

String Theory Schools

2017-2018

**Student-Parent/Guardian Handbook
and
Student Code of Conduct**

String Theory Schools

Philadelphia Performing Arts: A String Theory Charter School

Vine Street Campus (Grades 5-12)
1600 Vine Street, Philadelphia, PA 19102
267.428.2224

West Campus (Grades 2-4)
2600 South Broad Street, Philadelphia, PA 19145
215.551.4000

East Campus (Grades K-1)
2407 South Broad Street, Philadelphia, PA 19148
215.278.2460

The Philadelphia Charter School for Arts and Sciences at H.R. Edmunds (Grades K-8)

1197 Haworth Street, Philadelphia, PA 19124
215.537.2520

The String Theory School the student attends is referred to as the “Student’s School”.

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INTRODUCTION

Mission of All String Theory Schools

To Educate each student according to age and development so that learning and growth are united;

To Integrate the developing mind and body of the student with academics and the performing arts and sciences;

To Ensure each student's excellence in core and academic skills;

To Awaken and preserve the spirit of our students through the visual and digital arts, vocal arts, instrumental music, creative writing, classical ballet, foreign language, innovations in the field of science, all intertwined with technology, and;

To Nourish this spirit and curiosity so that students continue to flourish long after the end of formal training.

In order to accomplish this mission, String Theory Schools offer a comprehensive educational program that emphasizes equally academic and artistic excellence. Utilizing the arts as a catalyst, String Theory Schools harness the most innovative teaching and learning techniques, to serve as a model for education and to prepare students for success.

Educational Philosophy Of All String Theory Schools

Every student is gifted and has specific intelligences that must be nurtured. Providing students of Philadelphia with equal opportunity for learning and discovery and development of their innate potentials, through String Theory Schools' unique and rigorous curriculum blending academic and artistic excellence will enable our students to become the next generation of creative leaders.

Arts Policy Of All String Theory Schools

Art courses are part of the core curriculum. Each student will receive instruction daily in traditional academic areas, performing arts, fine arts, foreign languages, and science. Grades in arts classes will be integrated into the student's GPA and will become part of the student's permanent academic record.

Equal Opportunity/Nondiscrimination/Sexual Harassment

The Board of Trustees of each String Theory School requires equal educational opportunity for all students enrolled in the educational programs and activities of the Student's School including, but not limited to: course offerings, athletic programs, guidance and counseling, and tests and procedures, regardless of age, gender, sexual orientation, race, color, creed, religion, national origin, social or economic status, parenthood, marital status or disability.

String Theory Schools promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with the Student's School's goals and with equal opportunities for all students. Students will respect the rights of other students to receive an education in an atmosphere that is conducive to learning and free from discriminatory practices. No student has a right to violate another student's rights.

English Language Learning

All String Theory Schools are committed to creating an educational environment which is free from intolerance towards individuals or groups, and in which diversity is valued as critical to not only lifelong personal growth and development, but also to the realization of their educational mission to prepare students to thrive in a global society.

English Language Learning Program

The English Language Learning (ELL) program at all String Theory Schools serves culturally and linguistically diverse students whose native language is not English. All ELL students have equal access to content, facilities, and the full range of opportunities and programs offered by all String Theory Schools.

The objective of the program is for ELL students to reach grade-level English proficiency in all domains: listening, speaking, reading, and writing, so that they may become active and successful participants in the community. This objective is achieved in a respectful and supportive environment that embraces students' first languages and cultures, with encouragement of pride in their ethnic heritages.

Many individuals play an essential role in the instruction of ELL students, providing instruction and support that enables ELL students to acquire English language skills and to ensure that student academic performance is maintained at an appropriate level.

Research shows that students who are literate in their first language perform much better in school than those who are not literate in their first language. Therefore, Parents/Guardians have a critical role in the success of their ELL student, and are encouraged to continue interacting with their student in his or her language in order for the student to become or remain bilingual.

Parental Rights and Responsibilities

A Parent/Guardian has a duty to:

- understand his or her student's level of English proficiency;
- understand the Language Support Program in his or her Student's School;
- remove his or her student from the recommended support service, if appropriate;
- ensure that his or her student attends school regularly; and
- support his or her student's education at home by:
 - encouraging his or her student to read (either in one's first language or in English);
 - talking with his or her student about school; and
 - encouraging his or her student to complete homework assignments.

SECTION I: SCHOOL OPERATIONS

School Hours

Students are required to arrive at the Student's School punctually each day, and to attend all classes until released for dismissal. Parents/Guardians who pick up and/or drop off their students are urged to do so in accordance with their School's in-session hours. The Student's School will notify the student's parents/guardians of the Student's School hours. There are no early dismissals after 3pm. Any student who does not attend school for four (4) hours will be marked absent.

School Entrance

All students and visitors entering the school building must use only the main entrance. All other entrance doors will be closed from the outside for security reasons. Students are never allowed to open any of the outside doors of the building to admit other students, parents, or visitors at any time.

All visitors, including parents/guardians, must sign in at the Student's School main office and obtain a visitor's pass.

Closed Campus

Students must stay on school property and in the building from the time they arrive until dismissal. Students must follow their assigned roster during the school day.

Return to the Building after Dismissal for Activities

Students are not permitted to re-enter the building after dismissal at the end of the school day except with a teacher for an extracurricular activity.

Parent/Guardian and Emergency Contact Information

Parents/Guardians are responsible for providing the Student's School with accurate contact information for the parent/guardian, along with emergency contact information. The contact information to be furnished includes current addresses, working telephone numbers (home, work and mobile), and current email addresses.

Parents/Guardians are required to inform the Student's School main office of any changes in contact information for the parent/guardian or with any changes in emergency contact information.

Weather and Emergency School Closing

All String Theory Schools follow the same weather closing policy as the School District of Philadelphia. On inclement weather days, students or parents/guardians are encouraged to listen early to local radio or television stations, or check online news and websites, regarding late arrivals or school cancellations.

Parent/Guardian and Teacher Communications

Communication between parents/guardians and teachers is vital to the educational success and experience of students. Each student, along with his or her parents/guardians and teachers, forms a team that focuses on the student's needs, concerns, and growth. All String Theory Schools invite parents/guardians to participate in the process by communicating questions and concerns. The Student's School will communicate with parents/guardians through the following:

1. Scheduled parent-teacher conferences;
2. Progress or interim reports for students;
3. Report cards;
4. Newsletters; and/or
5. Parent Portal.

Additionally, the Student's School may communicate with parents/guardians through the following:

- Notes or telephone calls to parents/guardians;
- Family association meetings; or
- Email communications.

Any parent/guardian who wishes to meet with his or her student's teacher(s) may request a meeting by email to the teacher(s) or by leaving a message for the teacher(s) at the Student's School main office. Parents/Guardians are asked to include their email, phone numbers and the time of day when they can be reached in order for the teacher(s) to contact them.

Volunteers

All String Theory Schools welcome parents/guardians to volunteer for assisting in performance activities, painting, classroom assistance, chaperoning, fundraising, and much more. School volunteers who work directly with students are required to obtain a Child Abuse Clearance, State Criminal Background Check, and Federal Bureau of Investigation (FBI) Criminal Background Check. Forms are available in the Student's School main office.

Volunteer Clearance Procedures

All current Pennsylvania school employees and volunteers must obtain or renew clearances every 24 Months.

The FBI clearance can be waived for volunteers only if the Parent/Guardian has been a resident of Pennsylvania during the entirety of the last 10-year period.

Volunteers also must complete an Arrest/Conviction Report and Certification Form, PDE-6004.

In addition, volunteers are required, by the Pennsylvania Department of Health, Division of School Health, to have a TB test. However, this test needs to occur only one time. If currently a volunteer, a parent/guardian does not need to resubmit TB test results. Any new volunteer must submit a TB test, dated within the past year. Chaperones are considered volunteers as long as they have routine interaction with students, and therefore are required to have a TB test.

Only school employees and volunteers, not visitors, need to comply with the clearance requirements of Act 153.

A visitor is someone who comes into the school building to assist only under the direction of a school staff member. Examples of a visitor include, but are not limited to, a presenter, class speaker, helper in a class activity or celebration, or a guest reader. A visitor will never assume the responsibility of a professional staff member. Though not required to have clearances, a visitor will be required to show a valid U.S. Driver's License in order to enter the school building during the school day, and will be escorted through the school building.

A volunteer is someone who either is responsible for the welfare of a child (including acting in lieu of or on behalf of a parent), or has ongoing direct volunteer contact with children under age 18, in a supervised or occasionally not-directly-supervised basis in school. Direct volunteer contact with children is defined as the care, supervision, guidance or control of children and routine interaction with children. Routine interaction is defined as regular and repeated contact that is integral to a person's volunteer responsibilities. Examples of a volunteer include, but are not limited to, a field trip chaperone, band chaperone, performing arts assistant or athletic event coach or assistant.

The fee has been waived for the Pennsylvania State Police clearance and the Pennsylvania Child Abuse clearance for volunteers, only.

Instructions for Completing Clearances

1. Pennsylvania State Police Criminal Record Check Instructions

- No fee for volunteers.
- Applicants can go to the Pennsylvania Access to Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at <https://epatch.state.pa.us>. Once this background check has been requested, a Record Check Details response status screen will appear. Please select and print the Certification Form. The Employment/Screening or Volunteer box should be checked under the purpose of clearance.
- Or, applicants may apply by mail using the form, Pennsylvania State Police Request for Criminal Record Check Form (SP4-164). Submit the completed application to:

Pennsylvania State Police
Central Repository – 164
1800 Elmerton Avenue

Harrisburg, PA 17110-9758

- For questions about applying for the Pennsylvania State Police Criminal Record Check, please call: 717-425-5546 or toll free 1-888-783-7972.

2. Pennsylvania Child Abuse History Clearance

- No fee for volunteers.
- Applicants can apply for the Child Abuse History Clearance electronically at <https://www.compass.state.pa.us/CWIS>. The School Employee or Volunteer box should be checked under the purpose of clearance. Creating an account and submitting your clearance application online will allow immediate access to results or the status of results if they cannot be processed immediately.
- Or, a paper submission of the Pennsylvania Child Abuse History Clearance application will be accepted for anyone who does not have internet access. Submit the completed application to:

ChildLine and Abuse Registry
Pennsylvania Department of Human Services
PO Box 8170
Harrisburg, PA 17105-8170

- Instructions for how to complete the Pennsylvania Child Abuse History Clearance application are included on the last page of the application. Failure to follow these instructions will cause considerable delay in processing the results.
- Once the application is received in the ChildLine and Abuse Registry's Verification Unit, the results of the Pennsylvania Child Abuse History Clearance will be mailed to the applicant's address that was noted on the application within 14 days of receipt by the ChildLine Verification Unit.
- For questions about applying for the Pennsylvania Child Abuse History Clearance, please call the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

3. FBI Criminal Background Check

- \$27.00 application fee through Pennsylvania Department of Education (PDE).
- Complete application only if you have not been a Pennsylvania resident for the entirety of the past 10 years.
- PDE utilizes Cogent Systems to process fingerprinting-based FBI criminal background checks for prospective employees or volunteers of public and private schools. Applicants must register first at www.pa.cogentid.com or by calling 1-888-439-2486, 8AM to 6PM EST.
- Registration is required before fingerprints are taken. Applicants must provide proof of identity upon arrival at the Fingerprint Center such as a state issued driver's license, state I.D card, passport, etc.
- Select the option for PA Department of Education in order to automatically receive a copy of the fingerprint clearance.

- Either the registration confirmation should be printed or else the number should be recorded to provide to the Student's School.
- After being fingerprinted, the Student's School must be provided with the registration confirmation number. (Individuals registered under the Department of Education will receive a number starting with "PAE.....".) The Student's School will then obtain the original clearance via the website. The unofficial copy will be mailed to the applicant within a few days.

All information on prospective volunteers received pursuant to background check requirements and procedures are kept confidential by the Student's School.

Confidentiality Policy

Each String Theory School maintains educational records for every student consisting of personally identifiable information and/or confidential information that includes, but is not limited to, the student's name, name of parents/guardians and other family members, the address of the student or student's family, and personal information or personal characteristics that would make the student's identity easily traceable.

The Student's School must have the consent of a student's parent/guardian before disclosing personally identifiable information to anyone not entitled to see it under law. "Consent" means: the parent/guardian has been fully informed regarding the activity requiring consent in his/her native language or other mode of communication; he/she understands and agrees in writing to the activity; and, he/she understands that consent is voluntary and may be revoked at any time.

Student educational records may be forwarded without parental/guardian consent to a school in which the student intends to enroll or has applied for admission.

SECTION II: STUDENT PROCEDURES

Emergency Drills

Students will participate in emergency drills every month. These drills are to prepare students and staff for any emergency that may arise.

Lunchroom

Unless permitted otherwise by the Student's School Administration (referred to hereafter as "School Administration"), all food is to be consumed in the lunchroom and at no time to be taken to classrooms, hallways, or other parts of the building. Students may never leave the building for lunch or have lunch delivered from outside vendors without prior approval from the School Administration.

Eating in the school lunchroom is a privilege. Therefore, students will be respectful of others enjoying their lunch, as well as respectful of the shared lunchroom area by cleaning up after themselves, avoiding unnecessary messes, and behaving with good manners.

Lunch Program Information

A free and reduced lunch program is available. Students also may purchase their lunch through this program. Students who choose not to use the lunch program may bring their lunch from home. Do not bring any items in GLASS bottles or containers.

Food Services

All enrolled students are offered a nutritious breakfast and lunch everyday. Parents are encouraged to submit a household meal benefit application online at <https://paschoolmeals.com/Register.aspx>.

Parents only need to submit one application for all children in the same home. Your child may be eligible to receive free or reduced-price meals. Parents can make payments and view cafeteria account balances and purchases by registering on parentonline.net. The monthly menu can be viewed on the school website www.stringtheoryschools.org.

Meal Charge and Negative Balance

Statement and Scope of Policy

In recognition that proper nutrition is important to students' well being, growth, development and readiness to learn, the Board of Trustees of the Student's School provides students, on a voluntary basis, to receive a nutritionally balanced breakfast and/or lunch which, for eligible students, is free or at reduced cost, and which is available to other students at very modest cost. The Board expects that all parents/guardians of students who are ineligible for free meals to pay

for their students' meals, at full or reduced price as may be applicable, through the payment management system or cash purchases. The Board also recognizes that emergencies may arise when students will not have their meal money or an adequate balance in their meal account to purchase a meal.

To ensure that students do not go hungry and are treated in a consistent, discrete and respectful manner, to promote responsible parent/guardian behavior for providing funds for meal purchases and all outstanding balances, and to minimize the significant financial burden on the Student's School resulting from unpaid or delinquent meal accounts, the Board of Trustees adopts the following meal charge and negative balance policy, as required by federal regulations governing the National School Lunch Program and School Breakfast Program and state guidelines.

Responsibility and Authority

The Board designates the Chief Executive Officer of the Student's School to implement this policy and to ensure that it does not have a negative effect on students involved including, but not limited to, prohibition of overtly identifying students based on free, reduced price or delinquent account balance, but instead focuses primarily on adults in the household who are responsible for providing funds for meal purchases.

The Chief Executive Officer is responsible to ensure that this policy is disseminated to staff who are responsible for policy enforcement including, but not limited to, food services staff, as well as in writing to families, including those of newly enrolled students during the school year. Beginning in school year 2017 to 2018, and each year thereafter, this policy, which shall be subject to annual review by the Board of Trustees, must be communicated in writing to all households at the start of each school year and to all households transferring to the school during the year. The policy also will be made available through other means, such as the school website, the Student-Parent/Guardian Handbook and/or registration or back-to-school packets.

Meal Charges and Alternative Meals

1. A student may charge up to a maximum of three (3) meals on a temporary credit basis, which does not include the purchase of snacks or a-la-carte items.
2. After a student has received 3 meals on a temporary credit basis, the student will receive an alternative lunch that includes a cheese or peanut butter sandwich, fruit or vegetable, and milk. The cost of any alternative meal will be added to the student's meal account balance.
3. Once a student has received 3 meals on a temporary credit basis, his or her parent/guardian will be notified of the debt and will be given ten (10) school days to pay the amount due. If the parent/guardian fails to make full payment by the end of this period, a second notice will be sent to the parent/guardian advising that meals will not be served to the student beginning one (1) week from the date of the second notice unless payment is made in full.

4. Notwithstanding the above, in recognition that elementary school students have different nutritional requirements than students in middle school, students in grades K-5 may continue to receive an alternative meal, but students in grades 6-12 will not receive additional alternative meals unless their account is paid in full.
5. No meals will be denied to students who are eligible for free or reduced-price meals though having an unpaid meal account balance or having money "in hand" to pay for the current meal.
6. If a student repeatedly comes to school with no lunch and no lunch money, food service employees must report this to the Principal or administrative designee, who may contact the proper authorities if abuse or neglect is suspected.
7. Food services staff also must report to the Principal or administrative designee any suspicion that a student's family is abusing this policy including meal charging or alternative meals. Written notice will sent to the student's parent/guardian that if he or she continues to abuse the policy, the privilege of charging meals will be refused.

