoring reports (including firewall logs) of User activity and remote access on Charter School's system by all Users, including but not limited to students, employees, contractors, consultants, and/or vendors.
 3. Maintaining documentation that students no longer enrolled at Charter School, terminated employees, and contractors/vendors with expired contracts or who are terminated are properly removed from Charter School's system in a timely manner.
 4. Analyzing the impact of proposed program changes in relation to other critical business functions before adopting the proposed program changes.
 5. Developing compensating controls to mitigate information technology (IT) weakness and alert Charter School to unauthorized changes to student data, i.e. reconciliations to manual records, analysis of student trends, data entry procedures and review, etc.

Vendors

If Charter School shares internally sensitive or legally/contractually restricted Charter School data with parties outside the Charter School community, Charter School shall first enter into a Non-Disclosure Agreement with the party. The Non-Disclosure Agreement is needed to protect Charter School's proprietary or otherwise sensitive information. Non-Disclosure Agreements are typically needed when entering into a business relationship with vendors, consultants and contractors. All Non-Disclosure Agreements must be reviewed by Charter School's legal counsel before signing.

All vendors, consultants and/or contractors shall only be granted access to Charter School's Technology Resources to make changes or updates with prior written authorization from the CEO or her designee. Once the vendor, consultant and/or contractor, completes its work, access to Charter School's Technology Resources will be removed.

Vendors, consultants and contractors are required to assign unique user IDs and passwords to each of their employees authorized to access Charter School's system. Vendors, consultants and/or contractors may be terminated for violating this Policy and/or violating any state or federal laws.

All vendors, consultants and/or contractors and their employees who have direct contact with students must comply with the mandatory background check requirements for federal and state criminal history and child abuse. An official child abuse clearance statement for each of the vendors', consultants' and/or contractors' employees shall be submitted to Charter School prior to beginning employment with Charter School. Failure to comply with the background check requirements shall lead to immediate termination.

Closed Forum

Charter School's Technology Resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

All expressive activities involving Charter School Technology Resources that students, parents/guardians and members of the public might reasonably perceive to bear the approval of Charter School and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of Charter School for legitimate educational reasons. All other expressive activities involving Charter School's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board of Trustees policies.

Records Retention

Charter School personnel shall establish a retention schedule for the regular archiving or deletion of data stored on Charter School Technology Resources that complies with Charter School's Record Retention and Destruction Policy as well as all federal and state laws and regulations. It is the User's responsibility to know which records are subject to these conditions and to comply with these laws and regulations or to contact the CEO for clarification.

In the case of pending or threatened litigation, Charter School's attorney will issue a litigation hold directive to the CEO or her designee. A hold directive will direct all Charter School administration and staff not to delete or destroy any electronic mail or other documentation on a computer as related to a specific student, employee, issue and/or for a specific time period. Failure to follow such a directive could result in negative legal consequences for the User and/or within the actual or threatened litigation. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the Charter School's attorney.

E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the Charter School until the hold is released. No employee, who has been so notified of a litigation hold, may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Drafting E-mails

Like any other document, an e-mail message and other computer information is discoverable during litigation. An e-mail may be used in litigation to indicate what a User knew or felt. It is important to keep this in mind when creating e-mails and other documents. Even after you delete an e-mail message or close a computer session, it may still be recoverable and may remain on the system. Since e-mail communications are discoverable during litigation, they will have to be turned over to the opposing party unless determined to be privileged by the Charter School's legal counsel.

Privileged Attorney-Client Communications

Confidential e-mail sent to or retained from counsel or an attorney representing Charter School shall include this warning header on each page: "ATTORNEY CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

Damages

All damages incurred by the Charter School due to a User's intentional or negligent misuse of Charter School's Technology Resources, including loss of property and staff time, may be charged to the User. Charter School administrators have the authority to sign any criminal complaint regarding damage to Charter School technology.

No Warranty/No Endorsement

Charter School makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides.

