



MaST Community Charter School

Family Handbook

Grades K through 12

2013-2014



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THE CONTENT OF THIS HANDBOOK HAS BEEN WRITTEN IN STRAIGHTFORWARD, SIMPLE LANGUAGE. IF A PERSON DOES NOT UNDERSTAND ANY OF THIS HANDBOOK, HE OR SHE SHOULD ASK THE CEO OF THE SCHOOL FOR AN EXPLANATION. THE SCHOOL WILL ARRANGE FOR AN INTERPRETER FOR PARENTS WITH LIMITED ENGLISH PROFICIENCY. IF A PARENT IS DEAF OR BLIND OR HAS NO WRITTEN LANGUAGE, THE SCHOOL WILL ARRANGE FOR COMMUNICATION OF THIS NOTICE IN THE MODE NORMALLY USED BY THE PARENT (E.G., SIGN LANGUAGE, BRAILLE, OR ORAL COMMUNICATION). IF A STUDENT HAS A DISABILITY, ADDITIONAL INFORMATION IS AVAILABLE IN THE SCHOOL'S ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS AND RIGHTS FOR STUDENTS WITH DISABILITIES.

Math, Science & Technology Community Charter School

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www.mastcharter.org
School #111 (for emergency closings)*

Introduction

This handbook has been prepared to answer some of the questions most frequently asked about the organization and the operation of MaST Community Charter School. It is by no means exhaustive, but includes academic, social, and general information helpful to each student and parent. We expect students and parents to familiarize themselves with and adhere to the rules and regulations contained in this handbook.

The administration solicits parent and student support and assistance in making our programs more responsive to the needs of all. Parents are welcome to visit the school and become better acquainted with the staff members and the programs we are providing for our students. In addition, parents are encouraged to volunteer time, services and/or resources to the school community.

MaST Community Charter School is a dynamic institution, constantly changing to meet more effectively the needs of its students. Cooperatively, we shall meet the needs of our present and future students with quality programs. We urge our students to take advantage of the opportunities available at MaST Community Charter School.

Welcome to MaST Community Charter School

On behalf of the Board, administration, faculty, and staff, we would like to welcome you. We are a community of people who, together, can create a school environment that will foster an atmosphere of respect and caring conducive to learning. The academic programs are extensive and challenging. You can choose to participate in many different and exciting extracurricular activities. Your contributions to this "mix" will be through your exemplary conduct and your committed and thoughtful involvement in all that we offer. You can only enrich your school experience the more you become involved.

Please review this handbook carefully. It contains essential information about our programs, policies, and procedures. Some policies are currently under review by the Board of Trustees and may result in further policy changes.

Our goal is to work with you so that every student has a successful experience at MaST Community Charter School. We strive to help all students become productive and responsible members of our learning community now and our society in the future. Please feel free to call us with any questions or concerns that you might have. We look forward to working with you this year.

John F. Swoyer, III
Chief Executive Officer

Karen DelGuercio
President, Board of Trustees

Philosophy

MaST Community Charter School is a comprehensive school that emphasizes intellectual curiosity, academic accomplishments, personal growth, good citizenship, and healthy and industrious living. A MaST Community Charter School education prepares students to function in and contribute to our society and to continue learning throughout their lives.

The staff, students, and parents of the MaST community share responsibility in the educational process. The staff is dedicated to high expectations for students, while acknowledging the students' diverse backgrounds, distinct capacities, and varied interests. Students must commit themselves to learning, to appropriate educational standards, and self-discipline. Parents will provide support so that their children can achieve their educational goals. By promoting an atmosphere conducive to and supportive of individual attainment and maturation, the staff challenges the students to maximize their potential.

MaST Community Charter School encourages self-development, fosters cooperation with the group, and promotes life-long learning. The individual should continually determine and assess personal values and goals in the context of society's values and expectations. It is the responsibility of MaST Community Charter School to provide the proper curriculum, personnel, facilities, and atmosphere to realize these ends.

Mission

The MaST Community Charter School creates innovative pathways for students pursuing knowledge focused on Mathematics, Science, and Technology.

Goals

The following goals have been established in keeping with the school's philosophy.

Facilities of MaST Community Charter School will provide:

1. An orderly, healthful, and barrier-free environment.
2. A place where students and staff can work, study, and participate in school-sponsored activities.

Staff of MaST Community Charter School:

1. Will enunciate expectations and encourage students to fully develop their individual gifts and talents.
2. Are committed to high expectations for all students.
3. As adult role models, are professionals and student oriented.
4. Recognize diverse socio-economic backgrounds and abilities.
5. Are an integral component in the design and implementation of curriculum and other issues.
6. Are provided opportunities for professional growth.

7. Are provided parental and community support to foster educational programs.
8. Will treat parents as partners in the children's education.

Curriculum of MaST Community Charter School will provide:

1. A program of skill development and mastery in all subject areas suited to the students' needs and abilities, as well as opportunities to participate in rigorous and challenging academic programs.
2. Opportunities for appropriate intellectual, artistic, and practical challenge.
3. Encouragement of student attitudes which enhance the pleasure of learning.
4. A diversity of teaching methods and materials, providing a stimulating learning atmosphere with the necessary flexibility to meet individual student needs.
5. Activities which expand the basic curriculum: social, athletic, and artistic programs and events; field trips, career and educational seminars; contact with community resources; opportunities for participation in school and community service programs; and linkages to colleges and universities.

Parents of MaST Community Charter School will:

1. Jointly plan, with faculty and administration, toward common academic and civic goals.
2. Participate as part of the school community at all levels, from participating in management teams and serving as exhibition mentors to supporting classroom work at home.
3. Work with staff, teachers, and educators to support the most positive educational experience possible for all students.
4. Honor the terms of the parent compact.

Community of the MaST Community Charter School expects reciprocity between the school and community it serves. Our relationship with the community will include:

1. Respect for and attention to values and expectations of the community.
2. Opportunities for the contributions of the interested community members to school activities.
3. Involvement in public relations through the news media and community organizations.
4. Awareness of community resources relevant to our students.

Board of Trustees

Karen DelGuercio, President (kdelguercio@mastccs.org)

William Nolan, Vice President (wnolan@mastccs.org)

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Mark Spector (mspector@mastccs.org)

Parents are encouraged to attend monthly Board of Trustees meetings. Meetings will be held at 6:00 p.m. at MaST Community Charter School, in the Board Conference Room in the Library/Media Center, 1st Floor, 1800 E. Byberry Road, Philadelphia, PA 19116 as follows:

Board of Trustees Meeting Schedule – 2013/14

Wednesday, July 17, 2013 (if needed)	Wednesday, February 19, 2014
Wednesday, August 21, 2013	Wednesday, March 19, 2014
Wednesday, September 18, 2013	Wednesday, April 9, 2014 ¹
Wednesday, October 16, 2013	Wednesday, May 21, 2014
Saturday, October 26, 2013 (8:00 a.m.)	Wednesday, June 18, 2014
Wednesday, November 20, 2013	Wednesday, July 16, 2014 (if needed)
Wednesday, January 15, 2014	Wednesday, August 20, 2014

¹ Meeting will be held on the second Wednesday of the month due to spring break.

Math, Science & Technology Community Charter School

2013/14 Calendar

Staff Development

Kindergarten Parent Orientation

First Day of School (Grades 1 through 12)

Kindergarten Open House (A to L)

Kindergarten Open House (M to Z)

Kindergarten (Half Day – M to Z)

Kindergarten (Half Day – A to L)

First Full Day of School (Kindergarten)

School Lottery

Monday, August 26 and Tuesday, August 27, 2013

Monday, August 26, 2013 – 6:00 p.m.

Wednesday, August 28, 2013

Wednesday, August 28, 2013 – 9:00 to 10:00 a.m.

Wednesday, August 28, 2013 – 11:00 a.m. to 12:00 p.m.

Thursday, August 29, 2013 – 8:30 to 11:00 a.m.

Thursday, August 29, 2013 – 12:00 to 2:30 p.m.

Friday, August 30, 2013

Tuesday, February 18, 2014

MaST Community Charter School will be closed on the following days during the 2013/14 school year:

Labor Day

Monday, September 2, 2013

Rosh Hashanah

Thursday, September 5, 2013

PA Coalition of Charter Schools City-Wide Mtg.

Friday, October 11, 2013

Parent Conferences (Grades 1 to 12)

Wednesday, October 23, 2013

Veterans' Day (Staff Development)

Monday, November 11, 2013

Thanksgiving

Thursday, November 28, 2013 and

Friday, November 29, 2013

Winter Recess

Monday, December 23, 2013 through

Wednesday, January 1, 2014

Martin Luther King Day

Monday, January 20, 2014

Presidents' Day

Monday, February 17, 2014

Staff Development

Tuesday, February 18, 2014

School Closed

Wednesday, April 16, 2014 (possible snow make-up day)

Spring Break

Thursday, April 17, 2014 through

Monday, April 21, 2014 (possible snow make-up day)

Memorial Day

Monday, May 26, 2014

Last Day for Students

Thursday, June 12, 2014

Reorganization Day

Friday, June 13, 2014

High School Graduation Exercises

Friday, June 13, 2014

- For Kindergarten, the school day will begin at 8:30 a.m. and end at 2:30 p.m. Half-day early dismissals will be at 11:50 a.m.
- For grades 1 through 8, the school day will begin at 8:15 a.m. and end at 2:55 p.m. Half-day early dismissal will be at 11:30 a.m. Parent pick-up is at 11:50 a.m.

For grades 9 through 12, the school day will begin at 7:40 a.m. and end at 2:18 p.m.

Regular half-day early dismissals will be at 11:00 a.m. Early dismissals for exams will be at 12:00 p.m.

MaST Community Charter School will have half-day early dismissals on the following days:

Wednesday, November 27, 2013 (Grades K to 12)

 Grades 9 to 12 – 11:00 a.m.

 Grades 1 to 8 – 11:30 a.m.

 Kindergarten – 11:50 a.m.

 Parent Pick-Up – 11:50 a.m.

Tuesday, December 10, 2013

 Grades 9 to 12 – 11:00 a.m.

 Grades 1 to 8 – 11:30 a.m.

 Kindergarten – 11:50 a.m.

 Parent Pick-Up – 11:50 a.m.

Thursday, January 23, 2014 – (final exams) – 12:00 p.m. dismissal (grades 9 through 12 only)

Friday, January 24, 2014 – (final exams) – 12:00 p.m. dismissal (grades 9 through 12 only)

Thursday, January 30, 2014 (Parent Conferences for Grades K to 6)

 Grades 1 to 8 – 11:30 a.m.

 Kindergarten – 11:50 a.m.

 Parent Pick-Up – 11:50 a.m.

Thursday, June 5, 2014 – (final exams) – 12:00 p.m. dismissal (grades 9 through 12 only)

Friday, June 6, 2014 – (final exams) – 12:00 p.m. dismissal (grades 9 through 12 only)

Thursday, June 12, 2014 (Grades 1 to 12 – last day for students)

 Grades 9 to 12 – 11:00 a.m.

 Grades 1 to 8 – 11:30 a.m.

 Parent Pick-Up – 11:50 a.m.

STAFF DIRECTORY

2013-2014

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FACULTY

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Middle School/High School Grading Policy

The MaST community believes in world-class standards, instruction, and assessment. Our grading policy reflects these high expectations, as well as honors the process and product of students' efforts and achievements. The grading scale is as follows:

98-100	A+
93-97	A
90-92	A-
88-89	B+
83-87	B
80-82	B-
78-79	C+
73-77	C
70-72	C-
0-69	F

Students failing core subjects will be required to participate in credit recovery courses during the summer.

Eighth and eleventh grades students are required to demonstrate overall level mastery through exhibition pieces. The successful completion of exhibition pieces is required for grade promotion and graduation. In addition, all students without IEPs and 504 accommodations must score proficient in the PSSA test or its equivalent in order to graduate.

Honors

To receive first honors, a student must have an average of between 90 to 100 in every subject. To receive second honors, a student must have an average of between 85 to 89 in every subject.

Late arrivals and early dismissals remove students from eligibility for perfect attendance awards at the conclusion of the school year.

Guidelines for Computation of Grade Point Averages for Grades 9 through 12

In recognition of varied course requirements, grade point averages shall be weighted to reflect this variation as follows:

Pre AP Courses	1.15
AP Courses	1.2
Colleges Courses (2 and 4 year institutions)	1.2

Students may not receive duplicate credit for the same course. If a student withdraws from an AP class, a “W” (withdrawn) remains on the student’s transcript.

Ranking and Honors for Seniors

Latin Honors – In lieu of ranking, students will receive special academic distinction upon completion of credit requirements. Students who receive a final Grade Point Average of 3.9 or higher will receive Summa Cum Laude recognition. Students receiving a final GPA between 3.61 and 3.89 will be classified as Magna Cum Laude. Those students with a GPA between 3.4 and 3.6 will be classified as Cum Laude.

The Mathematics, Science and Technology Community Charter School does not officially rank. Numerical calculations upon transcripts can only be provided with administrative approval.

Elementary School Grading Policy

MaST uses an integrated, technology, standards-based curriculum. Marks are determined by various assessments which include, but are not limited to, test scores, class work, homework, and class participation. The marking code indicates the student’s progress toward meeting grade level expectations, as indicated below:

Kindergarten

O	Outstanding
S	Satisfactory
D	Developing
N	Needs Improvement

Grades 1 through 4

95 – 100	4 – Advanced (significantly exceeds grade level expectations)
83 – 94	3 – Proficient (meets grade level expectations)
70 – 82	2 – Basic (making progress towards grade level expectations)
69 – Below	1 – Below Basic (making less than acceptable progress towards grade level expectations)

Grades 5 and 6

Specialist Grading Scale -- Grades K to 8

90 – 100	A	Pass	P
80 – 89	B		
75 – 79	C	Fail	F
70 – 74	D		
00 – 69	F		

Grades 1 through 6 – Behaviors and Skills

O Outstanding
S Satisfactory
N Needs Improvement

Where applicable, special education students will be graded according to their IEPs.

Retention

Elementary/Middle School – Students who are failing two or more core subjects (math, language arts, social studies and/or science) will be retained in that grade. Teachers are required to notify the parent/guardian when the student is identified as in danger of failing.

High School – Students who are failing three subjects at the conclusion of the school year will be retained in that current grade's homeroom for the upcoming year. Teachers are required to notify the parent/guardian when the student is identified as in danger of failing.

Plagiarism Policy

Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. Plagiarism, (or intellectual theft) includes "the reproduction, in whole or essential part, of a literary, artistic, or musical work by one who falsely claims to be its creator." *Encyclopedia Americana*, 2003. "The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." *Dictionary.com*

Some examples might include but are not limited to:

- Downloading a paper from a "paper-mill"
- Submitting another student's work
- Copying a portion of another's work without citing it
- Copying material, supplying proper documentation, but leaving out quotes or indents
- Paraphrasing ideas without documentation

Plagiarism is regarded as a very serious offense. Many institutions of higher education expel students found guilty of plagiarism. In our effort to educate all MaST students about the issue of academic dishonesty and to prepare our students for the future, we have established the following guidelines:

Rules and Procedures

When plagiarism takes place in an academic setting, it is most often handled by the individual teacher and administrator involved. The following procedures and consequences have been established for handling issues related to plagiarism at the elementary, middle, and high school levels.

VIOLATION PROCEDURE PENALTY

Violation	Procedure	Penalty
First Offense	Teacher notes the plagiarism and deals with it by contacting the parent.	<ul style="list-style-type: none">• “0” credit for the assignment• Document plagiarism offense• Teacher contacts Parent
Second Offense	The teacher notes the plagiarism and refers the student to the Principal.	<ul style="list-style-type: none">• “0” credit for the assignment• Report in discipline file• Principal/Parent Conference
Third Offense	Teacher reports incident. Principal immediately notifies parents in order to conduct meeting with parent, principal, school psychologist and guidance counselor. Also, possible expulsion from course may be considered	<ul style="list-style-type: none">• Student is referred to counselor who will ultimately recommend training and courses in Ethics• Student is withdrawn, FAILING this class.

In order to deter and detect plagiarism, students may be requested to submit assignments to a plagiarism detection website or the teacher may conduct an internet search relevant to the paper.

Attendance Guidelines

The Board of Trustees of MaST Community Charter School requires that students enrolled at MaST attend school daily in accordance with the compulsory attendance laws of the Commonwealth of Pennsylvania. Parents or guardians are required to ensure that their children attend school every day school is in session and for all hours and periods that school is in session. The educational program offered by MaST is based upon the presence of the student and requires continuity of instructional and classroom participation.

While a student may be passing all subjects, he/she must still adhere to the following attendance guidelines in place at MaST Community Charter School.

Student Absence

The following are the only absences that are considered excused:

- ❖ Personal illness or injury
- ❖ Quarantine
- ❖ Recovery from an accident
- ❖ Attendance required in a court of law
- ❖ Death in the immediate family including, but not necessarily limited to, parents, siblings, grandparents or other family members living in the household
- ❖ Medical or dental appointment that cannot be scheduled outside of school hours
Notice of such an absence must be provided prior to the day of the appointment, except in the case of an emergency.
- ❖ Religious holidays, if the religious tenets to which the student and/or his/her family adhere require observance of the holiday. In addition, upon receiving a written request from parent/guardian, a student shall be excused from school in order to attend classes for religious instruction under §1546 of the Public School Code of 1949. (24 P.S. §15-1546)
- ❖ School sponsored conferences or trips
- ❖ Seniors and juniors will be permitted one (1) day absence per year for the purpose of college visitations providing they have notified the guidance counselor, have received advance permission from the CEO, and have provided written verification from the parent/guardian. In addition, written verification from the college/university must be provided.