Low and Negative Balances

1. Low or negative balances must never be satisfied by cash from a student that would deny him or her the ability to purchase that day's meal.
2. No later than the end of each week, food service staff must provide the Principal or administrative designee with a list of the name and grade level of students: (i) whose meal account balance is \$5.00 or below, (ii) who have begun charging meals and/or have already accumulated 3 meals on temporary credit, and/or (iii) who have a negative balance. Upon receipt of such list, the Principal or administrative designee will ensure that notification is given to the parent/guardian of each student on the list, by email, text and/or phone call; if the school does not have auto-notification capability, same shall be established as soon as practicable, to facilitate notification as early and/or as often as may be necessary to resolve issues of low or negative meal account balances. Auto-notifications will supplement and not supplant any written notices to the parent/guardian or documented attempt to speak directly with the parent/guardian to resolve the situation.
3. At the end of each month, the Principal or administrative designee will send an invoice or bill to each parent/guardian of a student with a negative meal account balance, with a letter advising the parent/guardian to contact the Principal or administrative designee for payment or to discuss installment payments if helpful to the family. The letter also will encourage the family that pre-payment of meals, if possible, with regular monitoring of meal account balances, helps to maintain daily nutritious meals to their student to fuel readiness to learn.
4. Because student nutrition programs are subject to confidentiality and disclosure requirements, payment reminders will be communicated only by authorized persons.

5. All accounts must be settled before a student leaves the Student's School or by the end of the school year. A final invoice and letter will be sent home approximately a week before the last day of school to families of students with negative meal account balances, with notification that unless paid in full, report cards will be held. The letter also will advise that the Student's School will take action to collect unpaid funds by collection agencies, small claims court or other legal method deemed necessary. Also, at the end of the school year, households approved for reduced price meal benefits must be processed a refund of any unused funds in their account.

Record Keeping

1. The Student's School shall maintain proper documentation of the methods used to communicate this policy to households and staff responsible for policy enforcement, and to demonstrate how the policy was implemented.
2. The types of documents that shall be maintained include:
 - Evidence of efforts to collect unpaid meal charges in accordance with the policy;
 - Evidence that collection efforts fell within the timeframe and methods established by the policy;
 - Financial documentation showing when the unpaid meal charge became an operating loss; and
 - Evidence that the funds written off as bad debt were restored to NSFSA (nonprofit school food service account) from non-federal sources.

Search And Seizure

The Board of Trustees of the Student's School acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property.

Various types of school property, including, but not limited to hall lockers, gymnasium lockers, storage bins, musical instrument lockers, iPads, and computer terminals are assigned to students for their convenience of storage or educational usage. School property remains the property of the Student's School. School property is not to be construed as belonging to, or for the sole use of the student, even though the student assumes full responsibility for the security of such property. The Student's School maintains a master passkey, which opens storage facilities as well as combination locks; the Student's School server maintains access to computers and iPads.

In order to maintain order and discipline in the Student's School and to protect the safety and welfare of students and staff members, school officials may conduct a search and may seize any illegal, unauthorized, or contraband materials discovered. Therefore, students should not expect privacy regarding school property items used or items placed on school property because school property is subject to search at any time by school officials. School officials may conduct inspections or searches of lockers, desks, iPads, computer terminals, etc., at any time without notice, without consent and without a search warrant.

Law enforcement officers may assist the Student's School during school-initiated searches. Searches may include the use of dogs or mechanical devices for the discovery of contraband.

A student's person and/or personal effects (i.e., purse, book bag, backpack or athletic bag, computers and other electronic devices) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material, contraband, or evidence of a crime or evidence of a violation of the Code of Student Conduct.

Cell Phones

The use of cell phones and other electronic devices is prohibited during school hours unless permitted by School Administration. Any cell phone or electronic device that is used without authorization during school hours may be confiscated; students caught using such devices may be disciplined at the discretion of the School Administration.

Audio and Video Recording

Students may not make any audio or video recordings of school activities such as classroom instruction, assemblies, etc. without the prior approval from the school employee supervising such activities. For example, the Principal's prior approval is required in order for a student to record an assembly, and a teacher's prior approval is required in order for a student to record a classroom activity.

Expressions and Limitations

Students may exercise the right of freedom of expression through speech, assembly, petition, and other lawful means and have the right to advocate change of any law, policy, or regulation. The exercise of this right may neither interfere with the rights of others, nor may oral or written student opinions be used to present material that falls into one or more of the following categories:

- Materials that reasonably lead the Principal to forecast substantial disruption or interfere with school activities or that endangers the health or safety of students;
- Material that is libelous or slanderous statements that are inaccurate or false and that injure the person as to his/her reputation, cause personal humiliation, mental anguish and suffering, or other injuries;
- Material that advocates the commission of a criminal act or is a criminal act, as defined by the Criminal Code of the United States, Pennsylvania, or the City of Philadelphia; and/or
- Material that is obscene as defined in the Pennsylvania School Code, as amended, or by local laws.

Distribution of Literature by Students

The Principal or his or her designee will coordinate physical and electronic distribution or display of literature by students enrolled in the School. The physical or electronic material must be approved by the Principal, must not be in violation of applicable rules and/or regulations of

the Board of Trustees of the Student's School, and must bear the name of the sponsoring individual(s) or the school organization(s).

Education for Children and Youth Experiencing Homelessness (ECYEH)

The Board of Trustees of each String Theory School is committed to ensuring that all students experiencing homelessness have the opportunity to succeed in school consistent with the Education for Children and Youth Experiencing Homelessness (ECYEH) program, which is an initiative of the Pennsylvania Department of Education.

Based on the McKinney-Vento Homeless Education Assistance Act, some of the main objectives of ECYEH and String Theory Schools include increasing awareness about the needs of homeless students, assisting them to overcome possible educational barriers, and to provide support to students and their families.

To implement this policy, a Homeless Liaison has been designated who may:

Assist students in homeless situations regarding:

- Enrollment and placement in school
- Participating in all applicable school programs
- Remaining in school if the student moves
- Transportation to and from school
- Receiving free school meals
- Receiving assistance with school-related expenses such as supplies or uniforms
- Ensuring that students receive all school services needed
- Social services/community referrals and/or coordination

Assist families regarding:

- Ensuring students are enrolled in school immediately, even without all paperwork ordinarily required
- Getting immunizations, immunization records or other medical records if necessary
- Informing parents/guardians and students about transportation services and setting up transportation
- Informing parents/guardians and students about all the programs and services available at the Student's School
- Social services/community referrals and/or coordination

SECTION III: STUDENT HEALTH

Nurse

The school nurse is responsible for handling a variety of student medical concerns each day, and for maintaining all medical records on each student. Parents/Guardians are asked to inform the school nurse of any special health problems affecting their students.

If a student becomes ill during the school day, he or she must immediately report to the nurse. The student will be given immediate attention from the school nurse. Parents/Guardians or emergency contacts will be called if the student is too ill to return to class. The school, and not the student, will contact parents/guardians.

Illness or Infectious Condition

A student may not attend school if any of the following symptoms are present or reasonably suspected:

- Lice: Hair must be washed with medicated shampoo and be free of all nits before student may return to school.
- Bed Bugs: Students and their parenting adults will be allowed to attend school after meeting with school administrators to establish a plan to ensure students arrive to school free from bed bug infestations.
- Fever: Students should remain home or be sent home if they have above-normal temperature.
- Conjunctivitis (“pink eye”): A student may return only after discharge discontinues or the student’s condition is otherwise determined to be non-infective.
- Rashes: Unidentified rashes must be diagnosed by a health care provider.
- Impetigo: The student must be seen by a health care provider.
- Diarrhea: The student experiences diarrhea two days in a row or three times in one day.
- Vomiting: The student experiences repeated forceful evacuation with other symptoms or the student’s inability to eat.
- Any other contagious condition: measles, chickenpox, mumps, whooping cough, or streptococcal infections that are still contagious.

In addition, a student will not attend school if he or she is experiencing any unusual discomfort such as an earache or other pain that causes the student to cry or experience significant pain.

Parents/Guardians’ cooperation with this policy, which is state law, will minimize the number of days that students and staff are sick, thus helping to maintain a healthy learning environment.

Source: 28 Pa Code §§ 27.71 - 27.73

Medication

Students are not to bring any kind of medication to school or to self-administer any kind of medication. Should the occasion arise that a student must take medication during the school day, a physician must prescribe the medication, and arrangements must be made through the school nurse's office for the school nurse to administer the medication. The physician must complete the *Request to Administer Medication* form that include diagnosis, dosage, and the time for the medication to be given during the school day.

Parents/guardians must complete the Administration of Medication section in the Student's registration forms each school year in order to give authorized personnel of the Student's School permission to administer over-the-counter drugs, including cough medicine, aspirin, etc. School supplied Brand Named or Generic Tylenol, Ibuprofen, and Cough Drops may be administered to students in grades 5-12 with signed parental permission. Students who are at least 12 years of age may be administered Brand Name or Generic Maalox with signed parental permission. Cough drops, Cepacol, Brand Name or Generic Orajel/Anbesol, eye drops, and topical solutions may be administered to students in grades K-12 with signed parental permission. In the event that the need arises for a parent/guardian to personally administer medication to a student during the school day, the parent/guardian must do so in the school nurse's office.

All medications, whether prescribed or over the counter, should be brought in their original bottles to the school nurse and kept in the school nurse's office.

Under Act 187, school age children are able to carry asthma inhalers so long as they are (1) able to demonstrate the ability to use the inhaler; (2) behave responsibly when using the inhaler; and (3) notify the school nurse immediately following each use of an asthma inhaler. The Student's School has the right to deny the privilege to carry an inhaler, or to restrict its use, if school policies are abused or ignored.

If the Student has any chronic health problems, parents/guardians must update his/her health status yearly.

Homebound Instruction

The purpose of homebound instruction is to provide students with some level of instructional services during a temporary period of absence so that, on return to school, they can re-engage successfully with their instructional programs.

A student may be eligible for homebound instruction if he or she is confined to home or hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended for psychological or psychiatric reasons. The term, "urgent reasons," will be strictly construed and does not permit irregular attendance. The student's condition must be temporary in nature, and the temporary condition must be anticipated to last more than four (4) weeks. Additionally, the student's need for homebound instruction must be formally documented by a physician or psychiatrist.

Any parent/guardian who wishes to enroll his or her student in homebound instruction should contact the school counselor for additional information about Homebound Education Policies and Procedures.

Student Pregnancy

Pregnant students are expected to abide by String Theory Schools' attendance and uniform policies. If a pregnant student is unable to attend school for a certified medical reason (i.e. required bed rest, at risk for premature delivery, etc.), she will have to follow the procedure for receiving homebound instruction if the absences are to extend for more than four (4) weeks.

Once a pregnant student delivers her child, her absences from school are to be marked as excused for a maximum of twenty (20) school days. If the student's physician has a certified medical reason for the student to be absent from school for more than four (4) weeks post-partum, then the student is eligible for homebound instruction.

Homebound instruction is not to be granted to the student teen parent because of lack of child-care and is not to be granted solely because the pregnant student is in her third trimester.

Return to School After Accident

If a student returns to school following an accident with restrictions, a physician's note outlining the restrictions must accompany the student. The student or the student's parent/guardian is required to deliver the physician's note outlining the restrictions to the school nurse on the first day the student returns to school following an accident.

SECTION IV: ATTENDANCE

Attendance and Truancy

The educational program offered by all String Theory Schools is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. A missed day of school is a missed learning opportunity on the path to success.

Parent's cooperation in ensuring good attendance is therefore critical to a child's success in school. In order to accomplish this, students first and foremost must be present and on time each school day.

Regular attendance at school for students between ages 6 and 17 is compulsory by law, and is a serious matter which requires reporting of students who are chronically absent without excuse and their parent/guardian. This may get the courts involved, and may also result in penalties imposed on the student, his or her parent/guardian, or both.

Definitions

"Truancy" means 3 or more unexcused absences in the current school year.

Additionally:

- "Habitual truancy" means 6 or more unexcused absences in the current school year.
- "Excessive truancy" means 10 or more unexcused absences in the current school year.
- "School attendance improvement conference" means a conference where a student's absences and reasons for the absences are examined by school administrators and the parent or guardian in a joint effort to improve attendance.
- "School attendance improvement plan" means the documented collaborative effort of school administrators and parent or guardian and/or student, resulting from their conference, to examine and remove barriers to the student's improvement of his or her school attendance.
- "School-based or community-based attendance improvement program" means a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's repeated absences.

When a Student is Absent from School

- If a student will be absent, his/her parent/guardian must call the Student's School main office before 8:30 a.m. The parent must give the student's name, grade and reason for absence. This may be left on the answering machine. A call will be placed to the parent's home or workplace notifying him or her of the absence.
- However, **oral notification of an absence is not a substitute** for submitting a note signed by the parent/guardian, which must accompany the student upon return to school, though in no event later than three (3) days after returning to school.
- Acceptable excuse notes may be by made using a confirmed email address and must include the student's name, grade, dates of absence, reason for absence, and the signature of the student's parent/guardian. Failure to submit an excuse note will result in the absence being an illegal one, and will be marked as "unexcused."
- If a student is absent for more than three (3) days, he/she must return to school with a note from a physician, as well as a note from his/her parent/guardian.
- The student's parent/guardian will discuss any work missed during the absence with the teacher. The student will be expected to make up this work according to the teacher's make-up work policy.

Excused or Legal Absences

The following are state-approved "excused absences" and, therefore, are the only conditions that the Student's School will recognize as reasonable causes for absence from school:

- ILLNESS -- Upon written parental request, a student may be excused during school hours for the purpose of obtaining professional healthcare or therapy service only if the following requirements are met:
 1. The health or therapeutic services are to be rendered by Commonwealth licensed practitioners;
 2. It is not practical or possible for the student to receive the services outside of school hours; and
 3. The time of necessary absence from school involves a minimum of interference with the student's regular program of studies.
- QUARANTINE
- RECOVERY FROM AN ACCIDENT

DEATH OF A FAMILY MEMBER -- In the event that a student experiences a death in the family, the student's parent/guardian is asked to contact the Student's School to verify the reason for the student's absence. School Administration will work with the family to ensure a reasonable return to school and assist the family, if necessary, in finding support for the student in dealing with the death.

- COURT APPEARANCE
- FAMILY EDUCATIONAL FIELD TRIP (not to exceed 4 days in a school year, with prior written request to, and approval from, the Student's School Principal); special permission for an extended trip 5 days or longer must be requested at least 30 days in advance from the Board of Trustees). If approved, because determined to have educational significance to the student, the student will be required to submit a written report and presentation regarding the educational value of the trip to him or her. It is not the intent of this policy to grant excused absences for tours or trips to local places of interest, attendance at sports or entertainment events, family functions, or solely to accompany the family on vacation.
- OBSERVANCE OF THE BOARD OF TRUSTEES OF THE STUDENT'S SCHOOL-APPROVED RELIGIOUS HOLIDAYS AND ACTIVITIES -- Upon written request by parent/guardian, students may be excused from school for religious holidays observed by bona fide religious groups and to attend classes for religious instruction pursuant to Section 1546 of the Public School Code of 1949 (24 P. S. § 15-1546). Excusal for religious instruction will be limited to a total of not more than 36 hours per school year.
- HEALTH CARE (to obtain professional health care or therapy service, upon written parental request, though it is urged that scheduling occur outside of the school day unless unavoidable).
- DISMISSAL FROM SCHOOL DURING SCHOOL HOURS FOR HEALTH-RELATED REASONS by a certified school nurse, licensed practical nurse or a school administrator or designee
- OUT-OF-SCHOOL SUSPENSIONS -- A student who is suspended is absent but counted as an excused absence for reporting purposes.

All other absences are classified as unexcused. Long-term absences for legitimate reasons will be handled on a case-by-case basis. The School Administration reserves the right to determine the validity of all excuse notes.

Unexcused or Illegal Absences

The following conditions are considered by the Student's School to be illegal, in which case the absence will be permanently recorded as unexcused:

No note from a parent/guardian is received by the Student's School explaining the absence within three (3) days of returning to school.
Lack of proper immunizations or waiver after the first day of school.

- Other reasons not listed as "Excused."

Students will not be eligible for honors after two (2) unexcused absences.