The electronic information available to students and staff on the Internet or through web-based services does not imply endorsement of the content by Charter School, with the exception of resources approved and adopted by the Board of Trustees. Nor does Charter School guarantee the accuracy of information received using Charter School's Technology Resources.

Charter School is not and shall not be responsible for the loss of data, delays, nondeliveries, misdeliveries or service interruptions. Charter School is not and shall not be responsible for any information that may be damaged or unavailable when using Charter School Technology Resources or for any information that is retrieved via the Internet. Charter School is not and shall not be responsible for any damages incurred as the result of using Charter School's Technology Resources, including but not limited to, the loss of personal property used to access Technology Resources. Further, Charter School is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

Unauthorized Disclosure of Information of Minors

It is a violation of state laws, including, but not limited to Chapter 12 of Title 22 of the Pennsylvania Code, The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) and all other federal laws and regulations, to access data of a student the User does not have a legitimate educational interest in or to disclosure information about a student without parental permission or absent an exception to the disclosure requirements. Access and distribution of student data is recorded.

Questions regarding the disclosure of student information must be directed to the CEO prior to disclosure and must conform to Charter School's student records and confidentiality policies. Unauthorized disclosure, use and dissemination of personal information regarding Minors is prohibited.

Compliance with Applicable Laws and Licenses

In their use of Technology Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing

intellectual property and online activities. Users shall not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system or by any other means unless it is confirmed in advance from appropriate sources that Charter School has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the Charter School, as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the CEO or her designee.

Violations of Acceptable Technology Usage Policies and Procedures

Use of Technology Resources and equipment in a disruptive, manifestly inappropriate or illegal manner impairs Charter School's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all Users granted access to Charter School's Technology Resources. Any violation of Charter School policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of User privileges. User privileges may be suspended pending investigation into the use of Charter School's Technology Resources and equipment.

Employees may be disciplined or terminated, and students suspended or expelled, for violating this Policy. Any attempted violation of Charter School's policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Consequences for Inappropriate Use

Charter School Users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of Charter School Technology Resources includes, but is not limited to: intentional copying, deletion or damage to files or data belonging to others; copyright violations; or theft of services. Any illegal usage of Charter School Technology Resources will be immediately reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet or any Charter School Technology Resource. Suspension of access, loss of access and other disciplinary actions may be consequences for inappropriate use. Vandalism may result in cancellation of access privileges, discipline and possible criminal action.

Cessation of Access

Upon termination or ending of enrollment, employment or the termination of any contract with or from Charter School, no further access to or use of Technology Resources is permitted without the express authorization from the CEO.

Education of Technology Resource Users

Charter School shall implement a program which educates students and staff about acceptable use and internet safety associated with Charter School's Technology Resources. All students must complete a designated Technology Resources and Internet

training prior to unsupervised use of Charter School's Technology Resources as required by the 2008 Broadband Data Improvement Act. This training includes, but is not limited to: appropriate online behavior, including interacting on social networking websites and in chat rooms; cyberbullying awareness and response; proper use of Technology Resources; restricted activities with Technology Resources; and access and monitoring of school-issued Technology Resources to students.

No Additional Rights

This Policy is not intended for and does not grant Users any contractual rights.

Users of Charter School's Technology Resources must review this policy closely and sign and return to Charter School a form acknowledging receipt and acceptance of the terms in this policy, which is attached hereto. Venue for any legal action arising out of an alleged and/or actual violation of the attached Agreement(s) shall be in Bedford County, Pennsylvania.

Acknowledgement of the Acceptable Use and Internet Safety Policy
(Student User Agreement)

Dear Parent/Guardian:

Please review the following Student User Agreement with your child. Then please return both the signed Student User Agreement and the signed Parent User Agreement, which acknowledges receipt of HOPE for Hyndman Charter School's ("Charter School") Acceptable Use and Internet Safety Policy ("Policy"), to your child's principal within 3 days after its receipt. This form is valid for the duration of your child's enrollment in Charter School until replaced by another form or revoked in writing by a parent or guardian.