PARENTS/GUARDIANS ARE RESPONSIBLE FOR NOTIFYING THE SCHOOL (267-348-1167) EACH AND EVERY DAY THEIR CHILD IS ABSENT FROM SCHOOL.

Parents/guardians must include the following information:

1. Student's name
2. Student's homeroom/teacher
3. Reason for absence
4. Name and relationship of caller
5. Phone number where caller can be reached for verification

Absences due to personal illness will not be automatically excused. Parents/guardians must submit a handwritten and/or signed note upon the student's return to school. If a student's absence exceeds three consecutive school days, a doctor's note **must** be provided to the homeroom teacher. **Notes/documentation for absences must be submitted within three (3) days from the time the student returns to school or they will not be accepted and the absence will be recorded as unexcused.**

If a student is absent from school for three (3) or more school days without a valid excuse, MaST Community Charter School is required to report the student's absence to his/her district of residence for truancy proceedings. Any student who is absent from school for a period of ten (10) consecutive school days will be dropped from the school's rolls, unless the school has been provided with evidence that the absence may be legally excused or compulsory attendance prosecution has been or is being pursued.

If a student is absent with or without notification to the school, a phone call may be made to the parent/guardian via our automated phone system.

Health Care

Upon receiving a written note from parent/guardian, the CEO may excuse a student during school hours for the purpose of obtaining professional health care or therapy service only if the following requirements are met:

- ❖ The health care provider or therapeutic services are rendered by a Commonwealth licensed practitioner in accordance with the Public School Code.
- ❖ It is not possible for the student to receive the services outside of school hours.
- ❖ The time of necessary absence from school involves a minimum interference with the pupil's regular program of studies.
- ❖ The student must make up all schoolwork from this absence.

Requests for Family Vacations

In order to promote a consistent educational process throughout the school year, parents/guardians should not schedule family vacations during the school year. If it is imperative that a vacation must be taken, please note the following:

- ❖ Notify the CEO, in writing, at least two weeks in advance if a student is to be taken out of school.
- ❖ Time lost will count toward the total number of cumulative absences of the student.
- ❖ Absences taken during mid-terms, finals, and standardized testing are strongly discouraged.
- ❖ Students absent because of a family vacation are accountable for all work missed.

Excessive Absenteeism

Excessive absence from school may constitute misconduct and/or disobedience as to warrant the following incremental measures. The Attendance Officer will oversee all unexcused absences and lateness.

The automated system may call the parent on the day of every absence and may call the parent each time the child is late.

At the 2nd consecutive absence, the homeroom teacher shall contact the parent (via telephone, e-mail or note).

At the 5th cumulative absence, the student has missed approximately 30 hours of instruction. At this time, the following action will be taken:

The parent/guardian may receive an Excessive Absence Notification letter from the Attendance Officer.

At the 10th cumulative absence, the student has missed approximately 60 hours of instruction. At this time, an administrative review will take place. This may include any or all of the following steps:

The parent/guardian may receive an Absence Consultation Letter from the Attendance Officer.

The parent/guardian may be asked to meet with the Attendance Officer, Guidance Counselor, Principal or Disciplinarian to further investigate the reasons for excessive absence and work together to develop possible solutions to this concern.

At this time, the student may be placed on attendance probation for the remainder of the school year.

If any of these absences are unexcused, the student may receive an in-school suspension.

The Discipline Committee of the Board of Trustees will be advised of this situation.

At the 15th cumulative absence, the student has missed approximately 90 hours of instruction. School administration will review all documentation between school and home. Any or all of the following steps may be taken:

Non-participation in extra-curricular activities

Non-participation in school sponsored activities (athletic teams, dances, trips, etc.)

Hearing before the Discipline Committee of the Board of Trustees

Student Assistance Program (SAP)

If a hearing before the Discipline Committee of the Board of Trustees is recommended, the following consequence may result:

1. Probation
2. Upon review and the third accrued absence from the meeting date (excluding students with chronic medical conditions or doctor notes), the following consequences will be issued:
 - a. A two-day in-school suspension
3. Upon review and the fifth accrued absence from the meeting date, the following consequences will be issued:
 - a. Hearing before the board of Trustees
 - i. Exclusion from extra-curricular activities for the remainder of the semester/school year.
 - ii. Exclusion from school sponsored activities for the remainder of the semester/school year.
 - iii. In-service school assignment
 - iv. Possible referral to the Department of Human Services (DHS).

Students with chronic medical conditions who are plagued with excessive absenteeism due to their medical condition are required to provide the school nurse with a letter from the treating physician, on the physician's letterhead, and signed by the physician treating the student for said medical condition stating why the student must be absent. This information must be updated every 30 days for short term illness. Failure to provide the nurse with the requested report will render the student's reason for excessive absence invalid.

At each report period, the Discipline Committee of the Board of Trustees will review information and/or hold hearings for students recommended to the committee because of their excessive absence and/or lateness. The committee will also review the progress of students on probation and determine the status of each student. Those students who demonstrate excessive absenteeism after appearing before the Discipline Committee may constitute such misconduct and disobedience as to be recommended to appear before the entire Board of Trustees.

Students with 10 consecutive days of **unexcused** absence shall be removed from enrollment at MaST. A student whose enrollment at MaST terminates for unexcused absence **becomes the responsibility of the School District of Philadelphia** (or his/her district of residency) to the extent provided under the laws applicable to truancy and compulsory school attendance, and as regards return to attendance at a school other than MaST. Whether a child terminated from enrollment at MaST for unexcused absences may re-enroll at MaST shall be determined by the school.

Lateness

The Board of Trustees and the administration of MaST Community Charter School believe that arriving on time for school establishes a pattern that students will carry with them throughout their educational career and beyond.

It is the responsibility of the parent/guardian to ensure that this example is set for their child by making sure that he/she is on time for school each day. Parents and students who drive to school must take into consideration the heavy traffic conditions that surround MaST and plan their drive to school accordingly.

In the event that your child is late for school, the student **must** report immediately to the front desk in the lobby and receive a pass to enter their classroom. Students in grades 1 through 8 who travel on yellow school buses will **not** be marked late if the school bus arrives late to MaST.

Transportation is not provided by MaST for students in grades 9 through 12. These students are required to arrive at school on time. The tripper buses are provided by SEPTA as a courtesy to MaST. If the tripper bus does not stop for your child or is too crowded to pick up your child, this is not an excuse for the non-attendance of your child at school. It is the responsibility of both the parent/guardian and the child to see that he/she gets to school.

Excessive Lateness

Parents/guardians may receive a message via our automated phone system each time your child is late to school without a valid excuse. Excessive lateness to school (without a valid doctor's note) will result in the following:

Late 10 times	After-school detention (high school)
Late 10 times	Parent/guardian notification letter (K to 12)
Late 15 times	Meeting with the Principal, Attendance Officer, Disciplinarian or Counselor.
Late 20 times	In-school suspension.
Late 25 times	Recommendation to the Discipline Committee of the Board of Trustees for further disciplinary action.

Further action may include:

1. Probation
2. A review where the third accrued lateness from the meeting date may result in the following consequence:
 - a. Two-day in-school suspension.
3. A review where the fifth accrued absence from the meeting date may result in the following consequences:
 - a. Hearing before the Board of Trustees for judgment of:
 - i. Exclusion from extra-curricular activities for the remainder of the semester/school year.
 - ii. Exclusion from school-sponsored activities for the remainder of the semester/school year.
 - iii. In-service school assignment.

Arrival/Dismissal Procedures

See Appendix 1 attached.

Attendance Officer

The MaST Community Charter School Attendance Officer will be monitoring student absences. This individual will make home visits, if the administration believes there is a need for contact due to excessive absences.

Early Dismissal

Special dismissal of students during the school day will be granted only by the Chief Executive Officer or authorized representatives. Whenever possible, all appointments and activities should be scheduled after-school hours. If someone other than the child's parent/guardian is picking up the child for an early dismissal, said parent/guardian must obtain prior approval for this arrangement. Only students 16 years or older may leave the building alone for an early dismissal; however, students must present a written note from the parent/guardian authorizing the early dismissal. When requesting an early dismissal parents must:

- Send a note in with your child at least twenty-four hours in advance.
- Report to the front entrance of the building to sign your child out of the school with proper identification.
- Report to the office to sign your child back in to school.

Early dismissals will not be approved beyond 1:30 p.m. Minors may not be signed out of school by other minors, including siblings.

Inclement Weather

Our school closing number is 111. MaST Community Charter School will close on the same days as the School District of Philadelphia due to inclement weather or other citywide emergency. In the event of bad weather, please listen to KYW News Radio, NBC Channel 10 TV, WPVI Channel 6, and KYW Channel 3 for information. If the School District of Philadelphia announces an early closing, MaST will also close early.

In addition, MaST Community Charter School utilizes a SMA marketing platform called TextMarks that allows us to notify parents via a text message within minutes of any emergency situation at our school, including school closings and delayed openings. In order to subscribe to receive messages, please text **MASTCCS** to **41411**.

Two Hour Delay

If MaST is identified as a school following a two hour delay, kindergarten students will begin the school day at 10:30 a.m. Grades 1 to 8 will begin the school day at 10:15 a.m., and, and grades 9 to 12 will begin the school day at 9:40 a.m. Students will not be granted entry into the school building until 9:00 a.m.

For children riding the yellow buses to school (grades 1 to 8) --

If we are following a two hour delay and your child's normal pick-up time is 7:00 a.m., the pick-up time would then change to 9:00 a.m.

Health Office

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

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

Children are not to bring any kind of medication or to self-administer any kind of medication. Should the occasion arise that a student must take medication during the school day, the medication must be prescribed by a physician and arrangements must be made through the

nurse's office. The physician must send written orders which include: diagnosis, dosage, and the time to be given during the school day. All medications and prescriptions are to be brought in their original bottles to the nurse and kept in the health office. Over-the-counter drugs – including cough medicine, aspirin, etc. – must also be accompanied by a doctor's note. If the need arises that you must administer the medication to your child personally during the school day, please go directly to the nurse's office. Your child will be called to receive his/her medication. Medication cannot be dispensed at any location other than the nurse's office unless an emergency exists. Asthma inhalers may be self administered, if the student has provided the nurse with a note from the doctor approving self-administration. However, the nurse must be notified immediately by the student when a student has self-administered asthma medication. MaST Community Charter School follows the CDC recommendations regarding infectious diseases.

Homework

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

Teachers are required to give homework on a regular basis. Teachers are also responsible for checking for completion and accuracy of the given assignments. Feedback should be given to the student. If a teacher feels that a student has repeatedly neglected homework assignments or receives an unsatisfactory homework grade, he/she may be assigned an In-Service School Day² with the approval of their respective principal.

Students' daily homework assignments will be posted by teachers on their school eChalk page which can be accessed by going to the MaST website, <http://www.mastccs.org> and clicking on teacher pages on the left menu. You can then search down for the student's teacher and click on the link to take you to the updated page. Teachers are required to update their eChalk page weekly.

The Role of the Student – The student has the responsibility to:

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

The Role of the Parent – The school encourages the parent to:

² Student will be required to attend school on a day when school is not in regular session.

1. Provide a quiet place for the student to study.
2. Encourage the student to study at a regular time in the afternoon and/or evening.
3. Check the student's assignments each evening and sign, if needed.
4. Encourage independence in completion of the assignments.
6. Review and sign tests, where applicable.

Make-Up Work

Students are required and expected to make up assignments, assessments, and projects missed, when absent or otherwise not in school. Students have a number of days equal to the number of days absent to complete the missed assignments, assessments, and/or projects. If a student has been absent for an extended period, s/he should request the assistance of his/her teacher in creating a schedule to complete the missed work.

Anti-Bullying Policy

The Board of Trustees of MaST adopted an Anti-Bullying Policy at its meeting of November 19, 2008 and amended the policy on June 27, 2011. The Anti-Bullying Policy is attached as Appendix 2.

Extra Curricular Policies

See Appendix 3.

School Bus Behavior (Grades 1 through 8)

Students in grades 1 through 8 are expected to follow the Bus Riders' Rules and Regulations that have been distributed to all students. Students who do not comply with the rules and regulations will incur consequences as indicated. (See Bus Riders' Rules and Regulations, Appendix 4.)

Students must ride home on their regularly assigned bus route. Requests to have students ride home on a bus route other than their own will not be granted.

For your information, a person who enters a school bus without prior authorization of the driver with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver who refuses to disembark, after being ordered to do so by the driver, commits a misdemeanor of the third-degree. This is a criminal offense under 18 Pa.C.S.A. §5517. If a person is found guilty of illegally boarding a school bus, they are subject to a fine and imprisonment. Drivers can bring charges against parents or parents of children who violate this law.

Student Parking

There will be no student parking on the school premises for the entire 2013/14 school year. Any student who parks in the school parking lot or garage will have his/her vehicle towed at their expense. However, there will be parking available at the Fellowship Bible Church on Worthington Road (at Lindenhurst Rd.). Any high school student who would like to use the school van service or off-site parking must apply for and be issued a pass. Students without a pass will be denied entry to the school van. All students taking the school van should arrive no later than 7:20 a.m. at the church parking lot. The school vans will not return to pick up students who have arrived late to the off-site pick up location. Any student who does not arrive to the off-site location on time is prohibited from walking on the CSX Railroad bridge on Byberry Road, at any time, when travelling to and from school. Students who are late for the school van may not park in the school parking lot or parking garage. It is the parent's responsibility to see that the student gets to school safely. Lateness will not be excused.

Railroad Bridge on Byberry Road

Students are prohibited from using the CSX railroad bridge on Byberry Road, at any time, when walking to and/or from MaST Community Charter School.

Emergency Drills

Students will participate in emergency drills at least twice monthly throughout the school year, except in December, January, and February, when one drill is required. These drills are to prepare students and staff for any emergency that may ensue requiring the building to be evacuated.

Opening Exercises

Pupils attending MaST, on every school day, will be asked to salute the United States flag and recite the Pledge of Allegiance to the flag, which salute and Pledge of Allegiance shall be rendered with the right hand over the heart.

If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, the student shall maintain a respectful attitude throughout the ceremony.

Parent/Teacher Communications

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

- Scheduled parent/teacher conferences
- Report Cards
- Newsletters
- Notes or telephone calls to parents
- Board meetings
- E-mail (www.mastcharter.org) and voice-mail boxes

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

Association of MaST Parents (“AMP”)

Mission Statement: The mission of the Association of MaST Parents is to support MaST Community Charter School in partnership with the CEO and Board of Trustees.

The Purpose of the AMP shall be:

- (a) To work collaboratively with the CEO and The Board of Trustees
- (b) To raise monies through activities coordinated and approved by the CEO and/or the MaST Board of Trustees
- (c) To sponsor special school activities at the request of the CEO and/or the MaST Board of Trustees

Parents/guardians can apply for vacancies on the 21 member Council and are interviewed by a committee of the Board of Trustees and the CEO. All parents/guardians are part of the general membership and encouraged to attend these open monthly meetings and participate on committees. Meetings are scheduled for the second Wednesday of each month at 6:00 p.m. Please check the web site for dates.

Parent Liaison Committee (“PLC”)

The MaST Parent Liaison Committee (PLC) is a collaborative parent and administration committee that addresses general concerns raised by MaST parents/guardians, discusses solutions, and pursues productive responses to matters which influence the overall educational experience of our children. The PLC serves as a link connecting parents and school administration and works to strengthen the communication within the MaST school community.

The Parent Liaison Committee hosts quarterly Parent Q&A Forums at 6:30 PM in the LGI and invites parents/guardians to attend, offer ideas and ask questions. The PLC is comprised of nine parent representatives and is organized into three teams that reflect the school divisions: Elementary (Kindergarten through 4th grade), Middle School (5th through 8th grades) and High School (grades 9 through 12) with three parent representatives assigned to serve each school division.

Parents and guardians can send parent liaison messages through the MaST web site via e-mail: liaison@mastccs.org.

PLC members will also be available at select MaST events and programs to help in person. Parent liaisons wear MaST PLC photo ID badges to easily identify themselves to parents/guardians.

Parent Volunteer Hours

Parents/guardians are an important part of our school community. The participation and commitment of our families helps to make MaST Community Charter School a rich and wonderful learning environment for our students. In addition to volunteering in your child's classroom, the Association of MaST Parents ("AMP") provides opportunities for parents/guardians to achieve their 20 hours per family of suggested volunteer commitment to the school through social events, fundraising events and sales, and the school store. Volunteer opportunity information is sent home and/or can be accessed on the AMP link of the school's website.

Parents/Visitors/Volunteers

In order to maintain safety for all of our students, and to protect valuable instructional time, **all visitors must report directly to the front desk in the main lobby**. The administrator has the right to refuse admission to the school for those who fail to make advance arrangements or whose presence conflicts with other school activities. Parents/Visitors/Volunteers shall not go directly to classrooms or interrupt staff members in the performance of duties. All visitors must sign in and out of the building and carry a visitor's pass or identification badge. Visitors are prohibited from carrying weapons into the school building. Only on-duty law enforcement officers are permitted to carry their weapons in the building.

Please note: If the school is a lockdown procedure or a drill, parents are **not** permitted in the school and communication will be done through the text alert system and email alerts, as well as website posting.

MaST Community Charter School -- NHS Selection Criteria

Any student in grades 11 and 12 in a school with both an official charter of the National Honor Society and an affiliation with the NASSP Department of Student Activities is eligible for consideration for membership in the National Honor Society. All membership selection is handled through the local school chapter.

NHS is more than just an honor roll. The MaST Charter National Honor Society establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

- **Scholarship:** Students who have a cumulative grade point average of 90 percent or higher with no final failing grades meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. A minimum of ten hours of community service is required for induction into the MaST Charter National Honor Society.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others. Students who meet the academic criteria for acceptance to the MaST Charter National Honor Society will be provided with leadership/character reference checklists to be completed by three teachers.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others and generally maintains a good and clean lifestyle. Students must have no suspensions in order to meet acceptance criteria.