When a Student is Absent Without Excuse and/or Truant (3+ Unexcused Absences) When a Student is Absent from School

- **Every unexcused absence** will result in a documented telephone call or other contact with the student's parent/guardian.
- The Student's School will report unexcused absences directly to the Pennsylvania Department of Education through the Pennsylvania Information Management System (PIMS) system.
- At the **3rd unexcused absence**, the Student's School will send the parent/guardian an official notice of the student's truancy, containing a description of the potential consequences that may ensue if the student becomes habitually truant (i.e. fines ranging from \$300 for the first offense up to \$750 for a third offense, community service, attendance at a course or program designed to improve school attendance, referral to county children and youth services, up to 3 days in jail for contempt of court, etc.).
- When the official truancy notice is transmitted to a person in parental relation to a truant student, who is not the biological or adoptive parent, the notice also will be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the Student's School and the parent/guardian is not precluded from receiving the information by court order.
- From the **4th unexcused absence**, the Student's School will offer, in advance and in writing, a School Attendance Improvement Conference to the parent or guardian of a truant student in grades K-5 and, to the student to participate as well, if he or she is in grades 6-12. At the School Attendance Improvement Conference, the student's absences and reasons for absences will be examined. For student in all grade levels, an individualized School Attendance Improvement Plan will be developed using the same, or substantially similar, form prescribed by PDE, for the purpose of documenting the outcome of the conference. A Truancy Elimination Contract also will be developed for a truant student in 6th grade and above. Additionally, during the conference, a City of Philadelphia Department of Human Services Parent/Guardian Consent to Disclose Educational Information form will be sought from the parent/guardian, should the student become habitually truant.
- From the **6th unexcused absence of a student with an IEP**, the Student's School will convene, in addition to the School Attendance Improvement Conference, an IEP meeting for revisiting the student's IEP so that goals for attendance may be established.
- If the parent/guardian of a truant student decides not to participate or fails to attend the School Attendance Improvement Conference then, after attempts to contact the parent or guardian in writing and by telephone, the Student's School must still hold such conference and develop a written School Attendance Improvement Plan.

When a Student is Habitually Truant (6+ Unexcused Absences)

- For a **habitually truant student under age 15, who has accumulated 6 or more unexcused absences**, the Student's School either will refer the student to a school-based or community-based attendance program **or, upon accumulation of 10 unexcused absences for excessive truancy**, will refer the student to the county children and youth agency (DHS) for services or for possible disposition as a dependent child. The Student's School will verify that official truancy notice was sent and that a School Attendance Improvement Conference was held.
- For a **habitually truant student above age 15, who has accumulated 6 or more unexcused absences**, the Student's School either will refer the student to a school-based or community-based attendance program **or, upon accumulation of 10 unexcused absences for excessive truancy**, will file a citation in Truancy Court against the student or the person in parental relation who resides in the same household as the student. The Student's School will verify that official truancy notice was sent and that a School Attendance Improvement Conference was held.

When a Student is Excessively Truant (10+ Unexcused Absences)

- **After accumulation of 10 days of absence per school year, whether excused or otherwise**, a physician's excuse will be required for any additional absences. Absences not covered by the appropriate documentation will be considered illegal.
- For an **excessively truant student under age 15, who has accumulated 10 or more unexcused absences**, the Student's School will refer the student to the county children and youth agency (DHS) for services or for possible disposition as a dependent child. The Student's School will verify that official truancy notice was sent and that a School Attendance Improvement Conference was held. In addition, the Student's School may bring to court the parent/guardian of an **excessively truant student under age 15 who has accumulated 10 unexcused absences**, by filing a citation in Truancy Court. The Student's School will verify that that official truancy notice was sent and a School Attendance Improvement Conference was held.
- For an **excessively truant student above age 15, who has accumulated 10 or more unexcused absences**, and who continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or refuses to participate in a school-based or community-based attendance improvement program as recommended through the School Attendance Improvement Conference, the Student's School may refer the student to the county children and youth agency (DHS) for services or for possible disposition as a dependent child. When referring a **habitually or excessively truant student above age 15** to DHS or filing a citation with the Court, the Student's School will verify that official truancy notice was sent and that a School Attendance Improvement Conference was held.

- The Student's School will follow the Charter School Truancy Intervention Protocol (TIP) of the School District of Philadelphia including, but not limited to, designation of an Attendance Designee and Court Representative, when referring habitually truant students of the Student's School, who reside in Philadelphia, to DHS and/or to Truancy Court.
- Consistent with the attendance policy governing school attendance in the School District of Philadelphia, excessive infractions of the policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's referral to the Disciplinary Committee of the Board of Trustees of the Student's School. This may include any or all of the following:
 - Directing that the student report for detention(s);
 - Placing the student on probation;
 - Suspending the student from noncurricular school activities or extracurricular activities;
 - Mandating attendance at an inter-session, Saturday school, or other additional session(s);
 - Retaining the student if excessive truancy results in consequent failure to achieve academic standards for promotion to the next grade; or
 - Any other interventions and/or consequences as may be appropriate in order to deter additional unexcused absence (but which do not result in any more missed classroom instruction).

Ten Consecutive Unexcused Absences (Removal from Active Roll)

Any student who is illegally absent from school for 10 consecutive school days is subject to removal from the active roll of the Student's School, resulting in return of the student to his or her home School district, unless either of the following applies:

- The charter school has been provided with evidence that the absence may be legally excused; or
- Compulsory attendance prosecution has been or is being pursued.

22 Pa. Code § 11.24, "Unaccounted absences," states: Students whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive school days, will thereafter be removed from the active membership roll unless one of the following occurs:

- The Student's School has been provided with evidence that absence may be legally excused; or
- Compulsory attendance prosecution has been or is being pursued.

Lateness

The Board of Trustees of the Student's School requires all students to be on time when arriving for school. Students who arrive late disrupt the class and miss out on a smooth transition into the school day.

Tardiness to school also is a form of truancy in violation of the Public School Code pertaining to compulsory school attendance. On the day that a student is late, he or she must present a note from his or her parent/guardian explaining the reason for the lateness in order to be excused. If possible, physician or dentist appointments should be scheduled around school hours. Lateness due to appointments must be accompanied by a note in order to be excused.

Unexcused lateness includes oversleeping, missing the bus, car trouble, responsibility for siblings or doing family errands. An unexcused lateness that causes a student to miss all or a substantial part of the day's instruction may be coded as an unexcused absence on the student's permanent attendance record.

Students will be given after-school detention for a period of time equal to or greater than every minute of tardiness.

When a student is late five (5) times, his or her parent/guardian will receive a phone call or email from School Administration that will serve as a reminder for the student to be punctual, and will ask the parent/guardian if a meeting with school officials is required to determine what, if any, interventions are necessary to ensure the student's punctual arrival. This may include one or all of the following steps:

- A Student will be ineligible for honors after two (2) unexcused latenesses;
- Meeting with School Administration;
- Meeting with the school counselor;
- Notification to the Disciplinary Committee of the Board of Trustees of the Student's School; and/or
- Notification that additional accumulation of five (5) unexcused instances of tardiness will result in the student being charged with one (1) illegal absence day that will remain on the student's attendance record.

If a student is late without excuse ten (10) or more times, an administrative review will take place. The parent/guardian will be sent a formal letter delineating the seriousness of this issue. The School Administration will review all documentation between school and home, and the parent/guardian will meet with school officials to discuss this concern. The Disciplinary Committee of the Board of Trustees of the Student's School will be notified and a determination will be made whether disciplinary action is required for chronic tardiness. The Disciplinary Committee may consider any of the following:

- Directing that the student report for detention(s);
- Placing the student on probation;
- Suspending the student from noncurricular school activities or extracurricular activities;
- Mandating attendance at an inter-session, Saturday school, or other additional session(s);

- Retaining the student if excessive tardiness results in consequent failure to achieve academic standards for promotion to the next grade;
- Referring the student's case to the Department of Human Services (DHS) (upon verification by the Student's School that official truancy notice was sent and that a School Attendance Improvement Conference was held); or
- Imposing other consequences as may be appropriate for repeated unexcused tardiness, in order to deter additional instances of tardiness (which consequences do not result in any more missed classroom instruction).

If a student is late eighteen (18) or more times a disciplinary review will take place. The parent/guardian will be required to meet with the Disciplinary Committee of the Board of Trustees of the Student's School for an informal disciplinary hearing. At this hearing a recommendation will be made by the School Administration. The Disciplinary Committee will consider this recommendation and will decide if the matter must be submitted to the full Board of Trustees of the Student's School for further action, including imposition of additional consequences as may be appropriate in order to deter chronic tardiness (which consequences do not result in any more missed classroom instruction).

Early Dismissal

The Board of Trustees of the Student's School recognizes justifiable absences for part of the school day, including medical and dental appointments, court appearances, family emergency and other legitimate reasons, as determined by School Administration. Whenever possible, such appointments should be scheduled after school hours.

An "Early Dismissal" occurs after a student has attended school for more than four (4) hours. Otherwise, such dismissal will be treated as tardy or absence.

When requesting an early dismissal, parents/guardians must:

1. Send a note in with the student on the morning of the early dismissal request;
2. Report to the Student's School main office and sign the student out of school at the appropriate time; and
3. Report to Student's School main office to sign the student back into school, if he or she is returning before the end of the school day.

Cutting Class

It is the expectation of all String Theory Schools that all students will attend every class. Cutting class is prohibited; violations will be subject to disciplinary action. Students who are absent from class without authorization while being in attendance on the day of that absence will be referred to the Principal or his or her designee, and a parental conference will be held.

Unauthorized Departure From School Grounds

Any student who leaves school grounds prior to dismissal without authorization from the School Administration will be subject to disciplinary consequences such as:

- Directing that the student report for detention(s);
- Placing the student on probation;
- Suspending the student from noncurricular school activities or extracurricular activities;
or
- Mandating attendance at an inter-session, Saturday school, or other additional session(s).

SECTION V: MAJORS POLICY

Majors Policy for All String Theory Schools

String Theory Schools Majors program is considered an accelerated curriculum model. Starting at the middle school level, students are required to enroll in a Major, which is a rigorous discipline of study either in the Sciences or the Arts. Based on the multi-intelligences, the Majors program is designed for students to gain valuable and authentic experiences by discovering individual pathways for learning and creating.

Major courses are an integral and inspirational component of the student's day. Middle and high school students spend 90 minutes per day in their Majors course. After-school performances, events, and/or projects may be additional components to the course.

In order to enroll in a Major, parents/guardians should work together with their student and consider the student's experiences, abilities, and passion to determine where he/she will be successful. Commitment to the Major over the course of the student's academic career cultivates discipline and expertise within his/her field of study.

For this reason, students are discouraged from changing majors. In some cases, however, students are enrolled in a Major in which they have not been successful. Any student who receives a failing grade in his/her Majors course in any marking period may be placed on academic probation. If no improvement is accomplished, students may be removed from that particular Major. **Students who fail their Major for the year will not receive credit for the majors course and will be encouraged to move to a new major for the following academic year.** The Majors faculty, in consultation with the Principal, student, and parents/guardians, have the obligation to place the student in a different Major in order to ensure student success.

Request to Change a Major

Students are encouraged to commit to a Majors course for the duration of study at a String Theory School in order to hone advanced skillsets and knowledge in a specific area of study. For that reason, changing Majors is highly discouraged.

In the event that a student requests to change his/her Major, the student must submit a *Major Change Request Form* to the Principal. Once the form has been submitted, Majors faculty and the Principal will first review the request form, and then set a meeting with the student and his/her parents/guardians. The Principal and Majors faculty will take into consideration the student's current performance in the Major, the Major Change Request Form, and the results of the meeting with the student and family in order to come to a decision. Ultimately, it is the school's decision as to whether or not the student is granted a change of Major. Once a decision has been made, all parties will be notified. If there is not an opening in the Major requested and if the request to change a Major is granted, the student will be placed on a waiting list for that Major until a spot becomes available.

Major Change Request Form

Please fill out this form to request a change of Major and submit to the Principal. Please be aware that completion of this form does not guarantee a change of Major. The student and family will be contacted to schedule a meeting with the Principal and Majors faculty.

Student Name: _____ **Grade:** _____

Current Major: _____

Major Change Request: _____

What are the reasons for your request of Major change?

Please explain in Paragraph form and be very specific as to your reasons. (Use the back of the form if you need more room.)

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

SECTION VI: ATTENDANCE SCHOOL WORK AND STANDARDS

All String Theory Schools strive to foster productive citizens with a desire and skills to become lifelong learners. To that end, the School Administration adheres to the policies below.

Homework

Homework and missed assignment policies are established by the Director of Curriculum, in conjunction with the School leaders.

Requesting Missed Assignments While Absent

All assignments will be on the Parent Portal. There are no excuses for missed assignments.

Academic Integrity

Academic dishonesty has no place at any String Theory School and will not be tolerated. The following acts constitute academic dishonesty:

- Cheating: copying, using, or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Facilitation: helping or attempting to help another student commit academic dishonesty.
- Falsification: making up or forging information/data or a citation in any academic exercise.
- Plagiarism: representing the words or ideas of another as one's own in any academic exercise.

Any student who is caught committing an act of academic dishonesty may be subject to discipline at the discretion of the teacher, School Administration and/or the Board of Trustees of the Student's School.

Academic Honors

Academic honors will be awarded to recognize outstanding achievement. Honors will be based on grades earned for each grading period.

- First honors will be awarded to students earning:
 - Academic Grades: average of 93.0 and above, with no grade below a 90;
 - Writing Level: Advanced (Grades K-4 only);
 - Arts Grades: cumulative average of 4, with no grades lower than 3 (Grades K-4 only) ;
 - All Positive Comments, or "Meets Expectations" in Behavior;

- Absences: no more than 2 unexcused absences or latenesses; (4 for 2nd Q, 6 for 3rd Q, 8 for 4th Q).
- Second honors are awarded to students earning:
 - Academic Grades: average of 88.0 or above in academic subjects, provided there is no grade below a 85;
 - Writing Level: Advanced (Grades K-4 only);
 - Arts Grades: cumulative average of 3, with no grades lower than 2 (Grades K-4 only) ;
 - All Positive Comments, or “Meets Expectations” in Behavior;
 - Absences: no more than 2 unexcused absences or latenesses per quarter; (4 for 2nd Q, 6 for 3rd Q, 8 for 4th Q).

Since all Kindergartners are Superstars, Kindergarten teachers will not distribute Honor Certificates.

Standardized Assessment - Opting Out

The Pennsylvania System of School Assessment ("PSSA") and Keystone exams are state-mandated standardized assessments. Under 22 Pa.Code Section 4.4, a parent/guardian has a right to have his or her student excused from the PSSA or Keystone exams, if the state assessment conflicts with the parent/guardian's religious beliefs. String Theory Schools' policies and procedures for a parent who may be considering refusal of his or her student from taking the PSSA and Keystones are as follows:

1. The parent/guardian must send a written request to the Principal of the Student's School, stating that the parent/guardian believes that the PSSA or Keystones may be in conflict with the parent/guardian's religious beliefs and that, therefore, the parent/guardian requests an opportunity to inspect the assessment. A written statement is needed that simply states, "I am informing my Student's School of my intent to refuse my student from taking the PSSA/Keystone exam(s) on religious grounds if, upon inspection of the assessment, the assessment is in conflict with my religious beliefs." The school may not question the beliefs of the student's parent/guardian.
2. In order to opt out from testing based on conflict with religious beliefs, a parent/guardian must first view the exam(s). Opportunity to review the assessment by a parent/guardian who believes that it may be in conflict with religious beliefs will be scheduled before the assessment window.
3. The PSSA and Keystones are copyrighted property of the Commonwealth of Pennsylvania. Copying or duplicating material from the assessment is a violation of the federal Copyright Act. Penalties for violations of the Copyright Act may include the cost of replacing the compromised test item(s) or fines of no less than \$750 up to \$30,000 for a single violation. 17 U.S.C. Section 101 et seq.

4. In order to ensure the security and confidentiality of the assessment:
 - (i) Before inspection of the assessment, the parent/guardian is required to sign a Confidentiality Agreement, that he or she will not discuss, disseminate or otherwise reveal the content of the assessment to anyone, including his or her own child(ren); and
 - (ii) School staff will escort the parent/guardian during his or her visit to review the assessment. The parent/guardian may not be alone with students or with the assessment at any time during the visit. While inspecting the assessment, a parent/guardian will not be allowed to be in possession of any electronic device which can be used to photograph or duplicate test materials, access the Internet or communicate with others. Prohibited electronic devices during inspection of the assessment by a parent include, but are not limited to: cell phones, smart phones, E-readers, Nooks, Kindles, iPads, iPods, tablets, and camera-ready devices.
5. If, after inspecting the exam, a parent/guardian still wishes for his or her student to be excused from taking the assessment, the parent/guardian must submit another written request to the Principal of the Student's School prior to the assessment window. Simply needed is a written statement stating, "After inspection of the PSSA/Keystone, I am informing my Student's School of my intent to refuse my student from taking this assessment because it is in conflict with my religious beliefs." The school may neither question the beliefs of the student's parent/guardian nor deny the exemption claimed for his or her religious beliefs.
6. Any student who is exempted from the PSSA or Keystone due to parent/guardian refusal on religious grounds will be provided with an alternative learning environment during the assessment.
7. Beginning with the Class of 2019, students are required by the state of Pennsylvania to show Proficiency in 3 core areas: Algebra 1, Biology, and Literature in order to graduate from high school. Students can show proficiency in these areas by scoring either Proficient or Advanced in the corresponding Keystone exam. Students who opt out of participation in the Keystone exams for religious reasons will be required to complete additional requirements developed and mandated by the Pennsylvania Department of Education in order to show evidence of Proficiency in these areas.

Any questions regarding these policies should be directed to the Principal of the Student's School.

SECTION VII: DRESS CODE

All String Theory Schools has a mandatory dress code for all students. All students must wear the official School uniform. In addition:

- No designer labels may be visible.
- Hairstyle will be neat and well groomed and should contribute to the appearance of the student and not be disruptive to the educational process.
- Weather boots may be worn upon arrival and departure from school, but students must change into appropriate shoes during school hours in order to be in compliance with our dress code and uniform policy.
- No hats or hoodies may be worn in the building.