I, _____, a student of Charter School, have read the entire Acceptable Use Policy, which consists of 15 pages, understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any Charter School Technology Resources, as defined above, I accept the following basic rules:

1. I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy or render inaccessible Technology Resources.
2. I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the Chief Executive Officer, I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.
3. I shall always treat people online with respect. I shall not use any Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users, as defined above. I assume responsibility for the content of messages I send to others or that are sent to others via my account.
4. I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.
5. I understand that Technology Resources are to be used for educational/professional/contractual use.
6. I understand that all Technology Resources belong to Charter School and I shall treat them with respect.
7. I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the Technology Director gives me prior permission in writing.
8. I shall not add any software to Charter School's Technology Resources unless the Technology Director gives me prior permission in writing.
9. I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the Chief Executive Officer.
10. I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from Charter School in accordance with the Code of Conduct; charges for damages; and civil or criminal penalties.

X _____
(User Signature) (Date)

(MAINTAIN ONE COPY AND RETURN ONE COPY TO CHARTER SCHOOL)

Acknowledgement of the Acceptable Use and Internet Safety Policy
(Student Copy of User Agreement)

Dear Parent/Guardian:

Please review the following Student User Agreement with your child. Then please return both the signed Student User Agreement and the signed Parent User Agreement, which acknowledges receipt of HOPE for Hyndman Charter School's ("Charter School") Acceptable Use and Internet Safety Policy ("Policy"), to your child's principal within 3 days after its receipt. This form is valid for the duration of your child's enrollment in Charter School until replaced by another form or revoked in writing by a parent or guardian.

I, _____, a student of Charter School, have read the entire Acceptable Use Policy, which consists of 15 pages, understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any Charter School Technology Resources, as defined above, I accept the following basic rules:

1. I shall treat all Technology Resources with care and will leave them in good working condition when I am finished. I will not damage, deface, destroy or render inaccessible Technology Resources.
2. I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the Chief Executive Officer, I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.
3. I shall always treat people online with respect. I shall not use any Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users, as defined above. I assume responsibility for the content of messages I send to others or that are sent to others via my account.
4. I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. I shall not allow other Users access to my mailbox and will keep my password private.
5. I understand that Technology Resources are to be used for educational/professional/contractual use.
6. I understand that all Technology Resources belong to Charter School and I shall treat them with respect.
7. I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the Technology Director gives me prior permission in writing.
8. I shall not add any software to Charter School's Technology Resources unless the Technology Director gives me prior permission in writing.
9. I understand that the Technology Resources provided to me for use may be protected under copyright law. I agree not to copy resources unlawfully and/or distribute any materials provided for my use without express prior permission by the Chief Executive Officer.
10. I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from Charter School in accordance with the Code of Conduct; charges for damages; and civil or criminal penalties.

X _____
(User Signature) (Date)

(THIS IS YOUR COPY)

Acknowledgement of the Acceptable Use and Internet Safety Policy
(Parent/Guardian User Agreement)

I, _____, a parent/guardian of _____, a student of HOPE for Hyndman Charter School ("Charter School"), have read the entire Acceptable Use and Internet Safety Policy ("Policy"), which consists of 15 pages, understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any Charter School Technology Resources, as defined above, I acknowledge the following:

1. My child and I shall treat all Technology Resources with care and will leave them in good working condition when he/she is finished. My child and I will not damage, deface, destroy or render inaccessible Technology Resources.
2. My child and I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the Chief Executive Officer, my child and I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.
3. My child and I shall always treat people online with respect. My child and I shall not use any Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users. My child and I assume responsibility for the content of messages we send to others or that are sent to others via his/her account.
4. My child and I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. My child and I shall not allow other Users access to my child's mailbox and we will keep his/her password private.
5. My child and I understand that Technology Resources are to be used for educational/professional/contractual use.
6. My child and I understand that all Technology Resources belong to Charter School and we shall treat them with respect.
7. My child and I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the Chief Executive Officer gives prior permission in writing.
8. My child and I shall not add any software to Charter School's Technology Resources unless the Chief Executive Officer gives prior permission in writing.
9. My child and I understand that the Technology Resources provided may be protected under copyright law. My child and I agree not to copy resources unlawfully and/or distribute any materials provided for our use without express prior permission by the Chief Executive Officer.
10. My child and I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my and my child's privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from Charter School in accordance with the Code of Conduct; charges for damages; and civil or criminal penalties.