Graduation and Promotion Requirements

The Board of Trustees shall award a high school diploma to every student who meets the requirements for graduation. Such requirements shall include the successful completion of courses of study for a four-year high school approved by the Board of Trustees and which meet the standards set by Commonwealth laws and regulations. All students without IEPs and 504 accommodations must achieve proficient in the PSSA test or its equivalent in order to graduate and earn a high school diploma. (See Graduation Requirements, Appendix 5).

A student who has completed the requirements for graduation may not be denied a diploma for disciplinary purposes but may be denied participation in graduation ceremonies upon the decision of the Chief Executive Officer.

All students in grades 3, 4, 5, 6, 7, 8, and 11 must achieve basic or better in PSSA or its equivalent in order to participate in extra-curricular activities.³ Students failing to meet these criteria may participate providing they:

- Participate in a mandatory support/remediation program and
- Submit a weekly report to the sponsor/coach certifying that the student has performed passing work in all classes.

Telephone Usage

The school telephones are not available for students' use, unless it is an emergency as determined by the school. Forgetting notes or assignments are not emergencies. Our goal is to help the students develop more responsibility for gathering the necessary daily materials required prior to coming to school. Students will not be interrupted from their classrooms to receive telephone calls. **Messages will be given in emergency situations only.**

Cell Phones/iPods

Students may only use cell phones during lunch and non-instructional times; otherwise, a student's cell phone/iPod is to be turned off. Any student using a cell phone/iPod during school hours other than during lunch and non-instructional times will have it confiscated. A first offense will result in a demerit/detention and the device will be returned at the end of the day. For each additional offense, parents/guardians must pick up the confiscated cell phone/iPod. Further, for each offense beyond the second, students will serve a suspension. MaST Community Charter School will not assume responsibility for the loss or theft of cell phones/iPods.

Textbooks

All textbooks must be covered. No adhesive covers, such as contact paper, may be used directly on textbooks. Parents and students are responsible to pay for damaged and lost books.

Class Trips/Activities

Teachers who have planned and will be chaperoning trips have the ability to deny students the right to attend trips for cause and with administrative approval, and are responsible for informing the parents/guardians of the denial with an in-person meeting.

³ Academic clubs, Math 24, Astronomy, and Yearbook are exempt.

Corridor and Stairway Use

Students who are in the corridors during class periods must have an Agenda Planner. Students are asked to follow directions in using the corridors and stairways. Please keep to the right in order to facilitate the movement of traffic.

ID Cards

ID Cards will be issued to all students and must be worn in plain sight by the student at all times including all school-related activities. Students must produce the ID card upon request. If lost, a replacement must be obtained from the office at a cost of \$5.00 per lost card.

Dress Code

A student will always be neat, clean, and well groomed. All parts of the uniform must be clean, pressed, and in good repair. Uniforms must be worn to school and students must leave school in uniform – this includes shoes. A student's hair color should not be disruptive to the school environment. MaST students must adhere to the uniform policy that requires the following standards:

Shirts

Grades K-4: Powder blue golf shirt with navy blue MaST logo.

Grades 5-8: Gray golf shirt with MaST logo.⁴

Grades 9-12: Navy blue golf shirt with white MaST logo.

Golf shirts may be long or short sleeve. All shirts must fit the student, not be undersized or oversized, and will be worn tucked inside pants or skirts. No underclothing will be allowed to show.⁵ Navy blue sweaters or any black, white, blue or gray sweatshirt with the MaST logo, are acceptable during the colder months.

Pants

The only acceptable pants are khaki slacks and khaki walking shorts. Khaki skirts, skorts, and jumpers are also acceptable for the girls. They should be no shorter than 3" above the knee. They must fit the student, not be undersized or oversized. Pants will be worn at the waist with a brown leather belt. Cuffs will not be bunched at the ankles. Fad pants such as capri and cargo pants are not acceptable. Leggings and jeans are also unacceptable. Jeans and other pants cannot be worn under the khaki pants.

⁴ All students in grades 5 to 8 are required to wear a gray shirt for the 2013/14 school year.

⁵ Except for the collar of a properly fitting white crew neck undershirt.

Shoes

Any brown, black, or tan shoe with a back and hard sole is acceptable. “Heelies”, Timberland or similar boots, slippers, slipper moccasins, flip flops, high tops, and Uggs are not acceptable. White and/or cream shoes are also not acceptable. Any shoe stripes, logos, laces, and soles must be brown, black, or tan. Dress sneakers are acceptable.

Jewelry

Earrings are permitted but should be of appropriate size – no larger than the size of a quarter. Other visible piercings including, but not limited to, nose, eyebrows, lips, or chin are not permitted. Clear inserts to maintain a piercing are acceptable, but should not be visible or draw attention. Also, key chains hanging from a pocket and heavy neck chains are not permitted.

Purses

Students are permitted to carry a purse during school hours. The purse must be no larger than 8½ by 11 inches. Purses may not advertise or be decorated with derogatory or inappropriate messages or images.

Lockers

Each student is assigned a locker and s/he is responsible for that locker only. Any student tampering with a locker other than his/her own is subject to serious disciplinary action. A student is never permitted to trade lockers or locks with another student, nor is s/he permitted to occupy an unused locker. Lockers may be used before the first class in the morning, the first five minutes of the lunch period, and after the student’s last class. Unfortunately, lockers are not absolutely safe and the following suggestions should be heeded:

- Valuable items should not be stored in them;
- Students should not give combinations to other students, no matter how good the friend;
- Make sure the locker doors are completely shut and the lock is secured; and
- Jackets and coats should be marked discreetly so they can be identified.

Only school locks will be permitted on lockers. Because the lockers are located in classroom corridors, students should be careful about the noise made while at their lockers. Lockers are the property of the school and may be inspected at any time by proper school authority. The cost to replace a lock is \$5.00. The school will not be responsible for lost or stolen property.

Search and Seizure

All lockers are and shall remain the property of MaST Community Charter School. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for illegal or dangerous substances or objects which is prohibited by the Code of Conduct or substances or objects which constitute a threat to the health, safety or welfare of the student body or pose a threat to the building itself.

MaST Community Charter School is committed to maintaining a safe and educational environment for its students. To that end, school employees may, in the appropriate circumstances, legally search a student, a student's personal belongings, a student's automobile parked on school property, or a student's desk or locker. School authorities may seize any illegal materials. These materials may be used as evidence against a student in disciplinary proceedings.

Searches of students and their belongings must be justified at their inception by reasonable suspicion that policy or law has been violated or is being violated and that evidence of the violation will be disclosed by the search.

The CEO and the Principals are authorized, under circumstances justifying such a search, to require students to submit to a search of their general belongings, including but not limited to: clothing, handbags, wallets, lockers, and desks. Such searches shall be conducted with an appropriate witness, who may be the parent or staff member, and must not be conducted without reasonable suspicion. Clothing searches will be made by persons who are the same gender as the student who is being searched. Except in an emergency, other employees of the school shall not conduct student searches.

Students who do not cooperate with any employee who is conducting a search in accordance with these guidelines and any applicable laws and regulations shall be subject to disciplinary action up to and including expulsion from the school.

Anything found in the course of a search, which is evidence of a violation of this behavior code, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding;
2. Destroyed if it has no significant value;
3. Turned over to the parent of the student from whom it was seized; or
4. Turned over to a law enforcement office.

Cafeteria

Students will be permitted to choose the table at which they will sit. However, if students do not act responsibly, seats will be assigned. Every student is responsible to clean-up after him/herself and put the trash in the cans provided. Food and drink may only be consumed in the cafeteria. It is never to be taken to the classroom area of the building without permission of the teacher.

Classrooms and Common Spaces

Students are responsible for the cleanliness of all classrooms and in particular their homerooms. This includes picking up trash, wiping the desks, and any other duties as deemed necessary by the teacher. In addition, students should take responsibility for ensuring the cleanliness of all areas, helping to maintain our clean, healthy environment.

MaST Community Charter School is asbestos free.

Right to Know Policy

MaST Community Charter School adheres to the state and federal guidelines concerning Right to Know as outlined in the MaST Community Charter School Policy and Procedures Manual. The Chief Executive Officer of MaST Community Charter School has been designated as the Right to Know Officer.

Wellness Policy

The Board of Trustees of MaST Community Charter School adopted The Wellness Policy as required by the Commonwealth of Pennsylvania, Department of Education, Division of Food and Nutrition. The Wellness Policy is attached as Appendix 6.

Code of Conduct

The following Code of Conduct for MaST Community Charter School has been developed by the Board, administration, parents, and faculty in order to secure the safety and well-being of the entire school community. MaST is committed to creating an environment conducive to learning, where respect for fellow community members is paramount. Students are expected to conduct themselves in a mature and responsible fashion during school and at all school functions. Further, when the student is dressed in the MaST uniform, s/he is considered to be a representative of MaST to the greater community and is, therefore, accountable to the Code. In addition to the list of possible consequences listed, restitution may be required for any violation at the discretion of the administration.

Policy Statement

The Board of Trustees of MaST has the authority to make reasonable and necessary rules governing the conduct of students in school. The Board of Trustees of MaST is committed to creating a safe and positive learning environment wherein students recognize their rights and responsibilities, as well as those of other students, teacher, parents, administrators, and members of the school community.

Purpose

The purpose of the Code of Student 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.

MaST complies with all applicable federal, state, and local laws in providing equal opportunity to all MaST students. Consistent with the Pennsylvania Human Relations Act (43 Pa. § 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 due to race, sex, color, religion, sexual orientation, national origin or disability.

Scope of Code of Student Conduct

The Code of Student Conduct applies to conduct of the MaST students that occurs:

- On school grounds at any time;
- Off school grounds at any school-related activity, function or event;
- Off school grounds when the conduct may reasonably be expected to (i) undermine school authority; (ii) endanger the safety of students, teachers, administrators or any other member of the school community; (iii) or disrupt the school; and
- While traveling to and from school on school buses or vans, regardless of the school or district of ownership, or on public transportation.

Responsibilities of Students

General

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner and in accordance with Federal and state laws.

It is the responsibility of the students to conform to the following:

- (1) 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.
- (2) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- (3) Dress and groom to meet standards of safety and health and not cause substantial disruption to the educational process.
- (4) Assist the school staff in operating a safe school for the students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time to all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
- (10) Report accurately in student media.
- (11) Not use obscene language in student media or on school premises.

MaST 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 members of the school community, or if those acts or behaviors disrupt the learning environment.

The Disciplinarian will oversee all discipline problems.

Disciplinary Interventions

Prior to application of disciplinary measures, teachers, parents, and students are expected to engage in direct communication and avoid, if possible, the need for punitive measures. When a student fails to respond to non-punitive measures, disciplinary action may be required.

In all cases, the disciplinary action is intended to gain the attention of the student and discourage future misbehaviors. It should be noted that consistent with the Parent/Student Compact, repeated behavior requiring disciplinary measures may result in action being initiated to effect expulsion from MaST.

Level One -- DETENTION – High school students may receive detentions by faculty and staff members, depending on severity or other circumstances surrounding an event. If an after-school detention is assigned, parents are responsible for making arrangements to pick up the student at the end of the detention. Detention will be held on Fridays from 6:45-7:30 a.m. and after school from 2:25-3:15 p.m. (Detention times)

Level One -- DEMERIT – Middle school students may receive demerits from faculty and staff members, depending on severity or other circumstances surrounding an event. The demerit will be completed by the issuer. The student will be given one copy while the Disciplinarian will receive the other. The teacher/staff member who issued the demerit must contact the parent/guardian of the student informing them of the infraction.

Level Two -- SUSPENSION – In all cases, the school administration will review the incident and consider circumstances, severity, premeditation, etc. If circumstances warrant, the student may be liable for expulsion. There will be both in-school and at-home suspensions. After a student has completed an at-home suspension, a parent must accompany the student to school to reinstate the student and/or to accompany the student for the day's classes. The following is a list of violations that will result in suspension and possible expulsions. Exceptions for students with disabilities will be reflected in the individualized education plans (IEPs) for each student.

One to Three Day Suspensions – One to three day suspensions will result given any of the following behaviors but not exclusive to the list below:

- Repeated failure to follow school or class rules
- Causing injury to another student
- Repeated defiant refusals
- Repeated use of vulgar/offensive language or behavior
- Theft of property
- Making verbal and/or physical threats
- Excessive disrespect directed toward staff
- Inappropriate contact/commentary/drawings
- Counterfeiting
- Vandalism
- Graffiti
- Look-alike weapons (at the discretion of the principal)
- Accumulation of 10 demerits/detentions – one day suspension
- Accumulation of 20 demerits/detentions – two day suspension
- Accumulation of 30 demerits/detentions – three day suspension
- Accumulation of demerits/detentions beyond 30 may result in an immediate suspension for each offense thereafter.
- Smoking or possession of tobacco products (including lighters and matches)
- Leaving school property without permission

- Intentional damage or misuse of school property or equipment
- Violations of the school's Acceptable Use Policy for Computers and the Internet
(Note: The student will also be suspended from Internet access.)
- Violation of the Dress Code
- Truancy, lateness or cutting
- Fighting (any fight will result in a meeting with the Discipline Committee of the Board of Trustees)
- Bullying and intimidation
- Tampering with fire extinguishers
- Use of prohibited electronic devices such as inappropriate items which include but are not limited to:
 - Handheld electronic games
 - Cell phones
 - Games
 - Electronic devices
 - Personal listening devices (iPods, MP3 players, etc.)
 - Laser pointers
 - Radios
 - Walkie-talkies
 - Toys
 - Any other device deemed disruptive by administration

The device will be confiscated by a school staff member and the parent must make arrangements to pick up the device at the school.

*Any student who accrues two suspensions or more may be subject to the mandates of a disciplinary/behavior plan. In addition, those students may be referred to the Student Assistance Program (SAP) or assigned a mentor. Any student who earns three suspensions will meet with the Discipline Committee of the Board of Trustees.

Level Three Infractions --

The following actions may result in a suspension exceeding three days and can include referral to the Board of Trustees for expulsion. In addition to suspension, the student may be required to make restitution and the school may also pursue police involvement as appropriate.

- Disturbing or damaging other establishments or schools
- Theft during school hours or while engaged in a school sponsored activity
- Forgery
- Violence/fighting or bullying
- Assault/battery
- Any harassment/intimidation

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

- A. Verbal harassment, such as derogatory comments, jokes, slurs or threats;
- B. Physical harassment, such as unnecessary or offensive touching or impeding or blocking movement; and
- C. Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, gestures or symbols.
- D. Sexual harassment, such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

Habitual offenders of Level III infractions may be referred to the Board of Trustees for an expulsion or referred for educational placement in an alternate location. Habitual offenders may be defined as:

- Students who have exceeded five (5) to ten (10) days of suspension during the current school year for a specific infraction.
- Students who have exceeded five (5) separate suspensions during the current school year for any combination of Level III infractions.
- Students who have been suspended for chronic school or classroom disruptions

The MaST Alternate Education Placement will serve students with habitual Level III infractions, criminal offenses, and/or any serious offense(s) that have been determined by the administration to justify this placement. Camelot Schools of Pennsylvania, LLC (“Camelot LLC”) will serve as MaST’s Alternate Placement Program.

Any student referred to the Alternate Placement Program shall be placed in the program for a minimum duration of a quarterly marking period and the remaining duration of the student’s current marking period unless otherwise specified by school administration.

All MaST attendance regulations are in effect at the MaST Alternate Education Placement as in MaST Community Charter School. Students who arrive late to the Alternate Education Program may be subject to detention, home schooling, or dismissal from the Alternate Education Program.

Student progress and success in academics, attendance, and behavior will be reviewed regularly but not less than quarterly.

The MaST Alternate Education Program is required to meet the rules and regulations of the Individuals with Disabilities Education Act (IDEA) and federal and state regulations regarding

students with disabilities. When appropriate, a student may be assigned to this program as a result of the discipline process, or, separately, as a result of an IEP team decision ratified through a Notice of Recommended Educational Placement (NOREP). If at any time school administration believes the Alternate Education Program no longer meets a student's individual needs, an IEP meeting should be called and further interventions and supports should be developed consistent with MaST policy and procedure.

- Substance Abuse

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

The consumption, possession, concealment, purchase, sale, distribution, aiding, abetting or assisting in possession of any substance* on school property, during school functions, trips, and activities sponsored by the Board, or upon school transportation vehicles at any time is prohibited, as well as the use of any substances prior to participation in activities listed in the above. In addition, MaST reserves the right to test any student who is under the influence or believed to be under the influence of a substance. Further, MaST may test students in any of the venues listed above.

***Definition:** For the purpose of this policy, "Substance" shall mean alcohol, alcoholic beverages, unauthorized prescription or non prescription medications, controlled substances as defined by the Act of April 14, 1972, (P.L. No. 64), known as "The Controlled Substance Drug, Device and Cosmetic Act," drugs, narcotics, hallucinogens, steroids, growth hormones, amphetamines, barbiturates, opiates, marijuana, inhalant, or any other intoxicant or any chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes. 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.

Any student who accrues three or more incidents of suspension may be subject to exclusion from extra-curricular clubs, school-wide activities (dances, trips, field days, etc.) and/or athletic teams/clubs.

Level Four -- EXPULSION – Level IV infractions include prohibited behaviors during school, school-sponsored activities on and off school property, and while students travel

to and from school by charter school, School District of Philadelphia, or suburban school district transportation.

Level IV infractions include but are not limited to the following types of behavior and may result in expulsion or an alternate placement.