SECTION VIII: SPECIAL EDUCATION

Annual Public Notice of Special Education Services and Programs

Each school district, intermediate unit and charter school must establish and implement procedures to identify, locate and evaluate all students who need may need special education and related services or other accommodations because of a student's disability. This notice, highlighting special education services and identification activities and procedures, is to help find these students, offer assistance to parent/guardians, and to describe their rights concerning confidentiality of information which is maintained not only during the identification process, but also throughout students' enrollment in a String Theory School.

The content of this notice has been written in English. If a person does not understand any part of this notice, he or she should contact any individuals at the address and telephone number listed at the end of this notice and request an explanation.

Identification Activity ("Child Find")

"Child Find" or identification activities are performed to identify students who are suspected of having a disability that would interfere with their learning so that special education programs and related services, or other accommodations, can be provided and a free appropriate public education ("FAPE") be made available. The types of disabilities that if found to cause a student to need services are: autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness.

The identification activities are sometimes called screening activities and may include: reviewing group data, conducting hearing and/or vision screening, assessing a student's academic functioning, observing the student and determining his or her response to attempted redirection and/or remediation.

Once identified as a student who is suspected of having a disability, he or she is evaluated by the Student's School, but only if the parent has given consent to proceed with the evaluation process. The Student's School cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of a student's parent/guardian. For additional information related to consent, please refer the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net. Once written consent is obtained from the parent/guardian, the Student's School will proceed with the evaluation process. Input from parents/guardians provide an important source of information for identification.

If a parent/guardian believes that his or her student may be eligible for special education, the parent/guardian may initiate evaluation procedures by forwarding a written statement to the Principal of the Student's School stating his or her concerns about the student, with a request for the student to be evaluated.

Child Find activities are also conducted for students who may be eligible for services or accommodations under Section 504 of the Rehabilitation Act of 1973 and Chapter 15 of Title 22 of the Pennsylvania Code.

Questions or concerns may be directed to any individuals listed at the end of this notice.

Signs of Potential Developmental Delays and Other Risk Factors that Could Indicate Disability

Each student develops at his or her own pace, and the rate of normal development ranges by the individual student. However, it is helpful for parents/guardians to be aware of signs of potential developmental delays or other risk factors that could indicate disability -- and need for evaluation and/or support and services in school -- particularly if, when compared to other students of the same age, problems are noticed in one or more areas of physical development, gross motor skills, cognitive development, communication development, social and emotional development and adaptive skills:

- Speech or Language Skills -- involving ability to express and receive information at age-appropriate levels
- Cognitive Skills -- involving ability to learn, solve problems and remember tasks
- Gross Motor Skills -- involving ability to use the large muscle groups that assist in walking, running, standing, sitting, changing positions and maintaining balance and coordination
- Fine Motor Skills -- involving ability to grasp, pinch and eat and dress
- Social and Emotional Skills -- involving ability to interact with others, understand social rules, demonstrate social reciprocity and self-regulation
- Adaptive Behavior -- involving everyday skills for functioning such as bathing, dressing, grooming, feeding one's self or performing age-appropriate skills independently

Risk factors for developmental delay are genetic, environmental or a complex mix of factors.

Questions or concerns may be directed to any individuals found at the end of this notice. Any parent/guardian wishing to initiate an evaluation may forward a written statement to the Principal of the Student's School stating his or her concerns about the student, with a request for the student to be evaluated.

Confidentiality of Information

The Student's School maintains records concerning all students enrolled in the school, including students with a disability or suspected of having a disability, in accordance with state law and federal law, namely, The Family Educational Rights and Privacy Act ("FERPA"). A record of identification activities for a student by the Student's School constitutes an education record for him or her that the Student's School maintains in the strictest confidence, as it does for all other education records that contain confidential and personally identifiable information including the student's name, the name of the student's parent/guardian or other family member, the address of

the student or family, a personal identifier such as social security number, or a list of characteristics or other information that would make the student's identity easily traceable.

The Student's School will gather information regarding a student's academic, intellectual, physical, mental, emotional and health functioning through testing and assessment, observation of the student, as well as through review of any records made available to the school from the student's physician and/or other providers of services such as any outside agencies.

The Student's School protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records; training provided to all persons who need to use the information; and maintaining for public inspection a current list of employees by names and positions who may have access to the information.

When information gathered is no longer needed to provide educational services to a student, the Student's School will destroy the information at the request of the parent/guardian, but general information such as the student's name, address, phone number, grades, attendance record and classes attended, and grade level completed, may be maintained without time limitation.

A parent/guardian has a number of rights regarding the confidentiality of his or her student's records, including the right to inspect and review any education records pertaining to his or her student that are collected, maintained or used by the Student's School. The Student's School will comply with a parent/guardian's request to review the records without unnecessary delay and before any meeting regarding planning for a student's special education program or IEP, and before a hearing in the event of disagreement about a student's special education needs. In no event may the Student's School take more than 45 days to furnish a parent with the opportunity to inspect and review his or her student's records.

A parent/guardian of a student with, or suspected of having, a disability, has the right: to an explanation of the records; to be provided with a copy of the records if otherwise the parent/guardian would be effectively prevented from exercising his or her right to inspect and review the records; and to have a representative inspect and review the records upon a parent's authorization. Upon a parent/guardian's request, the Student's School will provide the parent with a list of the types and location of education records collected, maintained or used by the Student's School.

The Student's School will charge a fee for copies of records made in response to a parent/guardian's request for copies, but will not charge a fee if doing so will prevent the parent from inspecting and reviewing his or her student's records. The Student's School will not charge a fee to search or retrieve information. The fee for copies is \$.10 per page.

Furthermore, a parent/guardian of a student with, or suspected of having, a disability has the right to request the amendment of his or her student's education records that the parent believes are inaccurate or misleading, or violates the privacy or other rights of his or her student. The Student's School will decide whether to amend the records within a reasonable time of receipt of a parent/guardian's request. If the Student's School refuses to amend the records, the

parent/guardian will be notified of the refusal and right to a hearing. The parent/guardian will be given, at that time, additional information regarding the hearing procedures; upon request, The Student's School will provide the parent/guardian with a records hearing to challenge information in his or her student's education files.

Consent of the parent/guardian is required before personally identifiable information contained in a student's education records is disclosed to anyone other than officials of the school collecting or using the information for purposes of identification activities and evaluation, or for any other purpose in order to make available FAPE to the student. A school official has a legitimate educational interest in the education record if the official needs to review the education record in order to fulfill his or her professional responsibility. Additionally, the Student's School, upon request, discloses records without consent to officials of another school or school district in which a student seeks or intends to enroll.

When a student reaches age 18, the rights of the parent/guardian with regard to confidentiality of personally identifiable information is transferred to the student. A parent/guardian may file a written complaint alleging that the rights described in this notice were not provided to the following:

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

Complaints alleging failure regarding confidentiality of personally identifiable information may also be filed with:

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

Program Development and Provision of Services

Once the evaluation process is complete, a team of qualified professionals and the parent/guardian determines whether the student is eligible for special education and related services. If the student is eligible, the Individualized Education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, the Student's School will issue a Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN). Written consent of the parent/guardian is required before initial services can be provided. The parent/guardian has the right to revoke consent after initial placement.

The Student's School provides a continuum of placements with provision of special education services and related supports and services at no cost to the student or family.

Also, in compliance with state and federal law, the Student's School will provide to each student with a disability under Section 504 of the Rehabilitation Act, having a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school's program, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program (and extracurricular activities) to the maximum extent appropriate to the student's abilities.

Equal Opportunity in Educational Programs or Activities

String Theory Schools will not discriminate in educational programs or activities based on race, color, national origin, age, sex, sexual orientation, handicap, creed, marital status or disability. No student enrolled at a String Theory School will be denied equal opportunity to participate in age and program-appropriate instruction or activities for any reason prohibited by federal or state law.

Contact

If a parent/guardian wishes to learn more, or believes that his or her student may need to be identified, the parent/guardian is encouraged to contact:

Philadelphia Performing Arts: A String Theory Charter School

Lower School (K-4)

Angela Puleio, M.Ed, CEO/Principal: apuleio@stringtheoryschools.org

Middle School (5-8)

Angela Ciccanti, Principal: aciccanti@stringtheoryschools.org

High School (9-12)

Jack Carr, Ed.D., Principal: jcarr@stringtheoryschools.org

The Philadelphia Charter School for Arts and Sciences at H.R. Edmunds

Kenneth Detweiler, C.E.O. : kdetweiler@stringtheoryschools.org

Ayanna Johnson, Principal: ajohnson@stringtheoryschools.org

Request for Evaluation

At any time that a parent/guardian feels that his/her student may qualify for special education, the parent/guardian may initiate testing procedures by forwarding a written statement to the Principal stating the parent/guardian's concerns about his/her student and that the parent/guardian wishes for his/her student to be tested. A request to initiate testing by a parent/guardian means that his/her student must remain in the student's present educational placement, unless the parent/guardian and the Student's School both agree to a change while any disagreement is resolved through these procedures. The Student's School has 60 school days to start the testing process.

After the testing is completed and a report prepared, there will be a meeting to discuss the results. The student's parent/guardian has the right to discuss these results and to offer input into the goals that will be set for his/her student. When this discussion results in differences that cannot be resolved, the parent/guardian has the right to request a pre-hearing conference, mediation, or an impartial due-process hearing. The parent/guardian also may request a combination of these alternatives.

Request for Review of Special Education Records

The Student's School must permit a student's parent/guardian to inspect and review any education records which are collected, maintained, or used by the Student's School with respect to the identification, evaluation, educational placement of, and/or provision of a free appropriate public education to, his/her student. The Student's School must comply with a request for review of special education records without unnecessary delay, and before any meeting regarding an individualized education program or hearing relating to the identification, evaluation, or placement of a student (though in no case more than 45 days after the request has been made). "Unnecessary delay" does not mean "immediate." The Student's School needs at least 2 days to honor a request, but will never exceed the allotted 45 days.

The Student's School will presume that the parent/guardian has authority to inspect and review a particular student's records, unless the Student's School has been advised that the parent/guardian, in fact, does not have such authority under applicable State law.

If any education record includes information on more than one student, the parent/guardian has the right to inspect and review only the information relating to his or her student, or else to be informed of specific information, which is limited to the particular student of the parent/guardian.

Upon request, the Student's School must provide a list of the types and locations of education records collected, maintained, or used by the Student's School.

Surrogate Parents

The provisions for surrogate parents do not apply to students who are solely gifted or thought-to-be gifted.

The Student's School will ensure that an individual is assigned to act as a surrogate for the parents/guardians of a student when no parent/guardian can be identified; the Student's School, after reasonable efforts, cannot discover the whereabouts of a parent/guardian; or the student is a ward of the State under the laws of the State. The Student's School must have a method for determining whether a student needs a surrogate parent and for assigning a surrogate parent to the student.

The Student's School may select a surrogate parent in any way permitted under State law, but the Student's School must ensure that a person selected as a surrogate is not an employee of a public agency which is involved in the education or care of the student, has no interest that conflicts

with the interest of the student he or she represents, and has knowledge and skills that ensure adequate representation of the student (simply by being an employee of the Student's School, an individual is not disqualified from appointment to serve as a surrogate parent).

The surrogate parent may represent the student in all matters relating to the identification, evaluation, and educational placement of the student and to the provision of a free appropriate public education to the student. If interested in becoming a surrogate parent, please contact the Student's School.

Positive Behavior Support Statement

It is the goal of all String Theory Schools to provide a positive educational setting for every student. This requires an understanding of, and adherence to, acceptable standards of respectful behavior that will enable learning to occur in classroom settings. The policies of the Student-Parent/Guardian Handbook must be implemented to create an environment where expected behaviors are taught and positively reinforced, and where student interventions match the need.

It is therefore the responsibility of each String Theory School to ensure that the standards of behavior are taught and positively reinforced in each classroom on a daily basis, using a school-wide process of positive behavior support. This includes careful monitoring of each student's academic progress with appropriate interventions, to avoid behavioral disruptions often caused by academic failure, as well as attention to classroom and school environment. It is the belief of String Theory Schools that with an organized process of providing positive supports, the Student's School can reduce disruptions and disciplinary referrals. Interventions work best when they are proactive, not reactive. The utilization of an efficient and well-understood system of reinforcing expected behaviors and monitoring student progress using all available data is essential to student success.

Child Find Notice to Parents/Guardians

In compliance with state and federal law, the Student's School will provide to each protected handicapped student and student with disabilities (without discrimination or cost to the student or family) those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program (and extracurricular activities) to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the student must be of age and have a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

The Student's School monitors each student's academic, social and behavioral progress closely. However, whenever a parent/guardian has any concerns regarding his/her student's academic, social or behavioral performance or progress in school, the parent/guardian is encouraged to

speak directly with the student's teacher regarding such concerns. While monitoring a student's work at home, it is important to note whether the student's reading level appears to be grade level, or if there appears to be memory retention issues or an inability to remain on task and to complete assignments. If a parent/guardian believes that his/her student may have special needs, the parent/guardian should contact the Student's School Special Education Coordinator to discuss the options that the Student's School can offer.

Fees for Searching, Retrieving, and Copying Records

The Student's School may not charge a fee to search for or to retrieve information under this part, but may charge a fee for copies of records which are made for the parents/guardians under this part if such fee does not effectively prevent the parents/guardians from exercising their right to inspect and review those records. The fee for copies is \$.10 per page.

Record of Access

The Student's School must keep a record of parties obtaining access to education records collected, maintained, or used under this part (except access by parents/guardians and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party was authorized to use the records.

Amendment of Records at Parent/Guardian's Request

If a parent/guardian believes that information in education records collected, maintained, or used under this part is inaccurate or misleading, or violates the privacy or other rights of his/her student, the parent/guardian may request, in writing, that the Student's School amend the information.

The Student's School must decide whether to amend the information in accordance with the parent/guardian's request within a reasonable period of time from receipt of the request. If the Student's School decides to refuse to amend the information, it must inform the parent/guardian of its refusal, and of the parent/guardian's right to a hearing as set forth below.

The Student's School will, upon request, provide an opportunity for a hearing to challenge information in education records to ensure that such results are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

If, as a result of a hearing, the Student's School determines that any information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it must amend such information accordingly and so inform the parent/guardian in writing.

If, as a result of a hearing, the Student's School determines that the information in question is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it must inform the parent/guardian of the right to place in his/her student's records a statement commenting on the information, or setting forth any reasons for disagreement with the Student's School's decision. Any explanation placed in the student's records under this section must be

maintained by the Student's School as part of the records of the student, for as long as the record or contested portion is maintained by the Student's School. If the records of the student or the contested portion is disclosed by the Student's School to any party, the explanation must also be disclosed to the party.

Definitions

Consent means that: (a) the student's parent/guardian has been fully informed of all information relevant to the activity for which consent is sought, in his/her native language or other mode of communication; (b) the student's parent/guardian understands and agrees in writing to the carrying out of the activity for which consent is sought, and the consent describes that activity and lists the records (if any) that will be released and to whom; and (c) the student's parent/guardian understands that the granting of consent is voluntary on his/her part and may be revoked at any time.

Evaluation means procedures used in accordance with state special education rules found at 22 Pa. Code 14.25 and 342.25 to determine whether a student has a disability and the nature and extent of the special education and related services that the student needs. The term refers to procedures used selectively with an individual student and does not include basic tests administered to or procedures used with all students in a school, grade, or class.

Independent educational evaluation means an evaluation conducted by a qualified examiner who is not employed by Student's School.

Independent educational evaluation at public expense means that the Student's School either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the student's parent/guardian.

Personally identifiable means data or information including the following characteristics:

1. The name of a student or the name of any student's family members;
2. The address of the student;
3. Any personally identifying piece of information such as the student's telephone number or social security number; and
4. Any list of personal characteristics or other information which would make the student's identity easily traceable.

Applicable Laws and Regulations

22 Purdon's Statutes §5-501, 13-1371, 13-1372, 13-1373.1, 13-1374, 13-1376, and 13-1377, Pennsylvania School Code.

22 Pa. Code, Chapter 14, Regulations of the State Board of Education.

22 Pa. Code, Chapter 342, Standards for Special Education.

20 USC 1401 et seq., The Individuals with Disabilities Education Act (1990), formerly known as Public Law 94-142, The Education of All Handicapped Children Act. This includes the Handicapped Children's Protection Act of 1986, P.L. 99-372, August 5, 1986.

34 CFR, Parts 300-303, Rules and Regulations for Individuals with Disabilities Education Act.

Public Law 101-392, The Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990.

APPENDIX A: CODE OF STUDENT CONDUCT

The purpose of String Theory Schools' Code of Student Conduct is to promote responsibility and respect among students and to ensure that all students are afforded a safe and non-disruptive learning environment.

Rules governing discipline and conduct are written so that parents/guardians, students, teachers and administrators know what is required of students. By working together under clearly stated and consistently enforced standards, all String Theory Schools will administer firm and fair discipline practices.