X _____
(User Signature) (Date)

(MAINTAIN ONE COPY AND RETURN ONE COPY TO CHARTER SCHOOL)

Acknowledgement of the Acceptable Use and Internet Safety Policy
(Parent/Guardian Copy of User Agreement)

I, _____, a parent/guardian of _____, a student of HOPE for Hyndman Charter School ("Charter School"), have read the entire Acceptable Use and Internet Safety Policy ("Policy"), which consists of 15 pages, understand it and agree to comply with the Policy. In addition to complying with all terms of the Policy, when using any Charter School Technology Resources, as defined above, I acknowledge the following:

1. My child and I shall treat all Technology Resources with care and will leave them in good working condition when he/she is finished. My child and I will not damage, deface, destroy or render inaccessible Technology Resources.
2. My child and I shall use appropriate language on all Technology Resources. If the language is obscene, vulgar, defamatory, harassing, degrading, sexually explicit, threatening, violent, insulting, demeaning, harmful to minors, child pornographic, pornographic, advocating illegal acts, or otherwise inappropriate as deemed by the Chief Executive Officer, my child and I will not access it, use it, send it, share it, create it or attempt to access, use, create, share or send it.
3. My child and I shall always treat people online with respect. My child and I shall not use any Charter School Technology Resources to insult, harass, threaten, bully or cyberbully other Users. My child and I assume responsibility for the content of messages we send to others or that are sent to others via his/her account.
4. My child and I shall respect the privacy of other Users and will not make any attempts to gain access into the private mailboxes or accounts of those Users. My child and I shall not allow other Users access to my child's mailbox and we will keep his/her password private.
5. My child and I understand that Technology Resources are to be used for educational/professional/contractual use.
6. My child and I understand that all Technology Resources belong to Charter School and we shall treat them with respect.
7. My child and I will not install or download any applications (games), programs or materials from the Internet or from any Technology Resources unless the Chief Executive Officer gives prior permission in writing.
8. My child and I shall not add any software to Charter School's Technology Resources unless the Chief Executive Officer gives prior permission in writing.
9. My child and I understand that the Technology Resources provided may be protected under copyright law. My child and I agree not to copy resources unlawfully and/or distribute any materials provided for our use without express prior permission by the Chief Executive Officer.
10. My child and I shall comply with all applicable state and federal laws and regulations regarding the use of Technology Resources, including but not limited to laws regarding child welfare and the Internet protection of minors, such as CIPA and N-CIPA.

By signing below, I agree to abide by the Acceptable Use Policy and understand that failure to follow all rules as explained in this document may result in the loss of my and my child's privileges to Technology Resources; disciplinary action, including student disciplinary action up to and including expulsion from Charter School in accordance with the Code of Conduct; charges for damages; and civil or criminal penalties.

X _____
(User Signature) (Date)

(THIS IS YOUR COPY)

Date: _____

ACKNOWLEDGMENT FORM

My child and I have received, read and discussed the HOPE for Hyndman Charter School Student Code of Conduct for 2014-2015. I understand that the Code of Conduct contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

In accordance with FERPA, please check the appropriate box below to indicate whether or not your child's directory information may be disclosed.

- My child's directory information **may** be disclosed

- My child's directory information **may not** be disclosed

Please sign and return this acknowledgement form to the school, no later than 3 days after its receipt Thank you!

FOR OFFICE USE ONLY