- Arson
- Possession of a weapon as defined in Section 1317.2 of the Public School Code including, but not limited to any firearm, bomb or incendiary device, or unauthorized cutting instrument; or possession of a replica of a weapon and/or look alike objects
- False fire alarms and bomb threats
- Extortion
- Possession and/or use of firearms, weapons **, deadly weapons or dangerous instruments on school property, on a school vehicle, at any school function, or while en route to or from any school function
- Assault and/or terrorist threats upon any MaST Community Charter School employee or any other person on school property
- Possession and/or use of a controlled substance***
- Sale and/or distribution of controlled substances or alcohol
- Dismissal from the Alternate Education Program due to disinterest, attendance, or unwillingness to participate in the Alternate Education Program
- Any criminal offense substantially interfering with or negatively affecting the health, safety, and/or welfare of the school community
- Any offense of such a serious nature, as determined by the administration and the Board, that expulsion or an alternate education placement is justified

**For the purposes of this Rule, “weapon” shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

***Definition: For the purpose of this policy, “Substance” shall mean alcohol, alcoholic beverages, unauthorized prescription or non prescription medications, controlled substances as defined by the Act of April 14, 1972, (P.L. No. 64), known as “The Controlled Substance Drug, Device and Cosmetic Act,” drugs, narcotics, hallucinogens, steroids, growth hormones, amphetamines, barbiturates, opiates, marijuana, inhalant, or any other intoxicant or any chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes. 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.

The School and the Law -- It shall be the policy of this school to report all violations of the Code of Student Conduct which are also violations of the law to the Philadelphia Police Department.

The School will provide authorities with information related to any crime or any suspicion of criminal behavior.

Disciplinary Hearings and Exclusions

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.
 - (a) Suspension may be given by the principal or person in charge of the school.
 - (b) 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.
 - (c) The parents or guardians shall be notified immediately in writing, when the student is suspended.
 - (d) 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.
 - (e) Suspensions may not be made to run consecutively beyond the 10 school day period.
 - (f) 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.
 - (a) 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 in subsection (b).
 - (b) 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.

- (c) 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.
 - (i) The initial responsibility for providing the required education rests with the student's parents or guardians, through permanent placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
 - (ii) Within 30 days of action by the board, the parents or guardian shall submit to the school written evidence that the required education is being provided as described in paragraph (i) 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 2004.
 - (iii) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Charter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See §12.1(b) (relating to free education and attendance).

Exclusions from classes – In-school suspension

- (1) 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.
- (2) Communication to the parents or guardians shall follow the suspension action taken by the school.

- (3) When the in-school suspension exceed 10 consecutive school days, an informal hearing with the principal or head of school shall be offered to the student and the student's parents or guardians prior to the 11th school day in accordance with the procedures in the Pennsylvania Code.
- (4) The student's school entity has the responsibility to make provisions for the student's education during the period of the in-school suspension.

Hearings

- (1) *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.
- (2) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the board of 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:
 - (a) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - (b) 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.
 - (c) The hearing shall be held in private unless the student or parent requests a public hearing.
 - (d) 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.
 - (e) 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.
 - (f) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

- (g) The student has the right to testify and present witnesses on his own behalf.
 - (h) 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.
 - (i) 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. §§ 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 interest of the victim.
 - (j) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
3. *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.
- (a) 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.
 - (b) The following due process requirements shall be observed in regard to the informal hearing:
 - (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
 - (ii) Sufficient notice of the time and place of the informal hearing shall be given.

- (iii) A student has the right to question any witnesses present at the hearing.
- (iv) A student has the right to speak and produce witnesses on his own behalf.
- (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

Discipline of Students with Disabilities

MaST Community Charter School shall comply with the Individuals with Disabilities Education Improvement Act (IDEA 2004) 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 Individual 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.

Policy Statements

The MaST Community Charter School is committed to a policy of equal educational opportunity. Accordingly, the school admits students, conducts all educational programs, activities, and employment practices without regard to race, sex, color, religion, sexual orientation, national origin, disability or any other legally protected classification. Any person having any concerns or wishing to make any inquiries concerning the school's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, The Americans with Disabilities Act (ADA), The Individuals with Disabilities Education Improvement Act (IDEA 2004), and FERPA may contact Ms. Karen DelGuercio, Equity Officer, MaST Community Charter School, 1800 E. Byberry Road, Philadelphia, PA 19116, or by telephone at 267-348-1100.

General Statement of Non-Discrimination

It is the policy of the MaST Community Charter School not to discriminate in their educational programs, activities, or employment practices on the basis of race, sex, color, religion, sexual orientation, national origin, disability or any other legally protected classification under the provisions of Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act (ADA); the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004), FERPA and any other applicable state or federal laws.

Sexual Harassment Policy and Grievance Procedures

A learning and working environment that is free from sexual harassment will be maintained. It will be a violation of policy for any member of the school's staff to harass another staff member or student, or for students to harass other students, through conduct or communications of a sexual nature.

Definition --

Sexual harassment consists of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student or to another staff member, or when made by any student to another student when:

- (1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education or when
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or when
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's professional or academic performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

- (1) Sex-oriented verbal "kidding", abuse, or harassment;
- (2) Pressure for sexual activity;
- (3) Repeated remarks to a person, with sexual or demeaning implications;
- (4) Unwelcome touching, such as patting, pinching or constant brushing against another's body;
- (5) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grade, employment status, or similar personal concerns.

Any person who alleges sexual harassment by any staff member or student in the school may complain directly to his or her building principal, CEO or to the Board of Trustees in accordance with the procedures set forth by the school for such complaints.

Reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Procedures for Making Complaints

The student may seek either an informal or formal resolution of his/her complaint.

A. Informal

The student or his/her parent may request the Principal to intervene by notifying the alleged offender that the specific offensive behavior(s) will not be tolerated. In such case, the Principal must discuss the matter with the alleged offender, and if warranted, require that s/he participate in non-disciplinary counseling. The Principal shall document actions taken in writing. Copies will also be forwarded to the CEO. The accused, if s/he is a student shall have the right to have his or her parent present during the interview.

B. Formal

An individual who believes that s/he has been harassed or a parent who believes that his/her child has been harassed can file a complaint requesting an investigation into the allegation. Formal complaints shall be taken in writing and signed by the complainant. A thorough and complete investigation shall be conducted by the Principal. Copies of the complaint and the record of the investigation will be forwarded to the CEO and Board President.

To the extent possible and allowed by law, confidentiality shall be maintained within the confines of the investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process.

Procedures for Investigating and Resolving Complaints

A. Equal Employment Opportunity Officer

The Principal shall be the EEO Officer capable of conducting a thorough and complete investigation. The Principal shall seek advice and assistance from the CEO and Board of Trustees, if the Principal believes that s/he lacks the capacity to conduct a thorough and complete investigation of the alleged misconduct. If the CEO or Principal is the alleged harasser or is alleged to have been responsible for the harassment, the Board President will conduct the investigation.

B. Conducting Investigations

The Principal receiving a complaint of harassment shall take the details of the complaint in writing and have the complainant sign it. Copies of this document will be forwarded to the CEO and Board of Trustees. All complaints of harassment against an employee or student shall be received, investigated, and disposed of in accordance with the procedures set forth in this Policy, and complainants shall be notified of the final disposition/action taken.

If the complaint involves sexual assault, rape or conduct of a criminal nature, the Philadelphia Police Department shall be contacted and a report of the incident made. If there is any question of whether the conduct complained of constituted criminal activity, the school's solicitor should be contacted and consulted.

The Principal shall attempt to secure statements from all participants in and witnesses to the alleged incident. The accused, if s/he is a student, shall have the right to have his/her parent present.

All investigations shall be completed by the assigned investigator within ten (10) days from the filing date of the complaint.

A substantiated charge of harassment shall result in appropriate disciplinary action, including, but not limited to, discharge or suspension without pay, or suspension or expulsion. Any disciplinary action shall be subject to the requirements of the Public School Code, State Board regulations and other applicable law. All complainants shall be guaranteed protection from reprisal of any type, including, but not limited to, continued employment, promotion, work assignment, grades awarded, etc., unless it can be proved such accusations were known to be false and malicious in their intent. If such malicious intent is proved, the complainant shall be subject to appropriate disciplinary action.

Anti-Harassment Policy and Grievance Procedures

Definition –

MaST Community Charter School shall provide an environment free from harassment. A key aspect of such an environment is protection from sexual, racial, religious, age, marital status, ethnic, political belief, disability status, ancestral, cultural, sexual orientation or gender harassment for every student and employee. Such harassment will not be tolerated by any employee, student or vendor doing business with the school.

Harassment is defined herein as: unwanted sexual advances, including request for sexual favors, and/or inappropriate verbal or physical contact; ethnic intimidation; or threats, jokes, or use of derogatory language about any individual, race, religious or cultural group. Examples of inappropriate behavior include, but are not limited to, significant instances of:

- (1) The creation of a hostile, offensive and/or intimidating work/study or any other school related environment;
- (2) Jokes, visual representations, graffiti or vulgar statements or the dissemination of materials that attempt to diminish the worth of any individual or group;
- (3) Requiring sexual favors, either implicitly or explicitly, as a condition for employment, promotion, wage scale, assignment of duties, shift assignment, grade(s) awarded, career and/or educational advancement or evaluation of either students or employees;
- (4) Demeaning, sexually abusive, vulgar and/or intimidating remarks, harassment or innuendo in speech, writing or gesture;
- (5) Unwanted touching;
- (6) Unwanted sexual flirtations, advances or propositions in speech or writing;
- (7) Favoritism and/or discrimination.

Individuals who believe they are or have been the victims of or have knowledge or have witnessed harassment must report such incidents as promptly as possible to their guidance counselor(s), principal(s), supervisor(s) or the CEO.

The reporting of an alleged incident shall remain strictly confidential, within the bounds of any legal and investigative requirements. The confidentiality and rights of the accused shall be similarly respected.

All alleged incidents shall be investigated as promptly as possible, but not later than five (5) school days of the reporting of the incident. Where appropriate, criminal action may also be taken.

In the case of an alleged student-to-student incident, investigative procedures shall follow all established guidelines for student misconduct. An employee-employee or employee-student alleged incident shall be investigated by the CEO or his/her designee, who shall determine appropriate remediation and/or discipline.

The School shall maintain full and confidential records of all such investigation, remediation and discipline (if imposed).

Any retaliation by a student or employee found guilty of harassment (or friend/supporter(s) of such an individual) shall be handled as a most serious offence by the appropriate level of jurisdiction, including possible referral to the appropriate law enforcement agencies.

All students and employees shall be made aware of this policy and their rights to protection against harassment and against any type of retaliation for reporting alleged harassment. They also shall be informed of counseling services, where appropriate.

Procedures for Making Complaints

The student may seek either an informal or formal resolution of his/her complaint.

The student or his/her parent may request the Principal to intervene by notifying the alleged offender that the specific offensive behavior(s) will not be tolerated. In such case, the Principal must discuss the matter with the alleged offender, and if warranted, require that s/he participate in non-disciplinary counseling. The Principal shall document actions taken in writing. Copies will also be forwarded to the CEO. The accused, if s/he is a student shall have the right to have his or her parent present during the interview.

B. Formal

An individual who believes that s/he has been harassed or a parent who believes that his/her child has been harassed can file a complaint requesting an investigation into the allegation. Formal complaints shall be taken in writing and signed by the complainant. A thorough and complete investigation shall be conducted by the Principal. Copies of the complaint and the record of the investigation will be forwarded to the CEO and the Board President.

To the extent possible and allowed by law, confidentiality shall be maintained within the confines of the investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process.

Procedures for Investigating and Resolving Complaints

A. Equal Employment Opportunity Officer

The Principal shall be the EEO Officer capable of conducting a thorough and complete investigation. The Principal shall seek advice and assistance from the CEO and Board of Trustees if the Principal believes that s/he lacks the capacity to conduct a thorough and complete investigation of the alleged misconduct. If the CEO or Principal is the alleged harasser or is alleged to have been responsible for the harassment, the Board President will conduct the investigation.

B. Conducting Investigations

The Principal receiving a complaint of harassment shall take the details of the complaint in writing and have the complainant sign it. Copies of this document will be forwarded to the Board of Trustees. All complaints of harassment against an employee or student shall be

received, investigated, and disposed of in accordance with the procedures set forth in this Policy, and complainants shall be notified of the final disposition/action taken.

If the complaint involves sexual assault, rape or conduct of a criminal nature, the Philadelphia Police Department shall be contacted and a report of the incident made. If there is any question of whether the conduct complained of constituted criminal activity, the school's solicitor should be contacted and consulted.

The Principal shall attempt to secure statements from all participants in and witnesses to the alleged incident. The accused, if s/he is a student, shall have the right to have his/her parent present.

All investigations shall be completed by the assigned investigator within ten (10) days from the filing date of the complaint.

A substantiated charge of harassment shall result in appropriate disciplinary action, including, but not limited to, discharge or suspension without pay, or suspension or expulsion. Any disciplinary action shall be subject to the requirements of the Public School Code, State Board regulations, and other applicable law. All complainants shall be guaranteed protection from reprisal of any type, including, but not limited to, continued employment, promotion, work assignment, grades awarded, etc., unless it can be proved such accusations were known to be false and malicious in their intent. If such malicious intent is proved, the complainant shall be subject to appropriate disciplinary action.

Student Complaints and Grievances

Students have the right to request redress of complaints. Individual and group complaints should be recognized and appropriate appeal procedures provided. A student "complaint" shall be any that arise from action that directly affects the student's participation in an approved educational program. The Board of Trustees and/or its employees will recognize the complaints of the students of MaST Community Charter School provided that such complaints are made according to procedures established by Board policy.

Steps in a Complaint/Grievance Procedure:

1. Students are to be encouraged to first discuss the complaint with the staff member involved and, in the process, may seek the assistance and be accompanied by another student or faculty member.
2. If the problem is not solved, the student shall give the complaint in writing to the Principal who shall then notify the parent or guardian. The Principal, within five days, shall call a meeting of the student who may be accompanied by a parent and/or advisor and the staff member. In no more than three days after the

meeting, the Principal shall give his/her decision in writing to the student, parent, and staff member.

3. The student's written complaint shall set forth:
 - (a) the specific nature of the complaint and a brief statement of the facts giving rise to it;
 - (b) the manner in which and extent to which the student believes s/he has been adversely affected;
 - (c) the relief sought by the student;
 - (d) the reasons why the student feels s/he is entitled to the relief sought.
4. Should the student's complaint be against the Principal, or against a policy the Principal has supported, the student may complain directly to the CEO. If the complaint is against the CEO, the student may complain directly to the Board of Trustees.
5. If the complaint is not settled to the student's satisfaction by the CEO, the student may appeal, in writing, to the Board who within five school days, will call a meeting and give a decision.
 - (a) The student may seek assistance of a parent or guardian at any step.
6. The school authority hearing the complaint may call in the student's parent.

Representation

A student shall have the right to present his or her own grievance or may designate a representative to appear with him or her at any level of the above procedure. The student who chooses to have representation shall provide advance notice of such in writing to the authority at the respective procedural level at least two (2) days prior to the hearing on the grievance.

Parental Complaints

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

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

1. The parent should contact the child's teacher and discuss the issue on the telephone or in person. Every effort should be made to resolve the parental complaint/concern at the teacher level. Since parents are considered to be essential partners in the educational process, each teacher must make a conscientious effort to interact with parents on an as-needed basis. It must be noted that the 45 minutes after students are dismissed each day provide some opportunities for parental contacts.
2. If the concern remains unresolved, then the parent should meet with the appropriate administrator. If the parent has not obtained a satisfactory resolution to the concern after meeting with the appropriate administrator, then the parent should contact the CEO.
3. If the concern has not been resolved to a level of satisfaction to the parent, the parent may write to the President of the Board of Trustees about the concern and ask for a committee of Trustee members to hear the concern and make a recommendation.
4. If the complaint concerns an issue not directly related to the parent's child but reflects a concern about a classroom practice, school rule, procedure or practice, the following steps should be followed:
 - (a) The parent should request to discuss the concern with the classroom teacher, director, principal or the CEO depending on the type of issue. A classroom issue is best addressed to the teacher, while a school-wide concern should be addressed to the CEO.
 - (b) If the informal discussion does not resolve the concern, then the parent should file a written complaint with the CEO who will conduct an investigation into the matter and report the findings to the parent.
 - (c) If the findings of the CEO do not result in a satisfactory conclusion of the matter, the parent should address the matter in writing to the President of the Board of Trustees who will assign the matter to a committee of the Board to investigate and prepare recommendations for the full Board's consideration.

Annual Notice of Special Education Services and Programs and Rights for Students with Disabilities and Notification under the Family Educational Rights and Privacy Act

The above-mentioned notice can be found on the MaST Community Charter School website and is available in the office of the coordinator of special education.

Child Find Policy and Public Outreach Awareness System

The above-mentioned policy can be found on the MaST Community Charter School website and is available in the office of the coordinator of special education.

FERPA Notice

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents, legally emancipated students, and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are briefly summarized below and are explained more fully in the Board’s Student Records Policy which is on file at the school and is available upon request:

1. The right to inspect and review the student’s education records within 45 days of the day the Math, Science & Technology Community Charter School (“MaST”) receives a request for access. Parents or eligible students should submit to the School’s Chief Executive Officer (“CEO”) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School’s CEO, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official may include a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law unit personnel); a person serving on the Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); contractors, consultants, volunteers, and other outside service providers used by the school; or a parent or student serving on official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/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. Upon request, the School

discloses education records without consent to officials of another school, school district, school system, or institution of higher learning in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605**

Directory Information

Directory information includes information contained in the educational record of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent, unless you have advised School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow the School to include this type of information from your child's education records in certain school-related publications or notices.