The following beliefs guided the development of the Code of Student Conduct:

1. That Student's School must be safe and secure for students and staff.
2. That students have rights and responsibilities in the learning environment of the Student's School.
3. That the Student's School is for instruction and learning, and anything that distracts from that process must be dealt with by school officials.
4. That students and their parents/guardians should be knowledgeable of Student's School and classroom rules.
5. That students have a responsibility to exercise self-control over their own behavior.
6. That the responsibility of discipline is shared among students, school personnel, the Board of Trustees of the Student's School and parents/guardians.
7. That students who violate Student's School and classroom rules must be afforded their rights to due process, which are procedurally, morally and legally fair and correct.
8. That students who violate classroom rules should be assigned disciplinary measures with the purpose of correcting their behavior.
9. That disciplinary measures should be progressive and preventative, unless the safety of students is an issue.
10. That the disciplinary measures should be firm, fair and consistent.
11. That the disciplinary measures of the Student's School should be a problem solving process and should focus on the causes of the infraction.
12. That the assigning of disciplinary measures should be commensurate with the circumstances.

In order to fulfill the mission of the School District of Philadelphia's Renaissance Initiative, The Philadelphia Charter School for Arts and Sciences at H.R. Edmunds and its students have additional responsibilities under the District's Code of Conduct, which is adopted and incorporated as if fully set forth at length in this Handbook. Therefore, as Renaissance students, all students of The Philadelphia Charter School for Arts and Sciences at H.R. Edmunds must abide by not only String Theory Schools' Code of Conduct, but also the District's Code of Conduct. Any failure to attach or to refer to any particular code of conduct or disciplinary policy or procedure of the District in this Handbook shall not excuse the behavior in question, or absolve any student from appropriate consequences in accordance with District

policy, in the event that culpability is established after investigation (and hearing before the Disciplinary Committee of the Board of Trustees of the Student's School, for a serious or egregious infraction which may warrant a long-term suspension or expulsion). To the extent that any conflicts exist between the Codes of Conduct, the District's Code of Conduct will govern students of The Philadelphia Charter School for Arts and Sciences at H. R. Edmunds.

SECTION I: A PARTNERSHIP IN RESPONSIBILITY

Parents/Guardians, teachers, staff, School Administrators and the Board of Trustees of the Student's School are responsible for helping students develop self-discipline. String Theory Schools' Code of Student Conduct delineates the partnership that the Student's School and the larger community share across several broad concepts.

- **Environment**, which includes the climate of the Student's School;
- **Education**, which includes preparation and work habits;
- **Respect**, which includes treatment of others;
- **Participation**; which includes involvement in school activities; and
- **Expression**, which includes dress and verbal and nonverbal issues.

Student Rights

Education

The rights of all students are ensured by law. These rights, including the right to an education, will be recognized without the regard of race, religion, sex, creed, ability to pay, national origin, disabling condition or intellectual ability. Students have the right to a public education, beginning with kindergarten and extending to the twelfth grade.

Please be advised: this charter school does not advocate the educational practice of "social promotion". Therefore, upon matriculation to our charter school, if prior records indicate that a student has failed a prior grade and is subsequently tested below the grade level for which he/she were registered, then the school reserves the right to place that student in the grade level commensurate with his/her actual educational level.

Environment

Students have the right to expect a safe school environment in which to learn and a climate within the Student's School that is conducive to learning.

Respect

Students have a right to expect courtesy, fairness and respect from members of the school staff and other students.

Property

Students have a right to expect that other students and school personnel will respect their personal property.

Participation

Students have a right to participate in school activities, subject to qualifications, requirements and compliance with the Board of Trustees of the Student's School policies and regulations.

Expression/Appeal

Students have the right to address policies, both publicly and privately, in writing and orally. Students may advocate change in any law, policy or regulation.

Student Expression

The Principal will maintain open channels of communication through which students may express their individual or group concerns and suggestions, which will be formally and informally deliberated.

String Theory Schools sincerely believe that continued recognition of students' rights and responsibilities will develop within our youth a student philosophy that will nurture their internal strengths, will deter the influence and spread of degrading attitudes and will perpetuate the American ideal of a responsible, democratic system of government.

Student Responsibilities

Environment

1. Assist the Principal, and his or her staff, in the operation of a safe and orderly school, where all students can learn and develop socially.
2. Be clean and dress in compliance with the Student's School rules of sanitation and safety in a fashion that will not disrupt classroom procedures and in a manner, which conforms to the community standards of decency.
3. Provide support for classmates both inside and outside the academic setting.
4. Obey the Student's School rules and/or the law concerning use, possession, distribution or sale of tobacco, marijuana or controlled substances as defined under the Drug Control Act, drug paraphernalia as defined by the State of Pennsylvania, imitation controlled substances, nonprescription or prescription drugs or alcohol on school property, on the way to and from school, or while attending school-sponsored activities.

5. Obey laws and regulations which forbid supplying, handling, using, transmitting or possessing any type of weapon on school property, on the way to and from school, or at any school-sponsored event.
6. Report incidents to the Principal or his/her staff when one's safety, or the safety of others, may be jeopardized.
7. Obey all other Student's School rules and policies contained in this Code of Student Conduct.

Education

1. Support education for everyone, as provided by applicable federal, state and local statutes without regard to race, religion, sex, creed, ability to pay, national origin, disability or intellectual ability.
2. Take advantage of the studies offered by the Student's School.
3. Timely complete assigned work, study, and read.
4. Attend school regularly and punctually.
5. Be prepared for learning by bringing materials and supplies to classes.
6. Take responsibility for one's own behavior and learning.
7. Share responsibilities when working as members of a group.
8. Use time and other resources responsibly.
9. Meet the unique requirements of each class.
10. Communicate with parents/guardians regarding academic progress.

Respect

1. Be self-controlled and non-disruptive on school property and/or at school activities.
2. Be responsible, modest, self-controlled, non-suggestive, non-intimidating and considerate in relationships with other students and school employees.
3. Keep language and gestures respectful and free of profanity or obscenities.
4. Respect private, public and school property.
5. Be informed of laws and Student's School rules regarding students' rights and responsibilities.
6. Demonstrate respect for people and property.
7. Cooperate with the expectations of each teacher and staff member.

Participation

1. Support and participate in school activities, including extracurricular clubs.
2. Remain on the school campus during the school day.
3. Facilitate communication between the Student's School and parents/guardians.

Expression

1. Support the right of freedom of expression.
2. Ensure that personal expressions do not interfere with the educational program or activities or with the rights of others.

3. Be sensitive to others in one's choice of expressive clothing that is worn or carried, ensuring that it does not express obscene, racist or sexist language; slanderous, libelous, racist or sexist statements; or otherwise disruptive communications.
4. Be sensitive to others in one's choice of expressive words, written and verbal, ensuring that they are not obscene, racist, slanderous, libelous, sexist, or otherwise disruptive of the school environment.

Parent/Guardian Responsibilities

Environment

1. Insist that their students are clean and dressed in compliance with school rules of sanitation and safety that and in a fashion that will not disrupt classroom procedures.
2. Ensure that their students will not attend school unless they are free of communicable diseases or conditions.
3. Support school officials in maintaining safe and orderly school environment, free of disruptions, which interfere with learning and teaching.
4. Ensure that their students understand school rules and/or the law concerning students' use, possession, distribution or sale of tobacco, marijuana or controlled substances as defined under the Drug Control Act, drug paraphernalia as defined by the State of Pennsylvania, imitation controlled substances, nonprescription or prescription drugs or alcohol on school property, on the way to and from school, or while attending school-sponsored activities.
5. Ensure that their students understand that supplying, handling, using, transmitting or possessing any type of weapon on school property, on the way to and from school, or at any school-sponsored event is prohibited.
6. Ensure that their students understand all other Student's School rules and policies stated in this Code of Student Conduct.

Education

1. Help support education for students as provided by applicable federal, state and local statutes, without regard to race, religion, sex, creed, ability to pay, national origin, disability or intellectual ability.
2. Make sure that their students' attendance at the Student's School is regular and punctual and that all absences are properly excused.
3. Avoid scheduling outside appointments during school hours except in cases of necessity or emergency.
4. Be vigilant about monitoring attendance, lateness, and academic progress.
5. Instill in their students the desire to learn.
6. Become acquainted with their Students' School, staff, curriculum and activities.
7. Ensure that their students have the necessary materials and supplies for classes and activities.
8. Ensure that their students have a quiet and proper place to study at home.

Respect

1. Guide their students to develop socially acceptable standards, to exercise self-control, and to be accountable for their actions.
2. Teach their students, by word or example, respect for the law, for the authority of the School and for the rights and property of others.
3. Know and understand the rules their students are expected to observe at the Student's School. Be aware of the consequences for violation of these rules, and accept responsibility for the actions of their students.
4. Encourage their students to respect honest work and develop an interest in exploring broader fields of knowledge.
5. Accept the right of the Board of Trustees of the Student's School to require respectable behavior of all students and non-students at all activities involving the Student's School.
6. Help their students understand and respect the purposes of schooling, learning and teaching.

Participation

1. Send their students to school as required by the Pennsylvania School Code.
2. Request and attend parent/guardian-teacher conferences.
3. Attend school functions and activities with their students.
4. Volunteer for school functions.

Expression

1. Encourage their students to conduct themselves in an acceptable manner.
2. Encourage their students not to make obscene gestures or libelous, racist or sexist statements or to use intimidating tactics toward others.
3. Encourage their students not to interfere with the educational progress of others or the educational program through use of inappropriate verbal or nonverbal expressions.
4. Ensure that their students are dressed, each day, in the school uniform, and that their students are dressed appropriately, so that their appearance will not disrupt the educational processes or activities.

Teacher / Staff Responsibilities

Environment

1. Reflect personal enthusiasm for teaching and learning and genuine concern for the individual student.
2. Express positive reinforcement for acceptable behavior.
3. Project the image of the profession, the Student's School, and education for everyone in a positive manner.
4. Act professional and serve as role models for students.

5. Refer to a counselor, learning specialist, or an administrator any student whose behavior requires special attention.
6. Report all incidents of suspected child abuse or neglect, as required by Pennsylvania Law.
7. Report all incidents of bullying.

Education

1. Guide learning activities so that students learn to think and reason.
2. Provide opportunities for students to develop socially acceptable skills, attitudes and behavior.
3. Provide meaningful schoolwork for students, with expectation that all students can be successful.
4. Inform parents/guardians regarding student achievement and consult parents/guardians whenever necessary.

Respect

1. Guide students to assume responsibility for their actions and to respect the rights of others.
2. Be fair, firm, and consistent in enforcing school rules on school property and at all school-sponsored activities.
3. Demonstrate, by word and personal example, self-discipline and respect for the law.
4. Respect the dignity of everyone.

Participation

1. Assume the rights and responsibilities of shared decision-making.
2. Participate in the establishment of the Student's School rules and regulations regarding student behavior.
3. Explain these rules to students and require observance of them.
4. Assist the School Administration in developing school philosophy, objectives, and procedures for the efficient and orderly operation of the Student's School.
5. Participate in school activities.
6. Respond to all parent/guardian inquiries within twenty-four (24) hours.

Expression

1. Ensure that no one's expressions interfere with the educational program.
2. Encourage students to express themselves appropriately and respectfully.
3. Refrain from using language, which is obscene, slanderous, racist or sexist.
4. Encourage students, parents/guardians, other teachers, and staff to use language, which is not obscene, slanderous, racist or sexist.
5. Represent the profession positively through professional appearance and conduct at school and at school-sponsored activities.
6. Refrain from imitation of or participation in sexual harassment activities.

Administrator Responsibilities

Environment

1. Create the best teaching and learning conditions possible for student learning.
2. Create a safe, caring school environment for everyone.
3. Take the lead in establishing reasonable rules and regulations for the Student's School.
4. Make rules and regulations known and understood by students, parents/guardians, teachers, and staff.
5. Report all incidents of suspected child abuse or neglect, as required by Pennsylvania Law.

Education

1. Organize school schedules and teaching assignments and require effective classroom management and instruction.
2. Maintain open lines of communication between school and home and between staff and School Administration.
3. Offer a complement of student activities, which provide interest for all students.
4. Encourage the recognition of students' accomplishments.

Respect

1. Be fair, courteous, firm, and consistent in all decisions affecting students, parents/guardians, and staff.
2. Demonstrate, by word and personal example, respect for the law, self-discipline, and genuine concern for all persons.

Participation

1. Provide leadership by creating a school culture where shared decision-making can flourish.
2. Become acquainted with students and parents/guardians by visiting classrooms and attending school activities.
3. Receive teacher or staff referrals of students with behavioral problems, confer with these students, communicate with parents/guardians, and set up cooperative procedures for correcting student behavior.

Expression

1. Do not use language that is obscene, racist, sexist or libelous.
2. Encourage and ensure that students, parents/guardians, teachers, and other staff use appropriate expressions which are not obscene, racist, sexist, slanderous, disruptive, libelous, or intimidating.

3. Exemplify leadership qualities and represent the profession positively, through appearance and conduct at the Student's School and at school-sponsored activities.
4. Ensure that students, parents/guardians, teachers, and staff members follow appropriate dress code for the Student's School and for the common decency, and that the dress code is consistently and fairly enforced.
5. Be aware of and follow guidelines prohibiting sexual harassment.

Board of Trustees Responsibilities

Environment

1. Inform the community what is expected of students and what the consequences are when rules are violated.
2. Give full support to school's staff and others charged with the responsibility for managing the Student's School.

Education

1. Maintain a well-trained staff at all levels.
2. Develop programs, which provide for all students, including those with special needs.
3. Provide vision for the Student's School including curricular and extracurricular programs and activities, designed to provide students with opportunities to learn and develop.

Respect

1. Be fair, courteous, and consistent in making decisions regarding those students whose behavior problems have been referred to the Board of Trustees of the Student's School, in accordance with state law.

Participation

1. Become acquainted with the Student's School, staff, and students by visiting the Student's School and attending school activities.
2. Encourage and support shared decision-making.

Expression

1. Provide guidelines and regulations to the Student's School regarding appropriate expressions by students, parents/guardians, teachers, and other staff members consistent with federal, state, and local laws.
2. Ensure and protect freedom of expression for all constituencies.

SECTION II: STUDENT CONDUCT

Application of the Code of Conduct to Off-Campus Activities

A student may be subject to discipline for violation(s) of the Code of Student Conduct which occur off school property if any of the following circumstances exist:

- The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school-furnished transportation.
- The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- Student expression or conduct materially and substantially disrupts the operations of the Student's School, or the School Administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the Student's School.
- The conduct has a direct nexus to attendance at school or a school-sponsored activity (for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Disciplinary Policy if conducted in school).
- The conduct involves theft or vandalism of school property.
- There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
- Student is in the Student's School uniform.

Bullying Policy

All String Theory Schools will not tolerate bullying. Each Pennsylvania public school is required to have a policy regarding bullying and the discipline of students who are found to have bullied another. This policy will be reviewed with students and posted where all can see it.

Bullying is:

An intentional electronic, written, verbal or physical act or a series of acts:

1. Directed at another student or students;
2. which occurs in and/or outside the school setting;
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 can take many forms and can include a variety of behaviors. As defined in this policy, bullying refers to direct or indirect action which may include, but is not limited to:

- Physical – hitting, kicking, pushing, shoving, causing or encouraging another person to hurt someone.
- Verbal – racial slurs, name-calling, teasing, taunting, harassment, gossiping, spreading rumors.
- Nonverbal – threatening or obscene gestures, isolation, exclusion, stalking, cyber-bullying.

It is the intent of this policy that the term “bullying” include, but not be limited to, incidents that are reasonably perceived as being motivated either by any actual or perceived characteristic, such as gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, physical appearance, socioeconomic status and/or political beliefs.

All instances of bullying should be reported immediately to School Administration, whether suffered as a victim or witnessed. After receiving a complaint, meetings will be separately held with the students involved as part of an investigation that is performed by or at the request of the Principal. If the allegations are confirmed, the Student’s School will do the following:

1. Inform the student who bullies of the results of the investigation;
2. Review the definition of bullying and the policy on bullying;
3. Punish the behavior relative to the number of offenses and the severity of the behavior; and
4. Notify the parents/guardians of the student who engaged in bullying, including the actions of the student and the consequences.

A student who is guilty of bullying will immediately be suspended for a period no less than three (3) days. Severe and/or repeated instances of bullying may result in greater discipline, up to and including possible expulsion.

Cyberbullying Policy

Cyberbullying is defined as the use of communication technologies with the intention of harming another person or with reckless disregard to the well-being of another person. Cyberbullying can occur through e-mail, instant messaging, text messaging, blogging, photo and video sharing, chat room messaging, message board posting or any other medium of communication. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites or fake profiles.

This policy recognizes cyberbullying as a form of bullying. Even if cyberbullying occurs off of school premises, it is still subject to the Code of Student Conduct if it materially and substantially disrupts the operations of the Student's School, or if the School Administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the Student's School.

Weapons

Possession of weapons in the school setting is a threat to the safety of students and staff, and is prohibited not only by law.