As part of the School's annual notification under FERPA, we designate for the school year 2012-2013 the following types or categories of information as "directory information":

- Student Name
- Participation in officially recognized activities, clubs and sports
- Naming of Student to the Honor Roll, National Honor Society or as Valedictorian
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic Mail Address
- Photograph
- Degrees, honors, awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Examples of how and where the School may disclose directory information include disclosing the directory information in the following, by way of example:

- Newsletters

- A playbill, showing student's role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Companies or outside organizations that manufacture class rings or yearbooks
- Newspapers or other news sources
- Class Lists
- Staff and/or Student Directories and/or listings
- School Website
- School Bulletin Boards
- Organizations conducting studies
- Military recruiters requesting directory information
- Institutions of Higher Learning requesting directory information

These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed. This notice provides you as a parent or eligible student with an opportunity to object in writing to any or all of those types of information that the School has designated as directory information. You have the right to refuse to permit the release by notifying the School in writing that you do not want any or all of those types of information to be designated as directory information for your child or yourself.

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your written objections on or before **September 27, 2013**, to the CEO of the School at:

**Math, Science & Technology Community (MaST) Charter School
1800 East Byberry Road
Philadelphia, PA 19116**

Please note that an opt out of directory information disclosures does not prevent the School from identifying a student by name or from disclosing a student's electronic identifier or institutional e-mail address in class. The right to opt out of directory information disclosures does not include a right to remain anonymous in class, and may not be used to impede routine classroom communications and interactions, whether class is held in a specified physical location or on-line through electronic communications.

If you have any questions regarding this notice, please call or write the CEO of the School at: 1800 East Byberry Road, Philadelphia, PA 19116, (267) 348-1100. **If you do not submit a written refusal on or before September 27, 2013 then the School may disclose directory information without your prior consent.**

Acceptable Use and Internet Safety Policy and Student Agreement and Parent Agreement Forms

See Appendix 13.

Concussion Management Policy

See Appendix 10

Digital Camera Policy

See Appendix 9

Remote Access Policy

See Appendix 11

Social Media and Networking Policy and Consent Form

See Appendix 14

Wireless Reading Devices Policy

See Appendix 12

APPENDIX 1

Math, Science, & Technology Community Charter School

*1800 E. Byberry Road
Philadelphia, PA 19116*

*Telephone: (267) 348-1100 Fax: (267) 348-1217
www.mastcharter.org*

September 2013

IMPORTANT INFORMATION

Dear Parents/Guardians:

We will be adhering to the following procedures for the 2013/14 school year:

Students in grades 1 through 12 are not permitted to enter the school prior to 7:15 a.m. unless being transported on a yellow school bus. High school students may enter the school at 7:00 a.m. if they are utilizing the Library/Media Center.

Kindergarten Students Arrival Procedures

For the safety of your child, parents must understand that they will be unable to enter the parking lot until **8:10 a.m.** Children will be dropped off at the school door entrance in the front of the building. The students will be escorted to the Multi-Purpose Room by the kindergarten classroom aides and the kindergarten teachers. Once the secondary school door entrance is closed (8:31 a.m.), your child will be considered late and must go to the front lobby for a late pass.

Kindergarten Students Dismissal Procedures

Parents cannot come into the parking lot earlier than **2:30 p.m.** at dismissal time. Students will be picked up at the back entrance to the blue building by the

playground. Parents will enter the lot, bear right and follow the natural traffic pattern before proceeding to the rear portion of the blue building, passing under the school bridge. After picking up a child, parents will return following the path back to the main lot where they will exit straight to the Byberry Road gate. If you pick up a kindergarten student and then need to pick up a child in grades 1 through 8, **you must leave the parking lot after you have picked up your kindergarten student. You may not re-enter the parking lot for parent pick-up for students in grades 1 through 8 until 3:20 p.m.** When you leave the parking lot with your kindergarten student, you may go to the Fellowship Church on Worthington Road and wait there until you can re-enter the parking lot at 3:20 pm. for parent pick-up for students in grades 1 through 8.

Students in Grades 1 through 8 **Arrival Procedures**

Yellow buses will drop students off in the front of the building. Parents who drive their children to school must drop their children off in the front of the building. Please do not allow your children to exit your automobile on Byberry Road. For the safety of your child, please pull into the parking lot.

Students in Grades 1 through 8 **Parent Pick-Up** **Dismissal Procedures**

Parents who pick up students in grades 1 through 8 at dismissal time cannot enter the parking lot until 3:20 p.m. There are no exceptions to this policy.

Parents must pick up their children at the secondary school door entrance in the front of the building. Parents can remain in your cars and you will not have to come into the building to sign out your child.

If your child is a parent pick-up, a note must be sent to his/her homeroom in the morning. We ask that pick-up arrangements be made in advance and that you do not call the school during the day to change your arrangement with your child.

Early Dismissals for Students in Grades K through 12
(Students with doctor's appointments, students who are ill and must be picked up)

Students who are being picked up for an early dismissal that may include doctor's appointments or because they are ill, etc., must be picked up in the main lobby in the front of the building.

Early dismissals will not be approved beyond 1:30 p.m. All students requesting an early dismissal must present a signed note from the parent to the homeroom teacher. Students must be picked up by no later than 1:30 p.m.

Half-Day Early Dismissals for Students in Grades K through 12

The following procedures will be in effect on all half-day early dismissals:

- Students in grades 9 through 12 will be dismissed at 11:00 a.m. Dismissal time on exam days will be 12:00 p.m. SEPTA tripper buses will be here at those times. .
- Students riding yellow buses in grades 1 through 8 will be dismissed at 11:30 a.m.
- Kindergarten students and students in grades 1 through 8 for parent pick-up will be dismissed at 11:50 a.m. at the secondary school door entrance in the front of the building.

Please note: For children who are picked up by their parents in grades 1 through 8, it is strongly recommended that your child ride his/her assigned yellow school bus thus alleviating traffic congestion in the parking lot at the end of the school day.

Students may not park in the school parking lot or parking garage. Any student who parks in the school parking lot or garage will have his/her vehicle towed at their expense.

Any high school student who would like to use the school van service or off-site parking must apply for and be issued a pass. Students without a pass will be denied

entry to the school van. All students taking the school van should arrive at the Fellowship Bible parking lot on Worthington Road no later than 7:20 a.m.

The school vans will not return to pick up students who have arrived late to the off-site pick up location. Any student who does not arrive to the off-site location on time is responsible for arriving at school on his/her own. Please remember that students are prohibited from walking on the CSX Railroad bridge on Byberry Road, at any time, when travelling to and from school. Students who are late for the school van may not park in the school parking lot or parking garage. It is the parent's responsibility to see that the student gets to school safely. Lateness will not be excused.

APPENDIX 2

122. ANTI-BULLYING POLICY

Date Adopted: 11/19/08

Revised: 7/27/11

Purpose

The Board of Trustees (“Board”) of Charter School (“Charter School”) recognizes the importance of providing all students and employees with a safe school and learning environment in order to promote the educational process. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying and cyberbullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and Charter School’s ability to safely educate its students in a safe environment. Therefore, in order to ensure and promote a safe learning environment, it shall be the policy of Charter School to maintain an educational environment that is intolerant of bullying and cyberbullying in any form.

Since students learn by example, school administrators, faculty, staff and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect and to refuse to tolerate bullying and cyberbullying. This policy pertains to all students and staff, regardless of their status. This policy also applies to all students and staff whose conduct out of school materially and substantially interferes with the educational process at Charter School.

Definitions

Bullying and **Cyberbullying** are defined as an intentional electronic, written, verbal or physical act, or a series of acts:

1. directed at another student or students;
2. which occurs in a “school setting”, or occurs outside of school and Charter School reasonably forecasted that the outside-of-school conduct would materially interfere with or substantially disrupt the educational process or program in the school, and the outside-of-school conduct does in fact materially interfere with or substantially disrupt the educational process or program in the school;
3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
 - substantially interfering with a student’s education;
 - creating a threatening environment; or
 - substantially disrupting the orderly operation of the school.

Bullying and cyberbullying shall encompass acts that occur outside a school setting if those acts meet the requirements found in (1), (3) and (4) listed above.

School Setting shall mean in Charter School, on Charter School grounds, on Charter School property, using Charter School equipment and technology, on Charter School's server or Charter School's electronic, web-based, Internet or online programs, in Charter School vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by Charter School and any time spent necessarily traveling to and from these locations. Additionally, any student whose out of school conduct materially interferes with or substantially disrupts the educational process in the school is also subject to this policy.

Cyberbullying

Cyberbullying is often seen by sending harmful or cruel material, text messages and/or images or engaging in other forms of social aggression and bullying using the Internet, cell phones, personal digital assistants ("PDAs") or other technology resources.

All students, staff, volunteers and contractors shall comply with Charter School's Acceptable Use and Internet Safety Policy, which is required under the Children's Internet Protection Act ("CIPA"), and review Charter School's Social Media and Networking Guidelines Policy when using any technology resources.

Cyberbullying via the Internet is seen through the use of any one or more of a number of methods, including, but not limited to:

- Email sent to the intended victim;
- Blog entries regarding the intended victim;
- Posts on social networking websites, including, but not limited to, Facebook or MySpace;
- Posting victim's pictures on the Internet or networking websites with derogatory phrases or questions attached to them;
- Using instant messaging tools to harass victims;
- Creating an Internet parody of the intended victim;
- Creating fake Internet profiles for the victim on a public website;
- Creating or accessing an unauthorized website which harasses or bullies the victim;
- Using camera phones and/or digital cameras to take embarrassing photographs of students and/or staff and posting them online;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Cell phones are also often used for cyberbullying for things such as calling or text messaging the victim and/or using a victims' cell phone to text or call another victim using harassing language.

The use of the Internet or Charter School email does not necessarily have to involve the creation of the offensive materials. Rather, the person creating the offensive material may do it on a home computer and then use Charter School's computers to take such actions as accessing it, viewing it, displaying it for others to see, disseminating copies of it to others or otherwise publicizing the contents.

Charter School strictly prohibits the above conduct and any conduct by any student or staff that creates or intends to create an intimidating, threatening, offensive or hostile learning environment.

Guidelines

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of Charter School, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members.

Since bystander support of bullying and cyberbullying can bolster these types of behaviors, Charter School prohibits both active and passive support for acts of bullying and cyberbullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to the Director of Pupil Services of Charter School.

Reporting Procedures

Any student who feels he or she has been bullied or cyberbullied shall have the right to file a complaint of such bullying. Complaints should be reported to the Director of Pupil Personnel Services. Complaints may also be reported directly to a teacher, guidance counselor, or other administrator who shall immediately report the incident to the Director of Pupil Services in order to protect the alleged victim and for prompt investigation.

Any staff who sees any incidents of bullying or cyberbullying must immediately report the incident(s) to the Director of Pupil Services. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. It shall be the responsibility of the Director of Pupil Services to investigate promptly and thoroughly any and all bullying and cyberbullying complaints received or referred by other individuals and to make recommendations based upon the investigation. The investigation is to be commenced within three (3) school days after a report of any bullying is received.

The Board of Trustees requires the Director of Pupil Services to be responsible for determining whether an alleged act constitutes a violation of this policy. In determining whether alleged conduct constitutes bullying or cyberbullying, the totality of circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. If the investigation results in a substantiated charge of the bullying, Charter School shall take prompt corrective action to ensure the bullying and/or cyberbullying ceases and will not reoccur.

Reports to the Director of Pupil Services may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Director of Pupil Services shall immediately notify the parent or guardian of the perpetrator of the bullying and the parent or guardian of the victim of the bullying of the alleged incident.

Consequences for Violations

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or cyberbullying may range from positive behavioral interventions up to and including in school or out of school suspension from Charter School or expulsion or other disciplinary removal from Charter School, in the case of a student, or suspension or termination in the case of an employee, as set forth in Charter School's student Code of Conduct or Employee Handbook.

In some cases, bullying and/or cyberbullying may constitute criminal activity and the Police Department will be notified. This may lead to a criminal investigation and criminal charges against the student or staff.

Consequences for a student who commits an act of bullying and/or cyberbullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with Charter School's student code of conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The following intervention strategies for protecting victims may be followed as needed:

- Supervise and discipline offending students fairly and consistently;
- Provide adult supervision at Charter School testing sites or other sites used by Charter School, at any activity sponsored, supervised or sanctioned by Charter School during any breaks, lunch times, bathroom breaks and in the hallways during times of transition;
- Maintain contact with parents and guardians of all involved parties;
- Provide counseling for the victim if assessed that it is needed;
- Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying and/or cyberbullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; and
- Check with the victim daily to ensure that there have been no incidents of retaliation from the offender or other parties.

Retaliation Prohibited

The Board of Trustees strictly prohibits retaliation or reprisal against any person who reports bullying and/or cyberbullying incidents. Retaliation includes, but it is not limited to, any form of intimidation, reprisal or harassment used against a person who reports, in good faith, incident(s) of bullying and/or cyberbullying. Disciplinary action against any person who retaliates or engages in reprisals for reporting such behavior(s) may include sanctions up to and including expulsion or suspension for students and termination for staff engaging in such prohibited conduct. The consequences and appropriate remedial action shall be determined after consideration of the nature, severity, and circumstances of the act.

False Accusations

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

Annual Distribution of Information

The Board of Trustees requires Charter School officials to annually disseminate the policy to all school staff, students, volunteers, independent contractors and parents along with a statement explaining that it applies to all applicable acts of bullying and cyberbullying that occur in Charter School, on Charter School grounds, on Charter School property, using Charter School equipment and/or technology, on Charter School's server or Charter School's electronic, web-based, Internet or online programs, in Charter School vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by Charter School and any time spent necessarily traveling to and from these locations. Additionally, any student or staff's out of school conduct that materially and substantially interferes with the educational process in Charter School is also subject to this policy.

Charter School is required to post this policy on its website and make the policy available in every classroom. This policy shall also be posted at a prominent location within every Charter School building where such notices are usually posted. Charter School shall ensure this policy and its procedures for reporting bullying and cyberbullying incidents are reviewed with students and staff within ninety (90) days after its adoption and, thereafter, a minimum of one (1) time per school year.

Compliance

As required by the Federal Broadband Data Improvement Act of 2008, Charter School shall educate elementary and secondary school aged students with computer access to the Internet about appropriate online behavior, including online interaction with other individuals on social networking websites, such as Facebook and MySpace, and in chat rooms and educate them regarding cyberbullying awareness and response.

The Board of Trustees directs the Administration to develop any procedures necessary to implement this policy and to develop appropriate prevention, intervention and education strategies related to bullying and cyberbullying.

Acts of bullying and cyberbullying are prohibited by and a violation of Charter School's Acceptable Use and Internet Safety Policy and its Child Internet Protection Act (CIPA) Policy.

Charter School will comply with all applicable federal and state laws relating to bullying and cyberbullying, including, but not limited to, the requirements delineated in the Pennsylvania Charter School Law, 24 P.S. § 1701-A, *et seq.*, 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) and any applicable implementing regulations.

Charter School will also comply with Chapter 711 of Title 22 of the Pennsylvania Code, the Public School Code, the applicable House Bill 1067 Public School Code amendments relating to safe schools and bullying, and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

APPENDIX 3

**Math, Science, & Technology Community Charter School
1800 E. Byberry Road
Philadelphia, PA 19116**

Telephone: (267) 348-1100

www.mastcharter.org

Fax: (267) 348-1217

EXTRA CURRICULAR POLICIES

Extra curricular activities are offered as a benefit to enhance the student's educational experience. They are a privilege, however, and not a right of the student. Students participating are bound by the guidelines and rules set forth in this handbook, along with other guidelines that may be attached by the sponsor of their specific activities. Failure to follow said guidelines can result in disciplinary action from the sponsor, suspension from activities or expulsion from activities.

Any student who is suspended out of school may not participate in any extra curricular activities from the time in which the suspension is issued until the reinstatement meeting has be conducted. Any student who is issued an in-school suspension may not participate in any extra curricular activities on the issue date or during school hours of the scheduled date of service.

1. **GRADING POLICY:** Every student participating in extra curricular activities shall have earned a grade no lower than a 70 or grade point average of 1.75 in all subject areas at the last report period and during the duration of the activity's "season." Any 9th grade student is automatically granted eligibility, until the end of the first report period. Coaches may also enforce a weekly checklist grade policy at their discretion. Students can be placed on academic probation and required to attend tutoring in order to remain in the activity. (**See Board Policy and Procedures Manual, Extra Curricular Activities Including Sports.**)
2. **STANDARDIZED TESTING POLICY:** All students in grades 3, 4, 5, 6, 7, 8, and 11 must achieve basic or better in the PSSA or its equivalent in order to participate in extra curricular activities.⁶ Students failing to meet these criteria may participate providing they:

Participate in a mandatory support/remediation program and

⁶ Academic clubs, Math 24, Astronomy, and Yearbook are exempt.

Submit a weekly report to the sponsor/coach certifying that the student has performed passing work in all classes.

(See Board Resolution #04.21.04.14 dated April 21, 2004.)

3. **ATTENDENCE POLICY:** All students participating in extra curricular activities must be in good standing with the school's attendance policy and have only excused absences on the school's roll. Three unexcused absences or lateness during a report period may make the student ineligible for extra curricular activities. If a student has an unexcused tardiness on the day of the activity after $\frac{1}{2}$ block, the student is not eligible to play. An accumulation of unexcused tardiness may lead to suspension from activities or disciplinary action. An excused tardiness is not in question. Attendance at practices/meetings is at the sponsor's discretion. Practices/events may fall on weekends. Furthermore, a student may be suspended or dismissed from an extra curricular activity for poor attendance at practices/meetings or events. Students participating in events must attend school on the day of their scheduled meetings, unless they are participating in a college visit or other school sponsored activity that particular day. (See Board Policy and Procedure Manual, Extra Curricular Activities Including Sports.)
4. **BEHAVIOR POLICY:** All students involved in extra curricular activities must be in compliance with the rules set forth in the MaST Community Charter School Student Handbook. Infractions will be dealt with by the sponsor and/or the administration. Discipline problems at practices, meetings, games, and events will not be tolerated. They may result in suspension from the activity and/or school. Individual behavior policy for each activity is at the discretion of the coach. **Any Level Two behavior infraction that violates the MaST Code of Student Conduct will be dealt with at the administration's discretion.**
5. **DRUG USE:** Students must not use drugs, hormones, blood doping or similar means for the purpose of body-building or the enhancement of athletic performance. Violations will lead to disqualification from extra curricular activities and disciplinary action. (See Board Policy and Procedure Manual, Extra Curricular Activities Including Sports.)
6. **GUEST/SPECTATOR POLICY:** All fans and spectators at events must comply with the rules set by the sponsor or league. In cases of sporting events, spectators are not allowed on the field of play at anytime for any reason. Foul language or threatening behavior will not be tolerated. MaST reserves the right to remove anyone from any activity that violates the rules of the school and/or league.
7. **EVENING EVENTS:** Night games starting well after the regular school hours are part of several extra curricular activities. In the event of a night game, students must leave campus and return during the proper time established by their sponsor. Students are not permitted to stay in the building unsupervised to wait until a night game begins. Students may stay after regular school hours only if they are accompanied and supervised by a sponsor or staff member at all times.

8. **AWAY EVENTS:** For some activities and leagues, transportation will be provided by MaST. For others, it is not. Please be advised that attendance in those events may be and can be deemed mandatory by the coach or sponsor.
9. **PHYSICALS:** No student will participate in any extra curricular athletic event including practice or intramural sports without a current physical examination (from that school year) by a licensed physician. Specific guidelines will be included in parent permission forms for physicals.
10. **UNIFORMS:** Uniforms are not to be used for gym class or any other activities except for events specified by the sponsor. Team members are responsible for their uniforms which are to be worn to league and sponsor's specifications.
11. **WEATHER/POSTPONEMENT:** If school is cancelled or dismissed early for an emergency situation, all extra curricular school activities are also cancelled. All evening activities shall be rescheduled. Teams that have events scheduled the next day may request to practice and a decision will be made by the Athletic Director and Administration. Such requests should be rare, due to the overriding consideration which is safety.
12. A student's parent(s) may appeal an eligibility ruling by a coach or sponsor to the CEO.

Purpose

The Board of Trustees believes that the goals and objectives of MaST Charter School are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular or required curricular program.

Definition

For the purposes of this policy, "extra curricular activities" shall be those activities which are sponsored or approved by the Board but are not offered for credit toward graduation. Such activities shall ordinarily be conducted wholly or partly outside the regular school day, contribute to attainment of School objectives and be available to all students who voluntarily elect to participate, subject to the eligibility requirements of this policy.

The program of interscholastic athletics, including varsity sports, shall be considered extra curricular and shall be defined as all activities relating to competitive sports, contests, games, events or exhibitions involving individual students or teams of students of this school when such activities occur between schools.

Authority

Interscholastic Activities shall not be scheduled to conflict with any educational activity necessary for meeting the requirements of the officially approved curriculum.

Any extra curricular activity shall be considered to be under the sponsorship of this School when it has been recommended by the CEO and approved by the Board of Trustees.

The School shall maintain the program of extracurricular activities at no cost to the participating students, except that the School's responsibility for the provision of supplies shall have the same exemptions as listed in the School's policy on regular school supplies. Students may be required to assume all or part of the costs of travel and attendance at extra curricular events and trips.

A faculty member shall be present at each game or contest and shall remain with his/her group or team until it leaves the building or grounds where the event is held.

**MaST COMMUNITY CHARTER SCHOOL
BUS RIDERS' RULES AND REGULATIONS
GRADES 1 THROUGH 8**

=====

There are certain rules that are designed for the safety and discipline of the occupants of a school bus. Failure to comply with these rules and regulations will result in disciplinary action and possible suspension of school bus privileges.

WHILE WAITING AT THE BUS STOP OR AT SCHOOL:

- **Be at the bus stop ten (10) minutes before the scheduled time.**
- **Whenever the bus is delayed because of weather or mechanical failure, wait for a reasonable length of time – depending on the weather conditions.**
- **Stay off the road at all times while waiting for the bus.**
- **Do not push or crowd, when boarding the bus.**
- **Be considerate of private property – keep off lawns, do not litter, and stay away from parked cars.**
- **Do not attempt to board the bus at school loading zones until the bus has come to a complete stop, and if your stop requires that you cross the street to board the bus, wait until the red lights are flashing before crossing the street.**
- **Do not run after the bus in an attempt to board the bus, once the bus has been put into motion.**

WHILE RIDING THE BUS:

- **Do not leave your seat while the bus is in motion.**
- **Share your seat with others.**
- **Follow directions of the driver at all times.**
- **Do not throw anything inside – or out of the bus windows.**

- Remember that loud talking, laughter or unnecessary confusion distracts the driver and may result in a serious accident.
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats or vandalism will be paid for by the offender.
- Do not bring skate boards or pets on the bus.
- Do not smoke – use of matches or lighters is prohibited on the bus.
- Do not eat food on the bus.

NOTE: To facilitate discipline on the bus, the driver may assign or reassign seats.

VIOLATIONS AND CONSEQUENCES

A. Major Violations:

- | | |
|--------------------------------|--|
| 1st Offense: | Suspension from the bus for at least one (1) day or until such time as the parents have a conference with a school official and a pass is presented to the driver from the school official. |
| 2nd Offense: | Same as above, except suspension shall be for at least three (3) days. |
| 3rd Offense: | Same as above, except suspension shall be for at least ten (10) days. |

Bus Probation

Examples of Major Violations are as follows:

- Failure to give your correct name to the driver.
- Smoking or playing with matches or lighters.
- Destroying bus equipment (slashing seats, kicking windows, etc.).
- Lighting firecrackers.

- **Possession of controlled substances (alcohol, drugs, etc.).**
- **Throwing objects on or off the bus.**
- **Fighting on the bus.**
- **Opening or using the emergency door.**
- **Making obscene gestures to pedestrians or cars following the bus.**
- **Failure to follow the bus driver's directions.**
- **Pushing while boarding the bus.**

B. Minor Violations:

- | | |
|--------------------------------|---|
| 1st Offense: | Verbal warning from the driver. |
| 2nd Offense: | Written conduct report by the driver to the school office. School office shall notify parent(s) when a conduct report is issued. |
| 3rd Offense: | Treated the same as that for a major violation of conduct. |

-----IMPORTANT NOTICE-----

**SUSPENSION OF SCHOOL BUS PRIVILEGES DOES NOT
RELIEVE
THE PARENT OF HIS/HER RESPONSIBILITY FROM FULFILLING
COMPULSORY ATTENDANCE LAWS. ABSENCE FROM SCHOOL
FOR
THE ABOVE REASONS WILL BE CONSIDERED AS
AN UNEXCUSED ABSENCE.**

**NOTE: Transportation is provided by the
school district of residency not by MaST
Community Charter School.**

APPENDIX 5

GRADUATION REQUIREMENTS **Class of 2013, Class of 2014, and Class of 2015**

ENGLISH		5.0 CREDITS
Summer Reading	(1.0)	
MATH		6.0
WRITING		2.0
SOCIAL STUDIES		4.0
World Cultures	(1.0)	
US History	(2.0)	
Government	(0.5)	
Economics	(0.5)	
SCIENCE		4.0
Environmental Science		
Biology		
Chemistry		
Physics		
WORLD LANGUAGES		2.0
PE/HE		1.5
COMPUTER	4.0	2 required + 2 electives
PROJECT SEMINAR/ SERVICE LEARNING		1.0
TOTAL		29.50 CREDITS MINIMUM

All students without IEPs or 504 accommodations must score proficient on the PSSA test or its equivalent in order to graduate.

**High School Graduation Credit Requirements
Class of 2016 and Beyond**

Subject Area	Course Name	Course Credits	Subject Credits
English Literature and Composition			5
	Survey of Literature and Composition (A)	1	
	Survey of Literature and Composition (B)	1	
	Survey of Literature and Composition (C)	1	
	American/World Literature and Composition or Pre-Advanced Placement	1	
	1 English Elective or AP English	1 or 2	
Summer Reading	.25 credits per year	1	1
Social Studies			4
	World Cultures	1	
	US History	2	
	Government/Economics (includes Consumer Ed)	1	
Math			5
	*Students requiring a full 9 th Grade Year of Algebra are designated to take multiple sections of Algebra I, Algebra II, and Geometry OR two sections of Algebra I in addition to Geometry, Algebra II, and a choice of Statistics or Pre-Calculus	5 or 6	
	*Students who take one section of Algebra I in HS are designated to take Algebra I, Geometry, Algebra II, Pre-Calculus and Statistics	5	
	*Students who have obtained Algebra I credit prior to HS are designated to take the following classes: Algebra II, Geometry, Statistics, Pre-Calculus, and Calculus (Honors Pre-Calculus and AP Calculus are available)	5 or 6	
Science			4
	Environmental Science	1	
	Biology	1	
	Chemistry	1	
	Physics	1	
World Language			2
Physical Education/Health			2
Technology	*1 required and 3 elective (Includes Senior Project/Portfolio)		4
Service Learning/Community Service			.5
Electives	(Must select one mandatory Math, English and/or engineering Course)		4
Total Credits			31.5

*****Additional Requirements on Next Page*****

*In addition, all high school students (Class of 2015 and after) are required to complete one dual enrollment class, online class, or internship prior to graduation.

*All students must be rostered for full schedules each semester. Independent Studies, Distance Learning, Dual Enrollment and Internships are accredited at the discretion of Administration's approval.

*Acceptance of internal credit and transferred credits is at the discretion of the Principal.

*All MaST students will receive consumer/financial education within the Personal Finance and Economics course.

*All MaST students will receive CTE education integrated within classes.

*In order to graduate, all students without IEPs and 504s must score proficient or advanced on state standardized testing or its equivalent as offered by MaST.

Approved by the Board of Trustees: April 18, 2012

APPENDIX 6

MaST Community Charter School

Wellness Policy on Physical Activity and Nutrition

The Board of Trustees of the MaST Community Charter School, in combination with students, parents, administrators, faculty, and staff, is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating habits and physical activity. As a means to fostering such a school environment, the Board of Trustees of MaST Community Charter School sets forth the following goals and adopts the following Wellness Policy on Physical Activity and Nutrition.

School Health Council

- The Charter School shall create a School Health Council consisting of individuals representing the community, including, but not limited to, parents, students, administrators, members of the Board of Trustees, representatives of the school food authority, and other members of the public. The School Health Council will be charged with assisting in the development, implementation, monitoring, and reviewing of nutrition and physical activity goals for the school community.
- The School Health Council will assist in evaluating the implementation of the Wellness Policy on Physical Activity and Nutrition as measured and informed by data collection and analysis. This evaluation will be conducted, at minimum, biennially.

School Meals

- To the extent practicable, all meals served to Charter School students through the National School Lunch and Breakfast Programs will meet or exceed the minimum nutrition requirements established by local, state, and federal law, as well as Dietary Guidelines published by the federal government or an appropriate governmental agency.
- The Charter School will make efforts to eliminate the social stigma attached to, and to prevent the identification of, students who are eligible for free and/or reduced-price school meals.
- The Charter School will schedule meal periods at reasonably appropriate times, and will provide students with a minimum of twenty (20) minutes to enjoy their meals. In addition, the Charter School will discourage the scheduling of meetings or activities during meal times, including, but not limited to, tutoring, club meetings and/or organization meetings, unless the students will be permitted to eat during those meetings or activities.

- The Charter School will provide facilities for appropriate hygiene, such as hand-washing and brushing of teeth.
- Students will be discouraged from sharing foods and/or beverages with others.
- The Charter School store does not sell foods or beverages of any kind.
- There are no food fundraisers during the school day.
- Food is not used as a reward. However, parents/guardians occasionally bring in food for parties, birthdays, fairs, celebrations, and/or curriculum theme related projects.
- Salads are available as a meal or side dish. No snack items such as chips, donuts, and the like are sold in the cafeteria. Water, milk (mainly 2% or less), and fruit juice are sold in the cafeteria. Soda is not available.
- Nutritious foods such as yogurt are sold in vending. Beverages such as water, juice, and ice tea are sold in vending. As stated, soda is not available.
- Fried foods are offered a la carte, no more than 3 days per week. Fresh fruits and vegetables such as salads, carrot sticks, and the like are available daily.
- The majority of milk and yogurt are low fat (1% or less). The majority of cheese is reduced fat or low fat.
- No foods containing “real” peanuts are offered, due to allergies.
- Whole grains are available daily. In addition, whole grain snacks are available in vending such as granola bars, crackers, and pretzels. Most vending snacks are baked rather than fried and do not contain sugar as the first ingredient.
- Artificially sweetened beverages will be limited, especially for younger grades.
- Food served a la carte and vending will be single serving size; no larger than the school lunch portion. Most beverages other than water will not exceed 12 ounces.
- Healthy foods and beverages such as fruits, vegetables, whole grains, low fat dairy, and plain water will be promoted through marketing, nutrition education, and pricing. Healthier choices will be marketed by increasing selections of these items, displaying them attractively, making them easily available, and pricing them lower than less healthy choices.
- Parents and teachers will be provided a list of healthy ideas for parties and celebrations. If possible, food service will offer to provide these items for a nominal fee. Attention will be given to food safety and allergy concerns.

Nutrition Education

- Nutrition education will be integrated into other areas of the curriculum, such as math, science, language arts, and social studies at all grade levels.
- Nutrition education will be developmentally appropriate, interactive, and will teach skills needed to adopt healthy eating behaviors.
- Nutrition education materials will be reviewed by a qualified and credentialed nutrition professional, including, but not limited to, a School Food Nutrition Specialist or Registered Dietitian.
- Faculty and staff that teach nutrition education will have appropriate training.
- Informational materials will be provided to students and families to encourage sharing of health and nutrition information and to encourage healthy eating in the home.
- Any marketing of foods and/or beverages undertaken by the Charter School will be consistent with established guidelines and/or standards.

Physical Activity

- Physical activity will be integrated across curricula with activities that are safe, enjoyable, and developmentally appropriate for all students in all grades.
- All students will be given opportunities before, after, and throughout the school day for physical activity through physical education, recess periods, and integration of physical activity into the curriculum.
- Faculty and staff will be appropriately trained in integrating physical activity into the various curricular areas.
- Students will be encouraged to participate in physical activity outside of the school environment, in both competitive and non-competitive environments.
- Organized physical activity will be offered and encouraged at school-sponsored or school-related events.
- To the extent practicable, Charter School facilities will be made available to students, faculty, staff, and the community for the purpose of offering physical activity and/or nutrition programs.
- Physical activity will not be used or withheld as punishment.

APPENDIX 7

MaST Community Charter School Parent/Guardian Compact MaST Community Charter School Title I 2013 - 2014 School and Family Compact*

MaST Community Charter School is committed to a viable partnership among families, the community, and staff. It is important that all stakeholders work together to help students achieve high academic standards. This **School and Family Compact** represents how the entire school staff, the parents, and the students of MaST will share responsibility for improved student academic achievement and the agreed upon roles and responsibilities that we will carry out to support student success in school and in life.

School Responsibilities:

We agree to carry out the following responsibilities to the best of our ability:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet Pennsylvania's Standards Aligned System (SAS) of core content curriculum and academic achievement.
- Discuss this compact at parent-teacher conferences, as it relates to the individual child's achievement.
- Provide parents with frequent reports on their child's progress which includes progress reports, report cards, and parent access to children's grades on PowerSchool and/or eChalk.
- Have high expectations and help every student to develop a love of learning.
- Communicate with families on a regular basis about student progress by providing reasonable access to staff through e-mail, phone, and conferences.
- Provide a safe and caring learning environment.
- Provide parents opportunities to volunteer and participate in their child's classroom.

Family Responsibilities:

We, as family (parents, guardians, care-givers), will support our child's learning by:

- Monitoring attendance and punctuality; ensuring our child gets adequate sleep and proper nutrition.
- Making sure that homework is completed.
- Encouraging our child's learning efforts; answering his/her questions.
- Regularly meeting in person, by telephone or e-mail with our child's teacher to discuss our child's progress.
- Committing to volunteer in activities that support our child's school.

Student Responsibilities:

I agree to carry out the following responsibilities to the best of my ability:

- Attend school regularly; arrive at all classes and activities on time and prepared to learn.
- Behave appropriately in all classes and other locations by knowing and following school and classroom rules and respecting adults, other students, and community members.
- Complete class work and homework on time and to the best of my ability.
- Make certain my parents receive all notices and information from my school.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.

Teacher's Signature & Date

Parent/Guardian's Signature & Date

Student's Signature & Date

***Meeting for update of Parent Compact is tentatively scheduled for 9/25/13.**

APPENDIX 8

Digital Camera Policy

The Board of Trustees of Math, Science & Technology Community Charter School (“MaST”) believes in the development of student learning through the use of technology and aims to implement technological enhancements to the instructional program for MaST students. In furtherance of this goal, the Board of Trustees has approved student and staff usage of digital cameras and directs that students and staff abide by the following policy regarding their use.

Digital cameras allow instant capture of images that can be distributed via the Internet, intranet, e-mail and in print form. It is expected that an individual’s privacy be respected at all times. Images of members of the MaST community taken with the MaST digital cameras distributed to students and staff shall not be distributed in any medium or digitally manipulated without the express permission of the subject.