The term "weapon" will mean any object, device, or instrument designed as a weapon or capable of threatening or inflicting serious bodily harm or which may be used to inflict self-injury. This definition includes, but is not limited to: any firearm, shotgun, or rifle, whether loaded or unloaded; any knife, cutting instrument, or cutting tool; any nunchaku; any chemical agent such as pepper spray or mace; laser pointer; stun gun; incendiary device; any other tool, instrument or object used or intended to be used to inflict serious bodily harm to another. The term "weapon" will also include any simulated, replica, toy, or look-alike weapon.

Students are prohibited from possessing and bringing any weapon within 100 feet of any school building, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or to a school-sponsored activity.

A student is regarded as in possession of a weapon when the weapon is found on the person of the student; in the student's locker; or under the student's control while on school property, on property being used by the Student's School, at any school function or activity, at any school event held away from the Student's School, or while the student is coming to or from school or a school-sponsored activity.

Being in possession of a weapon is not limited to using it or intending to use it. Merely carrying the weapon, keeping it in a locker, backpack or purse, or even holding it for a friend, is sufficient.

Required Expulsion for Weapons Possession under Act 26

Act 26 (24 P.S. Section 13-1317.2) is a Pennsylvania law which requires the expulsion of any student who possesses a weapon on school property, at a school function, or going to or from school. The definition of weapon under Act 26 is "any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and [anything else] capable of inflicting serious bodily injury," and therefore may include box cutters, pen knives on key chains or other common household items.

Act 26 additionally requires the Student's School to notify the Police upon discovery of any weapon covered by the Act.

Any student who violates this weapons policy, which is an egregious offense, will be subject to a

referral for expulsion, which constitutes the appropriate disciplinary consequence.

Harassment

All students have the right to a learning environment that is free from intimidation, harassment, and hostility. All String Theory Schools strive to provide a safe and positive learning climate for students and staff in school, and at all school functions and activities regardless of location on or off school premises, or to or from school.

“Harassment” is defined as verbal, written, graphic or physical conduct relating to a person’s gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects a person’s ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with a student's education; or
- Otherwise adversely affects a person’s learning opportunities, safety or well-being.

In order for String Theory Schools to maintain an educational climate, all String Theory Schools will not tolerate any form of harassment by any of its students. Prohibited forms of harassment may include, but are not limited to, the following:

1. Verbal Harassment, such as derogatory comments, jokes, slurs, or threats;
2. Physical Harassment, such as unnecessary or offensive touching, or impeding or blocking movement; or
3. Visual Harassment, such as derogatory or offensive pictures, posters, cards, pictures, graffiti, drawings, gestures or symbols.

All String Theory Schools encourage students or their parents/guardians and third parties who have been harassed to promptly report such incidents to the Principal or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff member who receives such a report will immediately notify the Principal.

Complaints of harassment will be investigated promptly. If the allegations are substantiated, corrective action will be taken for this serious violation of school policy, including the appropriate level of discipline of the student(s) who committed the infraction. Confidentiality of all parties will be maintained, consistent with Student’s School legal and investigative obligations.

No reprisals or acts of retaliation are permitted as a result of good faith charges of harassment. Any student who engages in such conduct will face disciplinary action.

Any student who is determined to have knowingly made a false complaint under this policy will be subject to disciplinary action.

Sexual Harassment

“Sexual harassment” is form of “Harassment,” in which case the same rationale exists for prohibiting these behaviors, and which all String Theory Schools thus reaffirm their policy prohibiting harassment in all forms.

“Sexual harassment” consists of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, graphic or physical contact of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's success in school;
- Submission to or rejection of such conduct by a student is used as the basis for school decisions affecting such student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive school environment.

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

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

Formal complaints must be in writing and signed by the complainant. The Principal and his or her designee will investigate complaints of “sexual harassment” promptly. If the charge is substantiated, corrective disciplinary action will be taken for this serious violation of the Student's School policy. Confidentiality will be maintained within the confines of the Student's School's investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process.

Terroristic Threats

All String Theory Schools recognize the danger that terroristic threats by students present to the safety and welfare of students, staff and community, even if the result is fear or disruption without physical injury. Therefore, all String Theory Schools will not tolerate any such conduct by any student, which is prohibited.

“Terroristic threat” is defined as a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Any student whom the Principal determines, after investigation, to have engaged in such conduct, alone or having any part thereof, will have committed the egregious offense of “terroristic threat.” Such student will be recommended for expulsion.

Assault on School Personnel

A student will be suspended and/or expelled if the student commits an assault against a teacher, administrator, a member of the Board of Trustees of the Student’s School, or other employee who is acting within his/her duties in a situation where his authority to act is apparent, or as a result of his/her relationship with the Student’s School.

Substance Abuse

The Board of Trustees of the Student’s School 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 of Trustees of the Student’s School is committed to the prevention of drug and alcohol abuse and accepts the responsibility for instructing pupils in the nature of these substances.

The use, possession, sale, distribution, or possession with intent to sell or distribute any substance as defined below (a) on school property, (b) at any place where the interscholastic and/or athletic contest is taking place, (c) during the course of any field trip, (d) during the course of any trip or activity sponsored by the Board of Trustees of the Student’s School or under the supervision of the Board of Trustees of the Student’s School or its authorized agents, or (e) upon school transportation vehicles at any time is prohibited, as well as (f) the use of any substances prior to participation in the activities listed in (a)-(e) above is prohibited.

Use by a student, in proper amounts, of a drug authorized by a medical prescription for the student from a licensed physician will not be considered a violation of this rule.

Likewise, no student will aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any substance by any other pupil or pupils (a) on school property, (b) at any place where an interscholastic athletic contest is taking place, (c) during the course of any field trip, (d) during the course of any trip or activity sponsored by the Board of Trustees of the Student’s School or under the supervision of the Board of Trustees of the Student’s School or its authorized agents, or (e) upon school transportation vehicles at any time.

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

In the event that a student is known or suspected to be under the influence of any prohibited substance, the Student's School will call the student's parent/guardian and request that the parent/guardian take the student home or seek medical attention.

***Definition:** For the purpose of this policy, "substance" will mean alcoholic beverages, anabolic steroids, controlled dangerous substances as defined in Section 2 of P.L. 1970, c. 266 (C.24; 21-2) or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in Section 1 of P.L. 1965, c. 41 (C.2A: 170-25: 9), and any prescription drugs, except those for which permission for use in school has been granted. (Refer to the School's policy on the use of medication.)

Use or Possession of Tobacco

The Board of Trustees of the Student's School recognizes that smoking presents a health hazard which can have serious consequences, both for the smoker and nonsmoker. Thus, smoking will not be permitted anywhere on school property.

The use of tobacco is defined as the possession and/or use of any cigarette, pipe, cigar, chewing tobacco, snuff or other smoking or tobacco product, smokeless tobacco in any form, e-cigarette and/or paraphernalia associated with tobacco use such as rolling papers, matches and lighters. Smoking means the burning of a lighted cigarette, pipe, cigar, or any other matter of material that contains tobacco, or use of a tobacco-free product such as, but not limited to, an e-cigarette.

Students will not use or possess any product containing tobacco, or a tobacco-free product such as an e-cigarette, while on school property or at a school-sponsored events. School functions will be defined as (a) on school property; (b) at any place where an interscholastic and/or athletic contest is taking place; (c) during the course of any field trip; (d) during the course of any trip or activity sponsored by the Board of Trustees of the Student's School or its authorized agents; or (e) upon school transportation vehicles at any time.

Disruption of School or Classroom

Good classroom instruction requires that students be attentive and cooperative. No student will disrupt the teaching/learning process. Consideration for classmates and neighboring classes must be maintained.

Infractions will be dealt with on an individual basis utilizing student conferences, parent conferences, detention and/or suspension. Repeat offenders will be referred to the School Administration by the teacher.

Care Of School Property

String Theory Schools believe that the Student's School should help students learn to respect property and develop feelings of pride in community institutions. String Theory Schools also recognizes the relationship between effective use of property and the Student's School's financial solvency.

The Board of Trustees of the Student's School charges each student with the responsibility for the proper care of school property and school textbooks, supplies, and equipment entrusted to his/her name, including iPads and chargers.

Students in 5th through 12th grade who are issued lockers are expected to keep their lockers locked at all times. The replacement fee for a lost locker key is five dollars (\$5.00).

Students who willfully cause damage to or deface school property will be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under the law. Parents/Guardians of students will be held accountable for their student actions. The Board of Trustees of the Student's School may report to the appropriate authorities any student whose damage of school property has been serious or chronic in nature.

Gambling

Most forms of gambling/gaming are illegal, particularly those which involve betting with money. All String Theory Schools prohibit all forms of gambling, including sports betting pools on school property or any other location involving school related activities. Any infraction may result in detention or possible suspension or expulsion from school.

Computer Ethics

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

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

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

- Sending or displaying offensive messages or pictures;
- Using obscene or inflammatory language;
- Sending harassing or insulting messages;
- Damaging computers, computer systems or computer networks;

- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the network for commercial purposes or financial gain;
- Employing the network to provide addresses or other personal information that may be used inappropriately by someone else;
- Employing the network for unethical or illegal solicitation;
- Placing a computer virus on the network;
- Employing the network to send /receive messages that are inconsistent with the Student's School's code of conduct; or
- Employing the network to manage or view personal web sites including social networking sites such as "Twitter", "Instagram", and "Facebook".

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

SECTION III: PROHIBITED STUDENT CONDUCT

Behaviors Warranting Disciplinary Action

Students guilty of any of the following offenses will be subject to appropriate disciplinary action, up to and including suspension or expulsion:

1. Bullying;
2. Absenteeism (including cutting classes), unexcused or excessive;
3. Aggressive behaviors including, but not limited to, hitting, pushing and shoving;
4. Alcoholic beverages, possession, delivery, use or being under the influence;
5. Arson or attempted arson;
6. Assault or attempted assault;
7. Possession of cellphone or other telecommunication devices, except as considered necessary by the Principal;
8. Cheating and/or plagiarism;
9. Possession of dangerous articles such as firearms, knives, metal pipes, sharpened implements, clubs, look-alike weapons, ammunition, etc.;
10. Defacing or destruction of school property or property of another;
11. Failure to report or refusal to attend detention;
12. Dice shooting or gambling, or being present at the scene of such activity;
13. Disobedience to teacher or any other staff;
14. Disruptive behavior towards any teacher, staff member or classmate;
15. Disruption of class study or instruction;

16. Any violation of the dress code;
17. Possession of drugs or other controlled substances, or the use, distribution or being under the influence thereof;
18. Extortion or attempted extortion, harassment or intimidation;
19. Failure to report to assigned area as directed;
20. Fighting;
21. Possession of fireworks, stink bombs or other explosives, or the use, distribution or lighting thereof;
22. Forgery or presentation of notes or passes;
23. Leaving class without teacher's permission;
24. Leaving school grounds without proper authorization;
25. Loitering on school property, including halls or classroom;
26. Lying/falsehood;
27. Misuse of school property or property of others;
28. Molesting others;
29. Using obscene or profane gestures or language, writing or possessing obscene or profane articles or pictures;
30. Participating in, or being in any way involved, in a riot;
31. Refusal to follow directions of teacher or any other staff member;
32. Refusal to identify oneself properly;
33. Rude behavior;
34. Sexual harassment;
35. Sleeping in class;
36. Tardiness, either unexcused or excessive;
37. Possession or use of tobacco products;
38. Trespassing while suspended;
39. Theft or attempted theft;
40. Threatening bodily harm or property damage, or using threatening language or gestures;
41. Truancy from school;
42. Unauthorized entry into restricted areas;
43. Acts of violence;
44. Walkouts;
45. Any violation of code, policies of the Board of Trustees of the Student's School, or local, state or federal law; or
46. Any other conduct considered by the Principal to be disruptive, disrespectful or disobedient.

This list is not intended to be exhaustive or exclusive. In the event that a student commits a disruptive or harmful action that is not enumerated above, common sense will dictate whether such act is subject to disciplinary action.

Referral to the Principal

In the following seven cases, discipline referrals must be made immediately to the Principal:

1. Bullying / Cyberbullying;

2. Fighting or other violent behavior;
3. Abusive language directed towards the teacher or another student;
4. Student actions which challenge the teacher's authority, and which thereby disrupt the class;
5. Student actions which are indicative of the use of drugs, alcohol or other altering substances;
6. Student actions which present a danger to the safety and well-being of anyone in school;
or
7. Criminal acts in violation of any local, state or federal laws.

The Principal is expected to recommend expulsion for the following first-time offenses:

1. Arson or attempted arson;
2. Assault and/or battery of an employee or student;
3. Possession, use or sale of a firearm or dangerous weapon;
4. Manufacturing, growing, distribution, and/or sale of drugs and/or paraphernalia;
5. Extortion, attempted extortion, robbery, and/or larceny;
6. Immoral conduct which is harmful or threatens to be harmful to another individual;
7. Hazing;
8. Unlawful assembly and/or riot;
9. Possession, use, distribution, sale, lighting, or discharge of explosive devices; or
10. Students found guilty of a crime, which resulted in or could have resulted in injuries to others, regardless of where the crime occurred.

Any action or offense which represents a willful excessive disruption of the learning environment, causing actual or potential harm to person or property, or which reflects that a student is nonresponsive to progressive efforts to modify his or her behavior, may be referred to the Board of Trustees of the Student's School for review. The Board of Trustees of the Student's School may conduct either an informal hearing, or a formal hearing, the latter of which may result in expulsion from the Student's School.

SECTION IV: DISCIPLINARY PROCEDURE

Definition of Discipline

Discipline is the positive direction of behavior towards established standards of conduct fully understood and based upon reason, judgment and consideration of rights for others. Ideal discipline is self-directed and self-controlled. Schools, community and parents share the responsibility for helping students develop self-discipline. When self-control falters and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and insure uninterrupted instruction by teachers for students.

In each String Theory School, as a community at large, certain rules and procedures are established to guide the students through constructive growth and into mature adulthood. Parents/guardians, teachers and others responsible for the welfare and education of these students will cooperate with each other to interpret and enforce these rules.

Discipline Procedures

The Student's School is judged by the actions of its students in and out of school. At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified and respectful manner. In an effort to maintain an orderly atmosphere in the school and on the school grounds, all teachers and adult authority extends to the student populous.

Disciplinary Actions

Disruptive student behavior is subject to disciplinary action by the teacher and/or the Principal. Actions taken by teachers towards students who are disruptive may include, but are not limited to:

- Removal from the classroom or other secure, supervised area;
- A conference with the student;
- A reprimand;
- Detention; or
- A conference with a parent/guardian.

A discipline referral should be sent to the Principal when the teacher feels that the student's improper behavior cannot be corrected through the teacher's classroom management practices. After consultation with the student and the teacher, the administrator will determine the course of action required to provide a safe, secure school. Action taken by an administrator toward a student may include, but is not limited to:

- Conference with the student and/or the parent/guardian;
- Reprimand;
- Entering into a behavioral contract between student, parent/guardian and administrator;
- Detention;
- Out-of-School suspension (OSS) (up to ten days); or
- Recommendation for expulsion

For a student who has been suspended, the Principal will require a conference with the parent/guardian before the student is readmitted to school.

Scheduling Of Detentions

Detentions will be determined at the discretion of the School Administration. Students will be notified of the location for detention. School Administration must approve all scheduling alternatives.

Suspensions and Expulsions

The Principal can suspend the student for up to ten days. A student can be expelled only by action of the Board of Trustees of the Student's School based upon recommendation of the Principal or his or her designee. Expulsion from school excludes the student from regular school attendance. Expulsion may be temporary or permanent, based upon the determination by the Board of Trustees of the Student's School.

Students who are suspended are required to make up all missed assignments. The student's parents/guardians are responsible for calling the Student's School main office in order to obtain missed assignments.

Notice of Suspension or Intent to Expel

A letter from the Principal or his or her designee will be issued to the student's parent/guardian when the student is assigned an out-of-school suspension or is recommended for expulsion.

For suspensions of three (3) or fewer days, the notification will communicate the following:

1. Reason(s) for the suspension and date(s) of suspension;
2. A parent/guardian is expected to participate in a conference with the Principal in order for the student to be readmitted to the regular classroom;
3. The student will not be allowed to participate in classroom and school activities during the suspension period;
4. The student is not allowed on school property pending the suspension; and
5. Appeal procedures.

For suspensions of greater than three (3) days or expulsions, the notification will communicate the following:

1. Reason(s) for the suspension and date(s) of suspension;
2. An investigation is being conducted by administrators;
3. What the most severe recommendation might be;
4. A date and time for a conference is given when a parent/guardian, accompanied by the student, may come to the Student's School to meet with the Principal or his or her designee to present and hear information ("informal hearing");
5. The student will not be allowed to participate in classroom and school activities during the suspension period; and
6. The student is not allowed on school property pending the suspension.

Following the informal hearing, the Principal will make a decision whether to move forward with a recommendation to the Board of Trustees of the Student's School for long-term suspension or expulsion. If the Principal moves forward with the recommendation, the Principal will notify the Board of Trustees of the Student's School and send a letter to the parent(s)/guardian(s) communicating the following:

1. The proposed action and the reason(s) for the recommendation;
2. The right of the student and his/her parent/guardian to a formal hearing before the Board of Trustees of the Student's School or its designee(s) for long-term suspension and for expulsion recommendations;
3. The right to inspect the student's records; and
4. The time and place of the formal hearing and the rights the student and his or her parent/guardian have in the process.

Discipline of Students with Disabilities

There are special rules in Pennsylvania for excluding students with disabilities for disciplinary reasons. When a student with a disability is excluded for more than 10 consecutive school days or subjected to a series of removals that constitute a pattern because the removals cumulate to more than 10 school days in any one school year, a change in placement has occurred and prior written notice is required.

In addition, a "manifestation determination" must be conducted by the IEP team to decide if the student's behavior was caused by the student's disability or is a "manifestation" of the disability. In order to determine that a behavior was not a manifestation of the disability, the team must decide that the current IEP and placement are appropriate and have been put into place; that the student was able to understand the consequences of the behavior, and that the student could have controlled the behavior. Students with disabilities cannot be punished for behaviors that are related to, or are manifestations of, their disabilities. If the IEP team decides that the student's behavior was not related to the disability, the student's placement may be changed for disciplinary reasons and the student may be subject to the appropriate disciplinary consequences for his or her actions.

APPENDIX B: ACCEPTABLE USE POLICY FOR TECHNOLOGY

PURPOSE

Technology is a valuable educational and real world tool. Our Student's School is committed to teaching its students, faculty, administrators, staff, and school community to learn and engage in the uses of technology in a productive and responsible manner. The policy outlined below applies to all modes of technology use including, but not limited to, Internet use.

The *Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may fall under the scope of this policy.

SCOPE OF USE

All String Theory Schools recognize that the digital world allows access practically anytime and anywhere. This policy applies to the use of technology inside school as well as to activities outside of school which cause or likely threaten to cause a substantial disruption in school operations or the school community, including interference with the rights of other students or teachers to participate fully in school or extracurricular activities. Any such disruption, whether caused or threatened, will be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

The term "technology" will encompass all forms of electronic and digital communication, including, but not limited to: social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

GOAL

The Student's School goal is to prepare its members for life in a digital global community. To this end, the School will:

- Integrate technology into its curriculum to enhance teaching and learning;
- Encourage critical thinking, communication, collaboration and problem solving skills;
- Facilitate evaluation and synthesis of information;
- Encourage ethical practices and provide education for Internet safety and digital citizenship; and
- Provide a variety of technology based tools and related technology skills.

RESPONSIBILITIES OF USER

String Theory Schools and the Student's School will make every effort to provide a safe environment for learning with technology, including the use of Internet filtering and safeguards. Students, faculty, administrators, staff, and other members of the school community are granted

the privilege of using the computer hardware and software peripherals, along with electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

All technology users at all String Theory Schools must use information and technology in safe, legal, and responsible ways. All technology users at all String Theory Schools are expected to embrace the following conditions or facets of being a digital citizen:

- **Respect One's Self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease, harass or otherwise harm other people.
- **Protect One's Self and Others.** Users will protect themselves and others by reporting abuse and by refraining from forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources. Users will not violate Copyright law.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Appropriate Use: Student's School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from the Student's School without expressed permission of the owner is a violation of Federal Law.

Communications: Electronic and/or digital communications between school employees and students should be conducted for educationally-appropriate purposes, and employ only school-sanctioned means of communication. The school-sanctioned electronic and/or digital communications methods include:

- Teacher-School web page;
- Teacher-School email; or
- Teacher-created, educationally-focused networking site.

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator may contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the

teacher or administrator must immediately report this to the School Administration or appropriate authorities.

Examples of Unacceptable Uses - Users will not:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise harm any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student or employee without express permission of that individual and of the Principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the Principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements and/or copy disks, CD-ROMs or other protected media.
- Use technology for any illegal or harmful activity. Use of the Internet for commercial gains or profits is not allowed.
- Breach confidentiality pertaining to student, employee, or school information.
- Harm the goodwill and reputation of String Theory Schools or any String Theory School in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting: Users must immediately report any damage or change to the Student's School hardware/software that is noticed by the user.

Administrative Rights: The Student's School has the right to monitor both student and employee use of school computers and computer accessed content. Users will have no expectation of privacy while using the Student's School technology resources. Due to the evolving nature of technology, String Theory Schools and the Student's School reserve the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, YouTube and Instagram.

Staff, faculty, School Administration and students may not identify or refer to members of the school community without their consent, unless the subject is of public concern, and the speech falls under applicable constitutional protections.

“Friending” of current students or parents by faculty, staff and School Administration is forbidden on personal social networking sites. Personal posts must use appropriately respectful speech and refrain from communications which are harassing, defamatory, abusive, discriminatory, threatening or otherwise harmful or inappropriate.

Policy Violations

Violation of the above rules will be dealt with by the School Administration. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. When necessary, the student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of detentions, if applicable.
- Disciplinary action under the Code of Student Conduct, including, but not limited to, suspension or expulsion.
- Legal action by the Student’s School, civil authorities or other involved parties.

APPENDIX C: iPad POLICIES, PROCEDURES AND INFORMATION

The aim of the iPad program at all String Theory Schools is to support its mission to promote educational excellence. Individual use of iPads is a way to empower students and to enable them to maximize their full potential by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

At the beginning of the school year, designated students at all String Theory Schools will be issued an Apple iPad, charger, and cover for use in the current school year. All iPads and accessories are on loan to the student. These are, and will remain, the property of String Theory Schools and/or the Student's School. Each iPad will be inventoried with a label and tagged for tracking purposes. String Theory Schools and/or the Student's School will retain sole right of possession of the iPad and related equipment. String Theory Schools and/or the Student's School retains the right to collect and/or inspect the iPad at any time, and to alter, add, or delete installed software or hardware.

The iPad will be issued with predetermined applications (Apps) installed. Students and Parents/Guardians are required to review this document, as well as to sign the accompanying agreement to protect the hardware and software inherent with this technology.

Use of this technology is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies including, but not limited to, those stated in the Student-Parent/Guardian Handbook. It is understood that members of the String Theory Schools community will use the iPad, any other type of computing device, and the school network in a responsible, ethical, and legal manner at all times.

1. TERMS OF USE

The Apple iPad ("iPad") is the sole property of String Theory Schools and/or the Student's School. Students and Parents/Guardians must comply with String Theory Schools' iPad Policies and Procedures at all times. Students also must comply with the policies in the Student-Parent/Guardian Handbook including, but not limited to, the Computer Ethics Policy and the Acceptable Use of Technology Policy. This iPad Policy, Procedures and Information are hereby incorporated into the Student-Parent/Guardian Handbook and Student Code of Conduct ("Policy" or "Policies").

Any failure to comply with these Policies may result in disciplinary action and/or termination of the privilege of use and possession of String Theory Schools' property and/or the Student's School property.

All iPads and accessories must be returned to String Theory Schools and/or the Student's School prior to the last calendar day of the 2016-2017 school year, unless terminated earlier by String Theory Schools and/or the Student's School or upon withdrawal from the Student's School.

Students attending the Vine Street campus are permitted to take their iPads home during the summer break for educational enrichment projects.

Student and Parent/Guardian agree that if the Student is granted the use of one (1) iPad from String Theory Schools and/or the Student's School, the Student will use the iPad subject to the terms and conditions of this Policy.

2. TRACKING of iPADS

All iPads which are connected to the Internet are tracked for the purposes of Internet usage and loss prevention/control. Student and Parent/Guardian fully consent to such tracking. String Theory Schools and the Student's School reserve the right to remotely "wipe" the iPad at any time of all content.

STUDENTS AND PARENTS/GUARDIANS AGREE THAT THERE IS NO EXPECTATION OF PRIVACY IN THE iPad OR ITS USAGE.

3. LIABILITY

- A String Theory Schools representative and/or the School Administration should be contacted immediately if the property is damaged, lost, or stolen.
- In the case of theft, vandalism and other criminal acts, a police report MUST be filed and a copy provided to String Theory Schools and the School Administration.
- Students or Parents/Guardians may be responsible for the replacement costs if the iPad is lost or stolen due to negligence or deliberate action.
- Students or Parents/Guardians will be responsible for the replacement costs if the property is not returned to String Theory Schools or the School Administration at the end of the school year.

4. ACCEPTABLE USE

The use of String Theory Schools' technology is a privilege, and not a right. The privilege of using the technology resources provided by String Theory Schools is not transferable or extendible by students to people or groups outside the Student's School and terminates when a student is no longer enrolled at Student's School. This Policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions set forth in this Policy, privileges may be terminated, access to the Student's School technology resources may be denied, and the appropriate disciplinary action will be applied. The String Theory Schools Student-Parent/Guardian Handbook and Code of Student Conduct will be applied to student infractions.

Violations may result in disciplinary action up to and including suspension/expulsion of the Student. When applicable, law enforcement agencies may be involved.

4.1 General iPad Guidelines

- Students will have no expectation of privacy on any information stored on, accessed from, or used with the iPad.
- The iPad belongs to String Theory Schools and/or the Student's School, and appropriate school officials may monitor it or access its contents at any time.
- If technical issues arise, students must notify a teacher or the Principal immediately.
- Under no circumstances may a student's iPad be left in unsupervised areas. Unsupervised areas include the school grounds and campus, cafeteria, locker rooms, library, unlocked classrooms or hallways.
- If any student leaves his or her iPad at home, or if the battery is not fully charged, he or she may be required to complete hand-written assignments and may be subject to disciplinary action.
- Because content is stored locally on the iPad, in the event that work is lost due to the student's iPad becoming lost, stolen or damaged, the student will remain responsible for submission of all work.
- Sound will remain muted at all times unless permission is obtained from the teacher.
- Inappropriate content is never permitted on the iPad.
- Each student is responsible for logging in under his or her assigned username and password.
- A student may not share his or her login information with other individuals.
- Student use of the Internet must comply with STRING THEORY SCHOOLS, the Student's School and Philadelphia School District guidelines. All files are subject to review.
- Each iPad is assigned to an individual student. Student may never "swap" or "share" his or her iPad with another student.
- If the iPad is damaged or not working properly, it must be turned into STRING THEORY SCHOOLS Technology Staff for repair. Under no circumstances should repair to the iPad be attempted by any student or anyone unauthorized to do so by STRING THEORY SCHOOLS.
- Under no circumstances may Students delete or change their iPad's contents, Apps or settings, without specific authorization from a teacher.

4.2 Student Responsibilities

- Students are responsible at all times for their iPad, whether at home or school.
- Students are responsible for bringing their iPad to school every day.
- Students may never loan their iPad or any iPad component to another student for any reason.
- Students are responsible for charging and maintaining the battery in their iPad daily.
- Students are responsible for turning in all assigned work regardless of circumstances, whether an iPad has been forgotten at home, lost, stolen or damaged.
- Students are responsible for reviewing and abiding by the String Theory Schools' Acceptable Use of Technology Policy.

4.3 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials;
- Utilization of any network besides that of String Theory Schools or Student's home including, but not limited to, those networks available at Starbucks, etc.;
- Any action that violates existing policies of String Theory Schools, its Board of Trustees or of the Board of Trustees of Student's School, or public law;
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials;
- Use of chat rooms, sites selling term papers, book reports and other forms of student work
- Messaging services such as MSN Messenger, ICQ, etc.;
- Internet/Computer Games;
- Use of non-Apple or third-party chargers or accessories without prior approval from the School Administration;
- Changing any iPad content, App or setting, except for font size and brightness;
- Downloading Apps;
- Creating and using passwords which were not set by String Theory Schools;
- Spamming (sending mass or inappropriate emails);
- Gaining access to other students' accounts, files, and/or data;
- Use of String Theory Schools' Internet or email accounts for financial or commercial gain or for any illegal activity;
- Use of anonymous and/or false communications through any medium such as MSN Messenger or Yahoo Messenger;
- Disclosure of personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.;
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior;
- Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components);
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients;
- Use of the iPad to collect audio-visual material in any context, place or setting; and
- Bypassing any String Theory Schools' web filter through a web proxy.

4.4 Parent/Guardian Responsibilities

- Parent/Guardian is responsible for monitoring student's use of the iPad while at home and away from campus.
- Parent/Guardian is responsible for reviewing the String Theory Schools' Acceptable Use of Technology Policy with Student as well as this iPad Usage Policy.
- Parent/Guardian is responsible for monitoring Student's activities on the Internet on a regular basis.

- If a loaner iPad has been issued due to damage or loss, and the loaner is subsequently damaged or lost, Parent/Guardian will be responsible for repair/replacement cost.

4.5 Student's School Responsibilities

- Provide Internet and email access to its students when available.
- Provide Internet blocking of inappropriate materials, to the extent within the ability of String Theory Schools to do so.
- Provide network data storage areas. These will be treated similar to school lockers. String Theory Schools and/or the Student's School reserve the right to review, monitor, and restrict information stored on or transmitted via String Theory Schools-owned equipment or via the Student's School-owned equipment, and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help ensure student compliance with the Acceptable Use Policy.

4.6 iPad Care

Students will be held responsible for maintaining their individual iPads and keeping them in good working order.

- The iPad battery must be charged and ready for school each day using the Apple charger, only.
- Only labels or stickers approved by String Theory Schools may be applied to the computer.
- The iPad sleeve furnished by String Theory Schools must be returned with only normal wear and with no alterations, in order for Student to avoid being charged a sleeve replacement fee.
- Any iPad that malfunctions or becomes damaged must be reported to the School Administration. String Theory Schools will be responsible for repairing iPads that malfunction. An iPad which has been damaged from student misuse, neglect, or which is accidentally damaged will be repaired by String Theory Schools, but such repair costs will be borne by the Student or Parent/Guardian. Student or Parent/Guardian will be responsible for the entire cost of repairs to any iPad whenever damaged intentionally.
- iPad damage: Student or Parent/Guardian is responsible for any and all damage.
- Any iPad that is stolen must be reported immediately to String Theory Schools and the Police Department.

4.7 Legal Propriety

- Student and Parent/Guardian will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. In the event of any uncertainty, Student or Parent/Guardian should consult with a teacher or the School Administration.
- Plagiarism is a violation of String Theory Schools' Code of Student Conduct. Students must give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet such as graphics, movies, music, and text.

- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action in accordance with School policies in String Theory Schools' Student-Parent/Guardian Handbook and/or criminal prosecution. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by Student's School.

4.8 Student Discipline

If any student violates any part of this Policy, he or she will be subject to disciplinary actions aligned with String Theory Schools' Student-Parent/Guardian Handbook. These may include, but are not limited to, loss of iPad privileges, suspension or expulsion.

5. USE OF iPad AT SCHOOL

The iPad is intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad computer. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher.

5.1 iPad Left at Home

Students should arrive prepared for class. If an iPad is left at home, the Student will be responsible for completion of all assigned work as if he or she had the iPad present. In addition, the Student's teacher may deduct points from the Student's engagement grade in that class.

5.2 Charging the iPad's Battery

The iPad must be brought to school each day in a fully charged condition using only the Apple charger. Students must charge the iPad each evening. Repeat violations of arriving to class without the iPad charged will result in the loss of iPad privileges. The Student's teacher may also deduct points from the Student's engagement grade in that class. Only where in-school use of the iPad has caused batteries to become discharged, will Students be allowed to connect their iPad to a power outlet in class.

5.3 Screensavers and Background Photos

- No media may be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
- Passwords are not to be used unless set by String Theory Schools.

5.4 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

- Music is allowed on the iPad, but can be used only at the discretion of the teacher.
- Internet games are not allowed on the iPad. If any game App is installed, it must be by String Theory Schools' staff.
- All software/Apps must be provided by String Theory Schools. Data Storage will be through Apps on the iPad and email to a server location.

5.5 Printing

Student should talk to his or her teachers about printing from the iPad, which is unavailable. However, Student will be given information and instruction on printing with the iPad at school.

5.6 iPads Undergoing Repair

A loaner iPad may be issued to the student if he or she leaves the iPad for repair. There may be a delay in getting an iPad should the Student's School not have enough to loan.

6. MANAGING STUDENT FILES AND SAVING WORK

6.1 Saving to the iPad/Home Directory

Students should save work to assigned servers in order to prevent lost files during re-imaging. Storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. Students are responsible to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work.

6.2 Originally Installed Software

The software/Apps originally installed by String Theory Schools must remain on the iPad in usable condition and be easily accessible at all times. On a regular basis – every 5 to 10 school days, the Student's School may add software applications for use in a particular course. Periodic checks of the iPad will be made to ensure that student has not removed required Apps.

6.3 Additional Software

Student may not plug the iPad into a home computer or device as it may erase the contents on the iPad. Should this happen, the student will be required to submit the iPad for reimaging.

6.4 Inspection

String Theory Schools and/or the Student's School reserve the right to search the contents of any iPad at random or under the suspicion of jailbreaking or any other forbidden content. If Student is discovered with jailbreaking software or forbidden content, he or she will be subject to disciplinary actions at the discretion of the Principal and/or the Disciplinary Committee of the Board of Trustees of the Student's School.

6.5 Procedure for re-loading software

The iPad will be restored from backup if technical difficulties occur or illegal software and/or non-String Theory Schools-installed Apps are discovered on the iPad. The Student's School does not accept responsibility for the loss of any software or documents deleted due to a reformat and re-image.