The authorized use of images is limited to activities that support the educational goals of MaST. All digital cameras and their parts, photographs, stored content, and applications made available to students and staff are considered the property of MaST. All staff and students entrusted with digital cameras and their parts and applications must adhere to administrative procedures regarding the use, maintenance, storage and return of digital cameras and their content, parts and applications. No material shall be purchased, used, stored, retrieved, downloaded and/or maintained on or for digital cameras and no attempt shall be made to do so without the prior express consent of the Chief Executive Officer (“CEO”) or his or her designee.

All digital cameras and their content, parts, photographs and applications shall be maintained and used in accordance with manufacturer recommended specifications, administrative procedures and any applicable federal and state laws and regulations.

The Board of Trustees charges each student and staff member entrusted with or in possession of a digital camera for any period of time with responsibility for the proper care, maintenance and use of the camera and any and all related applications, content and parts thereof.

Digital cameras shall not be used for purposes other than school-related assignments or activities. Digital cameras may not be lent to any other person for any reason. Students and staff may not invade another person’s privacy by taking unwanted or inappropriate photographs. In addition, photographs taken with the MaST camera may not be published without written approval from the subject and the teacher for whose class assignment the camera was being used.

Filming or taking pictures on school property during school hours must be under the direction of a MaST employee. At no time will any filming or picture taking be taken on school buses or in any restroom, locker room, or other dressing areas.

The taking or sharing of obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs will not be tolerated. Any violation of this provision will be immediately referred to law enforcement. The CEO and/or the Board of Trustees may report to the appropriate authorities any student whose damage or reckless or inappropriate use of a digital camera or its content or related applications or parts has violated applicable state and/or federal laws and/or regulations.

MaST shall not be responsible for any unauthorized usage or attempted unauthorized usage of the digital camera and/or its content, pictures, applications and/or parts. Students and staff are responsible for any and all loss or damage in connection with the digital camera and its content applications and/or parts. Students and staff may be required to reimburse MaST for any associated damages, fines or losses. MaST is not responsible for any claims, demands, damages or awards sought against students or staff in connection with their use or attempted use of digital cameras and/or their applications, content or parts.

Staff and student users of digital cameras are responsible for performing their own data backups. MaST is not responsible for any files left on any digital camera or for loss of, or damage to, a user's files during the time the digital camera is in possession of the students and/or staff.

All digital cameras are covered under the digital camera manufacturer's limited warranty. Damage not covered by the manufacturer's warranty or by MaST includes:

- a. Accidents;
- b. Unreasonable use, abuse, neglect and alterations;
- c. Improper service, improper installation and improper connections with peripherals;
- d. Any service or repair provided outside the scope of the limited warranty; and
- e. Damage to or loss of any programs, data, or removable storage media, whether it occurs during warranty repair or other repair service.

Any attempts to dismantle or repair the digital camera oneself will invalidate the manufacturer's warranty and may result in fines. The manufacturer will repair or replace the digital cameras if they fail to function properly during the warranty period. Therefore, students and staff shall immediately notify MaST of any damage to or problems with the digital cameras.

Students and staff shall comply with MaST's Acceptable Use and Internet Safety Policy, CIPA Policy and all other administrative policies and procedures as well as adhere to state and federal copyright laws and regulations regarding the use and possession of digital cameras and their applications and parts as well as any content or pictures stored, shared or attempted to be stored, shared on the cameras.

Digital cameras shall be used for school purposes only as expressly authorized by the CEO and in the manner and scope as directed by the CEO. Failure to adhere to reasonable administrative procedures, directions and guidelines regarding digital cameras may result in any

or a combination of the following consequences: MaST's confiscation of the digital camera; reports to appropriate authorities; consequences under MaST's Student Code of Conduct (up to and including suspension and/or referral to the Board of Trustees for expulsion depending upon the severity of the incident); consequences under MaST's employee handbook (up to and including warnings, suspension and/or termination of employment depending upon the severity of the incident); and/or the imposition of fines and/or damages as may be deemed appropriate by the CEO and/or Board of Trustees and allowed by applicable federal and state laws and regulations.

The CEO shall develop procedures to implement this policy which shall include: (1) Rules for the safekeeping and accounting of digital cameras; (2) Preparation of a schedule of fines for lost or damaged digital cameras; (3) A report to the Board of Trustees on the occurrence of an incidence of vandalism and/or damage to digital cameras which report shall include the number and kind of incident, the cost of vandalism or loss to MaST, and related facts as the CEO deems appropriate. If the digital camera is lost or stolen, the authorized user of that camera must file a written claim to MaST within twenty-four (24) hours and give notice to the appropriate local authorities.

All digital cameras and their parts and applications shall be inventoried and inspected for functionality upon return to MaST.

APPENDIX 9

Wireless Reading Devices Policy

The Board of Trustees of Math, Science & Technology Community Charter School (“MaST”) believes in the advancement of student learning through the use of new and innovative technology. Consequently, the Board of Trustees has approved student and staff usage of wireless reading devices, including, but not limited to Kindles, Nooks, BeBooks and Cool-ERs, and directs that the following shall be observed:

All wireless reading devices and their parts, stored content, and applications made available to students and/or staff are considered the property of MaST. Therefore, MaST requires that all wireless reading devices and their contents, parts and applications be maintained and used in accordance with manufacturer recommended specifications, administrative procedures and applicable federal and state laws and regulations.

All wireless reading devices and their parts and applications shall be inventoried and inspected for functionality on a periodic basis by MaST as deemed appropriate, but, at least yearly.

The Board of Trustees charges each student and/or staff member entrusted with or in possession of any wireless reading device for any period of time with responsibility for the proper care, maintenance and use of the wireless reading device and any and all related applications, content and parts thereof.

No materials shall be purchased, used, stored, retrieved, downloaded and/or maintained on or for wireless reading devices and no attempt shall be made to do so without the prior express consent of the Chief Executive Officer (“CEO”) or his or her designee.

MaST shall not be responsible for any unauthorized usage or attempted unauthorized usage of wireless reading devices and/or their content, applications and/or parts. Students and staff are responsible for any and all loss or damage in connection with wireless reading devices and their content applications and/or parts and may be required by MaST to reimburse MaST for any associated damages, fines or losses. MaST is not responsible for any claims, demands, damages or awards sought against student or staff in connection with their use or attempted use of wireless reading devices and/or their applications, content or parts.

Students and staff shall comply with MaST’s Acceptable Use and Internet Safety Policy, CIPA Policy and any and all other MaST policies and procedures. Students and staff shall also adhere to state and federal copyright laws and any regulations regarding the use and possession of wireless readings devices and their applications and parts as well as any content stored, shared or attempted to be stored, shared and/or accessed on wireless reading devices.

MaST may report to the appropriate authorities any student or staff member whose damage or reckless or inappropriate use of a wireless reading device or its content or related applications or parts has violated applicable state and/or federal laws and regulations.

Wireless reading devices shall be used for school purposes only during those periods and times expressly authorized by Administration and in the manner and scope as directed by Administration. Failure to adhere to reasonable administrative procedures, directions and guidelines regarding wireless reading devices may result in any or a combination of the following consequences: MaST's confiscation of the wireless reading device; reports to appropriate authorities; consequences under MaST's Student Code of Conduct (up to and including suspension and/or referral to the Board of Trustees for expulsion depending upon the severity of the incident); consequences under MaST's employee handbook (up to and including warnings, suspension and/or termination of employment depending upon the severity of the incident); and/or the imposition of fines and/or damages as may be deemed appropriate by MaST and allowed by applicable federal and/or state laws and regulations.

The Board of Trustees directs the CEO to develop procedures necessary to implement this policy which shall include: (1) Rules for the safekeeping and accounting of wireless reading devices; (2) Preparation of a schedule of fines for lost or damaged wireless reading devices; (3) A report to the Board of Trustees on occurrence of the incidence of vandalism and/or damage to wireless reading devices which report shall include the number and kind of incident, the cost of vandalism or loss to the school, and related facts as the CEO deems appropriate.

APPENDIX 10

245. CONCUSSION MANAGEMENT POLICY

Date Adopted: 8/15/12

Based on information gathered from the American Academy of Neurology (AAN), the National Athletic Trainer's Association (NATA), the American Medical Association, and the Center for Disease Control (CDC), and in compliance with Pennsylvania state law, the following is the policy for concussion management and return to play criteria for the Mathematics, Sciences & Technology Community Charter School (the "Charter School"):

All student athletes participating in a school-sponsored contact or collision sport shall be evaluated and cleared to participate in writing by an Appropriate Medical Professional (as defined in the Safety in Youth Sports Act) with training in the evaluation and management of concussion. Such clearance must be provided within the first three days of practice or the establishment of a team roster, whichever is last.

Any additions to rosters should be tested prior to an individual participating in any sport with exposure to contact, including balls and/or equipment (e.g. field hockey balls, lacrosse sticks). Any testing after the first three days must be scheduled through the Athletic Director on an individual basis. Students suspected of having a concussion are not allowed to participate in any athletic activity (including Physical Education class) until the student athlete is evaluated and cleared for return to participation in writing by an Appropriate Medical Professional with training in the evaluation and management of concussion.

If a student athlete is suspected of having a concussion, they are to be removed from practice/competition immediately and not allowed to return to any physical activity (including Physical Education class) until they have been evaluated and cleared in writing by an Appropriate Medical Professional with training in the evaluation and management of concussion.

Students diagnosed with concussion, or presenting signs and symptoms of concussion, need to have a graded concussion checklist generated and symptoms monitored daily. Once all symptoms have passed, the student athlete can be re-tested after a minimum of four days with no recurrence of symptoms for a first concussion, or fourteen days for a second concussion. Athletes who are diagnosed with three concussions in a single school year are not to be allowed to return to any physical activity (including Physical Education class) unless cleared by a neurologist or concussion specialist. Following a negative (pass) test, the student athlete may participate in a physical exertion test the following day. If no signs and symptoms return during the exertion test, the student athlete may begin a gradual return to activity. Athletes who have a positive (fail) test may not be re-tested for a minimum of 48 hours.

Return to activity should be done incrementally after clearance and should take three or more days to completely return the student athlete to full activity. All return to play activities must be approved by the Athletic Director. Any variance to this is to be done only at the discretion of the Athletic Director or the student athlete's physician. Physical Education teachers must be notified if any student athlete's ability to participate in class is restricted.

The Charter School's CEO or his designee has the final say on a student athlete's clearance status following concussion, regardless of documentation provided by the student athlete. "When in doubt, sit them out" is the Charter School's position for concussion management and all decisions will be made with that in mind.

Beginning with the 2012/13 school year, the Charter School, through the Athletic Director, will be utilizing the ImPACT Test (Immediate Post-Concussion Assessment and Cognitive Testing) which is a computerized evaluation system that can be used to help medical professionals diagnose concussions and return-to-play status. In essence, the neurocognitive 20 minute computer baseline test will be administered to all student-athletes at the start of every season (student-athletes participating in multiple seasons will only need to do it once). During the course of a season, if a student-athlete is suspected of having a concussion, the same test will be administered 48 hours after the injury. The computer software will compare the baseline test results with the post-injury test results, and it will create a report that can be sent to students, parents, or doctors' office. While the report cannot diagnose a concussion by itself, it can be a valuable tool for an authorized medical professional to use in his/her diagnosis and the student-athlete's return-to-play status. Starting with the upcoming school year and along with a new concussion policy that complies with the Safety in Youth Act, the Charter School will be implementing this additional tool to fully prioritize the health and well being of our student-athletes.

At no time will a student athlete suspected of having a concussion be allowed to participate in any physical activity related to any activities sponsored by the Charter School.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

APPENDIX 11

126. REMOTE ACCESS AND MONITORING OF SCHOOL-ISSUED TECHNOLOGY

Date Adopted: 8/15/12

Math, Science & Technology Community Charter School (“MaST”) Board of Trustees recognizes the need to establish regulations for school-issued Technology Resources consistent with the educational mission of MaST.

Definitions

Technology Resources: Technologies, devices and resources used to access, store or communicate information. This definition includes, but is not limited to: computers, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, e-readers, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software, including the Moodle software (abbreviation for “Modular Object-Oriented Dynamic Learning Environment”).

Remote Access of Technology Resources – means a situation where a MaST employee or agent, using client management software, accesses a Technology Resource in the student’s possession. Software maintenance, which will download software and configuration changes automatically when a student connects to the MaST Network with the Technology Resource, does not constitute remote access of the Technology Resource. Remote access of Technology Resources does not include voluntary participation by the Student or other user in web conferences, chat rooms or other web-based activities not required as part of MaST’s academic program.

Software maintenance – means any software or configuration changes sent out to all Technology Resources even if it only affects certain Technology Resources that are necessary for the maintenance and security of MaST’s Technology Resources and to ensure that only authorized software is installed on the Technology Resources.

Repair and Maintenance of Technology Resources

Technology Resources are the property of MaST. Students are responsible for the appropriate use of Technology Resources in their homes where instruction takes place. The care of the Technology Resource is the student's responsibility. If a Technology Resource needs repair, service or other maintenance, students are to report to MaST immediately. Students should not attempt to repair or service their Technology Resource. Vandalism to any Technology Resource or any of their accessories is strictly prohibited by the MaST Student Code of Conduct.

Remote Access

Certain Technology Resources may be equipped with the ability to be accessed remotely in the following two scenarios:

1. **Technical Problems:** In some instances it may be necessary for MaST to access the Technology Resource remotely to resolve a technical problem. If this is needed, the student will be asked for permission. If permission for remote access is given, a permanent record of the approval will be logged along with the time, date and duration of the access. MaST will only implement remote access software that automatically creates a record of its activation. If the Student does not wish to have the technical problem resolved remotely the student may decline the request for remote access and bring the device into the Technology Department Office. However, a student does not need to be asked for permission prior to remote software maintenance as defined above. Software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Technology Resource if the files are deemed to be a threat to the operation or security of the Network or are stored in unauthorized software.
2. **A Technology Resource Reported Missing or Stolen:** If the student or parent/guardian believes the Technology Resource is missing stolen, a written report of the incident must be filled out by the student and parent/ guardian and filed with the Technology Department and the CEO. Once the report is filed, MaST may initiate the following procedures for reporting Technology Resources missing or stolen which provide as follows:
 - i. Activate Internet Protocol tracking may be used with parent/guardian and student consent for the sole purpose of retrieving the equipment.
 - ii. At no time will the Technology Resource's camera be activated remotely nor will screen shots, audio, video or on-screen text be remotely monitored.

NOTE: The Board of Trustees may from time to time approve other tracking technologies; however, no tracking technology will be used unless its function and capabilities have first been explained to the parent/guardian and student.

Review of Student Records

MaST's Student Information System permits only authorized MaST users to remotely access student records remotely and various remote levels of access are permitted depending on the reason for review and level of authority of authorized user.

Review of Student Work Files and Electronic Mail

Student work files may only be remotely accessed by the MaST instructor assigned to the specific subject class in which the student is enrolled.

At no time will any MaST employee, other than as stated above, review a student's work files or electronic mail stored on the Technology Resource, except as follows:

- After the Student Technology Resource has been returned for reason of disenrollment or for a replacement Technology Resource because of a defective Technology Resource student work files and/or electronic mail may be reviewed before the Technology Resource is reassigned, sold or disposed of by MaST.
- Additionally, if MaST has a reasonable suspicion that a student is violating MaST rules or policies, authorized MaST administrators may remotely access and/or take custody of the Technology Resource and review student work files, web history, digital pictures, and/or electronic mail. “Reasonable suspicion” means reasonable grounds exist that the search will uncover evidence that the student violated state or federal law, MaST Code of Conduct, or policies. The scope of the search must be reasonably related to the violation that justified the search.

APPENDIX 12

119. ACCEPTABLE USE AND INTERNET SAFETY POLICY

Date Adopted: 10/17/01

Revised: 12/1/07

Revised: 8/15/12

The Board of Trustees of MaST Community 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 CEO. 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 CEO.

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 procedure for making an appeal claim for the allowance of a device is as follows:

- 1) Make a written request to the CEO for review indicating the following:
 - a. How this device is educationally needed in school?
 - b. Why this device is needed on an everyday basis?
 - c. The stated reasoning for why this device should be reconsidered.
 - d. Present a copy of the signature page of the acceptable use policy for consideration of the device in school.

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 must 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 must contact the CEO 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.

Encryption Software

Users shall not install or use encryption software on any Charter School Technology Resource without first obtaining written permission from the CEO. Users shall not use passwords or encryption keys that are unknown to the CEO.

The federal government has imposed restrictions on export of programs or files containing encryption technology. Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States.

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-work or 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;

19. Using a disk, removable storage device or CD/DVD brought into Charter School from an outside source that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with Charter School established procedures;
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. All passwords must be at least eight (8) characters and include alphanumeric and special characters. Users will be required to change their passwords every thirty (30) days. Charter School will maintain a password history that prevents the use of a repetitive password. After three (3) unsuccessful access attempts, an

attempted User will be locked out and must contact the CEO or her designee. After a period of 30 minutes the User will be automatically logged off the system.

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 shall 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 computers, laptops, iPads, Kindles and other Technology Resources and technology related devices such as USB drives, digital cameras and video cameras, PDAs, MP3 players, printers, etc. 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. Maintaining a listing of all employees and Users with access to the room which contains Charter School’s server.
3. 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.
 - a. The report should include the date, time and reason for access, whether it was remote access, changes made and who made the changes.
4. 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.
5. Analyzing the impact of proposed program changes in relation to other critical business functions before adopting the proposed program changes.
6. 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 Philadelphia County, Pennsylvania

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

**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 MaST Community Charter School's ("Charter School") Acceptable Use and Internet Safety Policy ("Policy"), to your child's principal by October 2013. 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 14 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 Chief Executive Officer gives me prior permission in writing.
8. I shall not add any software to Charter School's Technology Resources unless the Chief Executive Officer 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
(Parent/Guardian User Agreement)**

I, _____, a parent/guardian of _____, a student of MaST Community Charter School (“Charter School”), have read the entire Acceptable Use and Internet Safety Policy (“Policy”), which consists of 14 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)

APPENDIX 13

125. SOCIAL MEDIA AND NETWORKING GUIDELINES POLICY

Date Adopted: 8/15/12

A. PURPOSE

The Board of Trustees of Name of Charter School (“Charter School”) recognizes that today’s learning environment involves collaborating, learning and sharing with others on the Internet and social media, including such services as Facebook, Twitter, MySpace, Shutterfly, LinkedIn, YouTube, Wikipedia, internet blogs, wikis, instant messaging programs and many other tools through which people connect and share information. The Board of Trustees of Charter School also recognizes the importance of keeping an orderly and respectful learning environment for the success of Charter School’s educational program. With this in mind, Charter School has developed the following policy to provide direction and guidance for employees and students when participating in online social media activities.

B. RESPONSIBILITY

Whether or not a person chooses to participate in social media and networking activities is his or her own decision. However, to the extent that employees, faculty, parents and students, and members of the school community represent Charter School to each other and to the wider community, participation should be done responsibly, keeping in mind both how the location where one chooses to participate and how the content one posts reflects on that person individually and on Charter School. Any issues concerning the privacy of Charter School employees and students, confidentiality of sensitive information, and respect for copyrights and trademarks are all important to understand before participating in an online social environment.

This Charter School Policy encourages employees and students to participate in social networking and to strive to create an atmosphere of trust and individual accountability, keeping in mind that information produced by Charter School, including employees, faculty, staff, parents and students, is a reflection on the entire Charter School community and is subject to Charter School’s Acceptable Use Policy, the Family Education Rights Privacy Act (“FERPA”), Charter School’s mission, and all other applicable policies, and federal and state laws. By accessing, creating or contributing to social media for classroom or school use, you agree to abide by this Policy. Please read the Policy carefully before making use of social media. If there are any doubts or concerns about how this Policy applies to a specific situation or how it might apply to some new form of social media in the future, please err on the side of caution and direct all questions and concerns to the Chief Executive Officer (“CEO”) before making use of such social media outlets.

In the rapidly expanding world of electronic communication, social media can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not affiliated with MaST as well as any other form of electronic communication.

Three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects job performance, academic performance, the performance of fellow employees, creates a substantial disruption to the educational environment or otherwise affects members, parents, students and other people who work at MaST, may result in disciplinary action up to and including termination.

C. SOCIAL MEDIA AND NETWORKING WITHIN THE CLASSROOM

General Guidelines

1. Consult the Employee Handbook and/or Student Code of Conduct. Be aware that all existing policies and behavior guidelines extend to Charter School-related activities in the online environment as well as on the Charter School premises.
 - i. Misappropriation and posting to any social media and networking websites of individuals' names, including Charter School faculty, staff, employees, parents and students, and identifying information may be considered a violation of Charter School's Code of Conduct, Employee Handbook, as well as FERPA.
2. Use good judgment. Think about the type of image that you want to convey on behalf of Charter School when posting to social media and networking websites. Remember that what you post will be viewed and archived permanently online once you hit the "post" or "publish" button. On sites where you publicize your professional or educational affiliation, make sure that your profile adheres to the established criteria.
3. Provide value. Think about what you have to offer the community, including relevant blog posts, news tweets, or homework help, and focus on providing that consistently. Look for opportunities on these social sites to offer recommendations or services to engage patrons and provide value to the Charter School community and your community. Avoid being an Internet "troll" by posting or passing along mass e-mail forwards and urban legends (i.e., funny stories, videos, non-school photos and other "SPAM").
4. Accept responsibility. If you are wrong about something, admit it and move on. It is best to be honest about it and apologize, rather than to deny it or cover it up.

5. Copyright and Fair Use.

- i. Be sure to abide by all copyright laws and fair use guidelines. See <http://www.copyright.gov/>.
- ii. It is recommended to hyperlink to outside sources when necessary, but always be sure that the content to which you are hyperlinking is appropriate and consistent with guidelines and this Policy.
- iii. Be sure not to plagiarize and give credit where it is due. If you are re-posting photos, videos, poems, music, text, artwork or other copyrightable material, take the extra step of identifying the creator of the materials to the extent reasonably possible. Be aware that photographs taken by professional photographers cannot be scanned and used on the Internet without the photographer's permission – even if they are photographs of you and for which you paid. It is often possible to pay the photographer for "digital rights" to photos.
- iv. You may not place copies of Charter School's trademarks, logos, or symbols on a website, blog, or web page without prior written approval from Charter School.

6. Profiles and Identity

- i. Remember your association and responsibility to Charter School in online social environments. If you identify yourself as a Charter School employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents and students, and consistent with the image, purpose, and mission of Charter School. Remember how you present yourself online should be comparable to how you represent yourself in person.
- ii. Be cautious in how you create your profile, bio, avatar, etc. For your personal safety, no identifying personal information, such as full names, addresses, or phone numbers should appear on blogs or wikis or other social media and networking websites.
- iii. When uploading digital pictures or avatars that represent you, make sure you select a Charter School-appropriate image. Also, remember not to utilize protected images.

7. Social Bookmarking

- i. Be aware that others can view the sites that you bookmark, and be aware of words used to tag or describe the bookmark. Be aware of URL shortening services and verify the landing site before submitting a link as a bookmark.

- ii. Remember that you do not control what appears on landing pages in the future, so, if possible, attempt to link directly to the page or resource. Return to these links as often as possible to verify the accuracy and appropriate nature of such pages and resources.

Disclaimers

When posting to social media, be sure to make it clear that the information is representative of your views and opinions and not that of Charter School.

Charter School employees, students, and parents must include disclaimers within any postings to social media in which they either identify themselves or are likely to be identified as affiliated with Charter School that the views and opinions are their own and do not reflect on Charter School. An example disclaimer states, “The postings on this site are my own and do not necessarily represent NAME OF Charter School’s positions, strategies or opinions.”

Posting a standard disclaimer does not, by itself, exempt Charter School employees, students, and parents from personal responsibility when posting on social media or online forums.

D. EMPLOYEE GUIDELINES FOR PARTICIPATION IN SOCIAL MEDIA AND NETWORKING WEBSITES WITHIN THE CLASSROOM OR ON SCHOOL OWNED COMPUTERS

Personal Responsibility

Charter School employees are personally responsible for the content they publish online. Be mindful that what is published will be public for a long time, so protect your privacy along with the privacy of Charter School, its students and families. Once materials are published online, they may be out of your control.

Online behavior should reflect the same standards of honesty, respect and consideration that you use face-to-face and should be carried out consistent with the standards applied at Charter School and in furtherance of Charter School’s mission. Do not participate in spreading false or unsubstantiated rumors or false information.

Remember that social media resources are an extension of your classroom. When posting on social media, what is inappropriate in a classroom should be deemed inappropriate online.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of being identified as a Charter School employee online, you are now connected to colleagues, students, parents, and the school community. You should ensure that content associated with you is consistent with your work at Charter School.

When contributing online, do not post confidential student information. Such posting is a violation of FERPA and Charter School policy.

Before posting videos and photographs of students to any social media or online forum, notify the CEO in advance of posting them, letting him or her know the content of what you intend to post, where you intend to post it, and the identity of any Charter School students depicted in the media. Photographs, videos and other digital content identifying Charter School students or their families should not be posted online without approval from the CEO.

Materials and information posted to social media should ONLY be posted to online forums that provide protection against general public access and have tools in place to limit access only to identified or invited persons.

Use of student time for social media and networking activities should have an articulated and defined educational and instructional purpose consistent with Charter School's mission and purpose.

Requests for Social Media and Networking Websites

Charter School understands that technology is constantly changing and that many sites have pedagogical significance for teacher and student use.

If a Charter School employee would like to request that a website be accessible for educational purposes, submit a written request to the CEO for review, identifying the online tools, the instructional purpose, and a description of the intended use. A link to the site's privacy policy should be included if possible, and printed and attached to the request.

Authorization is required for all instant messaging programs downloaded on Charter School computers. The same authorization is also required for access to instant messaging programs that are available through internet interfaces with no download. If a Charter School employee would like to request downloading or use of an instant messaging program, submit a written request to the CEO for review, identifying the internet messaging program, the instructional purpose, and a description of the intended use. A link to the program's privacy policy should be included if possible, and printed and attached to the request.

Requests will be reviewed by the CEO and the Board of Trustees, if necessary, and this Policy will be updated periodically throughout the school year as needed.

Employee Codes of Conduct

Please note the following when participating in social media and networking activities:

Harassing, threatening or discriminatory comments will be deemed inappropriate and you may be subject to termination even if Charter School's name, or names of Charter School employees, students, and parents, are not mentioned.

The First Amendment protects the First Amendment rights of employees' speech online, but schools can discipline employees if their speech on school grounds is lewd, vulgar, indecent, or offensive.

You may not transmit, retrieve, download, or store messages or images that are offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate on a Charter School computer and/or in a school environment.

Know and follow the Employee Handbook. All the rules that apply to employee behavior while working also apply when online. Charter School policies prohibiting violations of equal employment laws and harassment apply equally to social media and networking activities.

Obey the law. Do not post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations.

Keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or administration than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene threatening or intimidating, that disparage students, fellow employees or parents, or that might constitute harassment or bullying. Examples of such conduct might include posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or school policy.

F. STUDENT GUIDELINES FOR PARTICIPATION IN SOCIAL MEDIA AND NETWORKING WEBSITES WITHIN THE CLASSROOM OR ON SCHOOL OWNED COMPUTERS

Due to the wealth of new social media and networking tools available to students, student materials, products, and documents have the potential to reach audiences far beyond the classroom. This translates into a greater level of responsibility and accountability for everyone, particularly Charter School students. Below are guidelines that Charter School students should adhere to when using web tools in the classroom or in any way related to Charter School activities.

All Charter School students represent Charter School even when not posting to social media during class time, so these guidelines should be followed whenever posting material that could identify you or your relationship to Charter School:

Be aware of what you post online. Social media venues are very public and what you contribute leaves a digital footprint for all to see. Comments expressed via social networking websites under the impression of a "private conversation" may still end up being shared in a more public domain, even with privacy settings on maximum. The internet is out there forever and available

to anyone, so always use caution and common sense. Do not post anything that you would not want friends, enemies, parents, teachers or a future employer to see.

Follow the Student Code of Conduct when writing online. It is acceptable to disagree with others' opinions, however, please express dissent in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

The First Amendment protects the First Amendment rights of students' speech online. However, the laws and courts have ruled that schools can discipline students if their speech on school grounds is lewd, vulgar, indecent, or offensive or meant to intimidate or bully, or causes a substantial disruption to the school environment.

Be safe online and never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not write about other people without their permission or share their personal information. Do not share your password with anyone besides your teachers and parents.

Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article before linking to ensure that all information is appropriate for a school setting.

Do not use other people's intellectual property without their permission. Understand copyright and fair use laws. Be aware that it is a violation of copyright law to copy and paste another's thoughts and work. Cite the sources you use, and it is good practice to link to the actual website when appropriate.

Be aware that pictures, videos, songs, and audio clips may also be protected under copyright laws. Verify that you have permission to use the images, videos, songs or other clips.

Do not misrepresent yourself by using someone else's identity.

Blogs and wiki posts should be well written. If you edit someone else's work, be sure it is in the spirit of improving the writing.

If you run across inappropriate materials that make you feel uncomfortable, or is not respectful, tell your teachers or parents immediately.

Students who do not abide by these terms and conditions may lose their opportunity to access future use of social media and online tools.

G. GUIDELINES FOR PARTICIPATION BY EMPLOYEES AND STUDENTS OUTSIDE OF SCHOOL AND/OR ON PERSONAL TECHNOLOGY RESOURCES

Charter School's ability to control student and employee off-campus speech, in all forms, must be balanced against students' and employees' First Amendment right to freedom of expression.

Free speech protects employees and students who want to participate in social networking, but the laws and courts have ruled that schools can discipline employees and students if their speech, including online postings, materially interfere or substantially disrupt school operations. A student's and employee's out-of-school use of social media and networking websites may be held to be in violation of Charter School's Code of Conduct and Charter School's Employee Handbook. Such conduct is further subject to the involvement of federal, state and/or local authorities and law enforcement where deemed appropriate by Charter School Administration, and to the extent permitted by applicable federal and state laws and regulations, if the student and/or employee product on these sites:

- Causes material interference or substantial disruption to Charter School's operations; or
- Interferes with the individual rights of others; or
- Threatens serious harm to Charter School or the community; or
- Encourages unlawful activity.

It is important for students and employees to keep in mind that all information and materials produced by them on social media and networking websites are a reflection on the entire Charter School community. If the students' and/or employees' postings to or participation in any website results in false accusations, harassment, bullying, cyber bullying, defamation, libel and/or slander about a member of the Charter School community, it may be a violation of Charter School's Code of Conduct, Employee Handbook, Charter School's Anti-Bullying Policy, and state and/or federal law.

In addition, the posting of Charter School property including, but not limited to, photographs, logos, and names, may be a violation of Charter School's Acceptable Use Policy, FERPA, federal copyright laws, a violation of the right to privacy, and/or may be considered trademark infringement.

At no point while at school or during the school day are students and/or employees allowed to access their personal social media or conduct personal social networking activities via Charter School technology resources or their own personal technology resources.

Off-Campus Communications between Employees and Students

Employees may not publicly discuss students, other Charter School employees or any school-related matters, whether confidential or not, outside school-authorized communications.

Charter School has provided the employees and students with the means to communicate electronically concerning school matters. Therefore, unless given prior permission by the CEO,

online interaction between employees and students is only allowed in Charter School-sponsored course websites, Charter School e-mail, and other Charter School-sponsored online spaces. Interactions on Charter School-sponsored online spaces should be sufficient for online communications between Charter School employees and students.

Not only is inappropriate communications between a Charter School teacher and a student via social media and networking websites a violation of Charter School's Professional Educator's Code of Conduct Policy, but it may also be a violation of federal and state law.

This Policy is not intended to violate an employee's or student's First Amendment Right to Free Speech. In addition, with regards to Charter School employees, this Policy shall not be interpreted to violate the Pennsylvania Public Employee Relation Act.

H. USING SOCIAL MEDIA AT WORK

Refrain from using social media while on work time or on equipment that MaST provides, unless it is work-related as authorized by your manager or consistent with the Equipment Policy. Do not use MaST email addresses to register on social networks, blogs or other online tools utilized for personal use.

I. GUIDELINES FOR USE OF TELEPHONES WITHIN THE CLASSROOM OR ON SCHOOL PROPERTY

Charter School telephones are intended for the use of conducting business and school operations. Personal usage of Charter School telephones during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on Charter School's telephone system. Charter School phones are not to be used for any long distance calls that are not strictly school-related.

Charter School employees and students should refrain from all personal calls while in the classroom. If a personally owned telephone is brought into a classroom, the telephone must be turned off. Only when class is not in session may Charter School employees and students check their phones for messages and make or receive personal calls. Charter School reserves the right to request personal telephones not be brought onto Charter School property.

Charter School employees and students may not use personal telephones for text messaging or picture messaging while in the classroom. Charter school employees and students shall not access, send, receive or download any text or picture message that could be viewed as derogatory, defamatory, obscene or otherwise inappropriate. All text and picture messaging is expected to conform to all Charter School guidelines and policies.

If a personally owned cellular telephone has picture-taking functionality, Charter School employees and students may not use such telephones to take pictures while in the classroom.

J. PARENT GUIDELINES

Social media and networking tools can be powerful tools that facilitate communications between Charter School teachers, students and parents. Charter School encourages parents to engage in such communications when appropriate, but requests that parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the Charter School community, but will also be a model for Charter School students as well.

Parents should adhere to the following guidelines:

Parents shall not attempt to destroy or harm any Charter School information online.

Parents shall not use Charter School classroom social media for any illegal activity, including dissemination of personal or private information about Charter School employees and students, in violation of federal and state laws.

Parents shall not conduct themselves in a manner inconsistent with the Charter School employee and student guidelines above.

K. DISCIPLINE

Charter School investigates and responds to all reports of violations of this Policy. Violations of this Policy can result in disciplinary action up to and including expulsion or termination. The appropriate discipline will be determined based on the nature and factors of the blog and/or social media or networking posts. Charter School reserves the right to take legal action where necessary against employees and students who engage in prohibited or unlawful conduct.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

**Acknowledgement and Consent Form
2013-2014**

To acknowledge that you have received, read, and understand the policy entitled, "Social Media and Networking Guidelines Policy," please sign below. By signing below, you are also acknowledging your consent to an agreement to comply with all the terms and conditions of this Policy. Please retain a copy of this confirmation for your personal file and return a copy to Charter School

Student Name: _____ Grade: _____

Date:

Parent/Guardian Name: _____

Date:

APPENDIX 14

***Math, Science, & Technology Community Charter
School***

*1800 E. Byberry Road
Philadelphia, PA 19116
Telephone: (267) 348-1100 Fax: (267) 348-1217
www.mastcharter.org*

September 2013

I agree to abide by the policies and procedures of the MaST
Community Charter School.

Student Signature

Date: _____

Parent Signature

Date: _____

Homeroom No. _____

**This form is to be signed, detached from the Handbook
and returned to the homeroom teacher together with the
Acknowledgement of the Acceptable Use and Internet
Safety Policy (student [page 105] and parent [page**

**106],) and Social Media and Networking
Acknowledgment and Consent Form (page 117).**