6.6 Software upgrades

Upgrade versions of licensed software/Apps will be available from time to time. Student will be required to check in his or her iPad every 5 to 10 school days for updates and syncing.

7. CARE OF THE iPad

Each student is responsible for general care of the iPad that he or she was issued by String Theory Schools and/or the Student's School. Any iPad which breaks or fails to work properly must be reported to a teacher immediately for an evaluation of the equipment.

7.1 General Precautions

- The iPad is school property and all users will follow this Policy and String Theory Schools' Acceptable Use of Technology Policy.
- Only use a clean, soft cloth to clean the screen. No cleansers of any type should be used.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- The iPad must remain free of any writing, drawing, stickers, or labels that are not the property of String Theory Schools.
- The iPad must never be left in an unlocked locker, unlocked car or any unsupervised area.
- During inclement weather, iPads should be secured in waterproof bags or cases.

7.2 Carrying the iPad

The protective case provided with the iPad protects the iPad from wear associated with normal treatment and provides a suitable means for carrying the device. The guidelines below should be followed:

- The iPad should always be within the protective case when carried.
- Student should never carry their iPad outside of the carrying case.
- The iPad and protective case must be transported to and from school in a bag or container that conceals the iPad from the general public, so as to deter theft and damage. Failure to do so may subject a student to disciplinary action.

7.3 Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the iPad against lockers, walls, car doors, floors, etc. as it will eventually break the screen

8. Year-End Procedure or Return of iPad upon Termination of Enrollment and Penalties

8.1 Year End Procedure

iPad and all related accessories must be returned to String Theory Schools' designated representative and/or the School Administration at the end of each school year. However, grades 9-12 students attending the Vine Street Campus are permitted to take their iPads home during summer break for educational enrichment projects.

8.2 Return of iPad upon Termination of Enrollment

If the student transfers out of the Student's School during the school year, the iPad will be returned at that time. If Student withdraws, is suspended or expelled, or terminates enrollment at the Student's School for any other reason, he or she must return the iPad on the date of such withdrawal, suspension, expulsion or termination.

8.3 Penalties for Failure to Return of iPad

If student fails to return the iPad in accordance with these Policies, student and or his/her family will be subject to criminal prosecution or civil liability. Student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Philadelphia Police Department. Furthermore, the student will be responsible for any damage to the iPad, consistent with String Theory Schools' iPad Protection plan and must return the computer and accessories to String Theory Schools' representative and/or the School Administration in satisfactory condition as determined by String Theory Schools. Student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

8.4 Reimbursement for Damaged iPads and Missing iPad Items

The following charges will be assessed where iPads are returned damaged or without issued items such as the charger or cover:

Item	Reimbursement
iPad	\$525
Cracked Screen	\$250
Brick	\$20
Wire	\$20
Cover	\$45

*Repair costs for the iPad may vary according to the assessment of the damages.

APPENDIX D: PHILADELPHIA PERFORMING ARTS: A STRING THEORY CHARTER SCHOOL

Grades K-1

East Campus

2407 South Broad Street
Philadelphia, PA 19148
215.278.2460

Morning Arrival

Students in grades K-1 are required to be in school by 7:45 A.M. Students not in their classroom by 7:51 A.M. are considered late for class and will be issued a late slip.

Dismissal Schedule

Kindergarten

- Full-day dismissal: 3:00 P.M.
- Half-day dismissal: 11:30 A.M.

Grade 1

- Full-day dismissal: 3:10 P.M.
- Half-day dismissal: 11:40 A.M.

Entrance Procedure

Doors open at 7:00 A.M. Students enter through the main doors. Breakfast is served from 7:00 A.M. - 7:30 A.M. Students who arrive between 7:00 A.M. - 7:30 A.M. should report to the school cafeteria. At 7:45 A.M., students are sent to their classrooms.

Exit Procedure

All three sets of doors (main entrance, cafeteria doors, library doors) are utilized for dismissal.

Uniform Policy

GIRLS

Daily Attire

- Navy blue golf shirt w/logo
- Long sleeve navy blue shirt w/logo
- Red sweater w/logo
- Plaid skirt
- Navy blue knee socks or tights

- Black or navy blue school shoes (no colorful sneakers or boots permitted)

Ballet Attire (Grades K-4)

- Plain black leotard
- Light pink ballet tights that cover the feet
- Light pink ballet shoes (no bedroom slippers or socks)
- Hair in ballet bun w/ hair pulled back from face

**No jewelry or extra warm ups permitted at this grade level.*

BOYS

Daily Attire

- Navy blue golf shirt w/logo
- Long sleeve navy blue shirt w/logo
- Red sweater w/logo
- Gray pants
- Black or navy blue school shoes (no colorful sneakers or boots permitted)

Ballet Attire (Grades K-4)

- Navy blue golf shirt w/logo
- Gray school sweatpants w/logo
- Black or white socks
- Black ballet shoes

School Uniforms can be purchased at:

Cramer's Uniforms
4533 Frankford Avenue
Philadelphia, PA 19124
Tel: (215) 743-0750

Cramer's Uniforms
1704 E Passyunk Ave.
Philadelphia, PA 19148
(215) 468-2400

Ballet Attire can be purchased at the following locations:

Avenue of the Arts Dancewear
1129 S. Broad Street Philadelphia, PA 19147
Tel: (215) 467-1677

Baum's Dancewear
1805 E Passyunk Ave.
Philadelphia, PA 19148

Tel: (215) 923-2244

Discount Dance Supply
www.discountdance.com

Payless, Target, Walmart, Kmart locations

EXTENDED DAY

PARENTAL RESPONSIBILITIES

- Keeping the student's safety in mind, parents/guardians must adhere to the requirements of the program.
- Information/emergency card for each family must be completed and kept UPDATED. At least one emergency number must be the number of a parent/guardian.
- All students must be signed out when picked up from the program, with the signature of the person picking them up and with the time of pick up.
- By law, we may not release a student from the extended day program to anyone whose name is not on the registration form.
- In case of an emergency, such as early dismissal because of inclement weather, be sure to listen to KYW for changes in the extended day program's schedule.
- Parents/guardians must pay their tuition for the student attending the program a week in advance. If payments are two weeks behind, the student may no longer attend the program until the tuition is paid in full.
- Parents/guardians must pick up the student(s) no later than 6:00 P.M.
- If the student is absent or being picked up early please have the office notify the program of his/her absence.
- Homework is done at the program with the assistance of the staff members; however, parents/guardians must check, review the homework and complete the study portion of homework with the student every night.

STUDENT RESPONSIBILITIES

To ensure the safety of all the students, the following rules must be followed:

- Students are expected to respect the staff and other students in the program.
- Students are never to leave the site without permission from the staff members.
- Students must listen and follow all the instructions given by the staff members.
- Students are responsible for having all their homework materials and all their belongings they need to go home before coming to the Extended Day program; they cannot go back to their classroom for any reason.

POLICIES AND PROCEDURES

- Program only operates on schooldays from dismissal until 6:00 P.M.
- During scheduled early dismissals the program is open from 12:00 P.M. until 6:00 P.M. with no extra charge. Please remember to provide lunch for the student on these days. Lunch is NOT provided for students.
- Snack and drink is provided for students everyday.
- Written homework is completed after students have a snack break.

- Written homework is completed with some help from the Staff members; however, parents/guardians must check all homework completed or not completed at the program.

FEES

The fees are collected for the following:

- Staff
- Snacks
- Supplies

*Cash or Checks made payable to “Philadelphia Performing Arts: A String Theory Charter School”

Grades K-4 for a full week of school (5 days)

Payments for a full week are as follows:

- One (1) student = \$60.00
- Two (2) students = \$120.00
- Three (3) students = \$180.00

There are no part-time payments. All payments are for 5 days only. Only if the school is closed will the payment change:

Example: 4-day week:

- One (1) student = \$48.00
- Two (2) students = \$96.00
- Three (3) students = \$144.00

Performance Policy

In addition to in-school performances, students in grades K-4 have the opportunity to perform at The Kimmel Center for the Performing Arts and the Merriam Theater for the annual spring concert. The student’s participation in the school concerts is required as a part of the school’s mission. Each student receives a performance participation grade as part of his/her Arts classes. Students who do not attend the concerts will receive a deduction in their Performing Arts grade, unless a doctor’s note is presented or an emergency is documented.

REHEARSAL POLICY AT THE KIMMEL CENTER:

- Dress rehearsal is held on the morning of the show
- Busing to and from the venue is provided for students at no cost to families
- Bagged lunches are permitted for students performing in the concert
- Early dismissal for all students; time is determined for each individual concert

EVENING OF THE CONCERT AT THE KIMMEL CENTER:

- Students must provide their own transportation to and from the venue the night of the concert
- Students must arrive at the designated performer call time
- Students must wear the school uniform or designated performance attire

Any student who displays excessive disruptive behavior during rehearsals, or disregards school rules as written in the Student-Parent/Guardian Handbook and Student Code of Conduct, may be dismissed from the show and not permitted to perform.

Transportation

Students in grades 1-4 may receive a transpass if they live 1.5 walking miles or more from the school. Students, if eligible, can opt out of receiving a transpass, and parents/guardians may request reimbursement for miles driven to/from the school for students in the grades 1-4. Reimbursement requests are granted by the School District of Philadelphia.

Important Email Addresses of Staff and Departments

School Leadership and Administration

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Food Services (All String Theory Schools)

Megan Hoffman: mhoffman@stringtheoryschools.org

Emails regarding general information or the need to reach String Theory Schools or the Board of Trustees can be directed to info@stringtheoryschools.org.

Grades 2-4

West Campus
2600 South Broad Street
Philadelphia, PA 19145
215.551.4000

Morning Arrival

Students in grades 2-4 are required to be in school by 7:45 A.M. Students not in their classroom by 7:51 A.M. are considered late for class and will be issued a late slip.

Dismissal Schedule

Grade 2

- Full-day dismissal: 3:10 P.M.
- Half-day dismissal: 11:40 A.M.

Grade 3

- Full-day dismissal: 3:20 P.M.
- Half-day dismissal: 11:50 A.M.

Grade 4

- Full-day dismissal: 3:30 P.M.
- Half-day dismissal: 12:00 P.M.

Entrance Procedure

Doors open at 7:00 A.M. Students enter through the main doors. Breakfast is served from 7:00 A.M. - 7:30 A.M. Students who arrive between 7:00 A.M. - 7:30 A.M. should report to the school cafeteria. At 7:45 A.M., students are sent to their classrooms.

Exit Procedure

All three doors (Main, Administrative, and Shunk St.) are utilized for dismissal.

Uniform Policy

GIRLS

Daily Attire

- Navy blue golf shirt w/logo
- Long sleeve navy blue shirt w/logo
- Red sweater w/logo
- Plaid skirt
- Navy blue knee socks or tights
- Black or navy blue school shoes (no colorful sneakers or boots permitted)

Ballet Attire (Grades K-4)

- Plain black leotard
 - Light pink ballet tights that cover the feet
 - Light pink ballet shoes (no bedroom slippers or socks)
 - Hair in ballet bun w/ hair pulled back from face
- *No jewelry or extra warm ups permitted at this grade level.*

BOYS

Daily Attire

- Navy blue golf shirt w/logo
- Long sleeve navy blue shirt w/logo
- Red sweater w/logo
- Gray pants
- Black or navy blue school shoes (no colorful sneakers or boots permitted)

Ballet Attire (Grades K-4)

- Navy blue golf shirt w/logo
- Gray school sweatpants w/logo
- Black or white socks
- Black ballet shoes

School Uniforms can be purchased at:

Cramer's Uniforms
 4533 Frankford Avenue
 Philadelphia, PA 19124
 Tel: (215) 743-0750

Cramer's Uniforms
 1704 E Passyunk Ave.
 Philadelphia, PA 19148
 (215) 468-2400

Ballet Attire can be purchased at the following locations:

Avenue of the Arts Dancewear
 1129 S. Broad Street Philadelphia, PA 19147
 Tel: (215) 467-1677

Baum's Dancewear
 1805 E Passyunk Ave.
 Philadelphia, PA 19148
 Tel: (215) 923-2244

Discount Dance Supply

www.discountdance.com

Payless, Target, Walmart, Kmart locations

EXTENDED DAY

PARENTAL RESPONSIBILITIES

- Keeping the student's safety in mind, parents/guardians must adhere to the requirements of the program.
- Information/emergency card for each family must be completed and kept UPDATED. At least one emergency number must be the number of a parent/guardian.
- All students must be signed out when picked up from the program, with the signature of the person picking them up and with the time of pick up.
- By law, we may not release a child from the extended day program to anyone whose name is not on the registration form.
- In case of an emergency, such as early dismissal because of inclement weather conditions, be sure to listen to KYW for changes in the extended day program's schedule.
- Parents/guardians must pay their tuition for the student attending the program a week in advance. If payments are a month behind, the student may no longer attend the program until the tuition is paid in full.
- Parents/guardians must pick up the student(s) no later than 6:00 P.M. or there is a charge of \$1.00 every minute they are late.
- If the student is absent or being picked up early please have the office notify the program of his/her absence.
- Homework is done at the program with the assistance of the staff members; however, the parents/guardians must check, review the homework and complete the study portion of homework with the student every night.

STUDENT RESPONSIBILITIES

To ensure the safety of all the students, the following rules must be followed:

- Students are expected to respect the Staff and other students in the program.
- Students are never to leave the site without permission from the Staff members.
- Students must listen and follow all the instructions given by the Staff members.
- Students are responsible for having all their homework materials and all their belongings they need to go home before coming to the Extended Day program, they cannot go back into their classroom for any reason.

POLICIES AND PROCEDURES

- Program only operates on school days from dismissal until 6:00 P.M.
- During scheduled early dismissals the program is open from 12:00 P.M. until 6:00 P.M. with no extra charge. Please remember to provide lunch for the student on these days. Lunch is NOT provided for students.
- Snack and drink is provided for students everyday.
- Written homework is completed after students have a snack break.
- Written homework is completed with some help from the Staff members; however, parents/guardians must check all homework completed or not completed at the program.

FEES

The fees are collected for the following:

- Staff
- Snacks
- Supplies

*Cash or Checks made payable to “Philadelphia Performing Art: A String Theory Charter School”

Grades K-4 for a full week of school (5 days)

Payments for a full week are as follows:

- One (1) student = \$60.00
- Two (2) students = \$120.00
- Three (3) students = \$180.00

There are no part-time payments. All payments are for 5 days only. Only if the school is closed will the payment change:

Example: 4-day week:

- One (1) student = \$48.00
- Two (2) students = \$96.00
- Three (3) students = \$144.00

Performance Policy

In addition to in-school performances, students in grades K-4 have the opportunity to perform at The Kimmel Center for the Performing Arts and the Merriam Theater for the annual spring concert. The student’s participation in the school concerts is required as a part of the school’s mission. Each student receives a performance participation grade as part of his/her Arts classes. Students who do not attend the concerts will receive a deduction in their Performing Arts grade, unless a doctor’s note is presented or an emergency is documented.

REHEARSAL POLICY AT THE KIMMEL CENTER:

- Dress rehearsal is held on the morning of the show
- Students must turn in a signed permission slip to attend the dress rehearsal
- Busing to and from the venue is provided for students at no cost to families
- Bagged lunches are permitted for students performing in the concert
- Early dismissal for all students; time is determined for each individual concert

EVENING OF THE CONCERT AT THE KIMMEL CENTER:

- Students must provide their own transportation to and from the venue the night of the concert
- Students must arrive at the designated performer call time
- Students must wear the school uniform or designated performance attire

Any student who displays excessive disruptive behavior during rehearsals, or disregards school

rules as written in the Student-Parent/Guardian Handbook and the Student Code of Conduct, may be dismissed from the show and not permitted to perform.

Transportation

Students in grades 1-4 may receive a transpass if they live 1.5 walking miles or more from the school. Students, if eligible, can opt out of receiving a transpass, and parents/guardians may request reimbursement for miles driven to/from the school for students in the grades 1-4. Reimbursement requests are granted by the School District of Philadelphia.

Important Email Addresses of Staff and Departments

School Leadership and Administration

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Aileen Thomas, Student Activities Aide: athomas@stringtheoryschools.org

IT (Information Technology)

Rich Shaget: rshaget@stringtheoryschools.org

Food Services (All String Theory Schools)

Megan Hoffman: mhoffman@stringtheoryschools.org

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Grades 5-12

Vine Street Campus
1600 Vine Street
Philadelphia, PA 19102
267.428.2224

Entering Procedure:

Grades 5-8 enter through main doors (16th Street and Vine Street). Grades 5-6 students report to the third floor. Grades 7-8 students report to the fourth floor cafeteria.

Grades 9-12 students enter at the rear of the building through the double doors adjacent to the cafe.

Exiting Procedure:

Grades 5-8 students who ride private school buses are dismissed out the Vine Street exit.

Grades 5-6 students who are car riders, who ride private vans, or who take public transportation are escorted by teachers out the 16th Street exit.

Grades 7-8 students who are car riders or who ride public transportation exit out the Vine Street exit.

Grades 9-12 students exit through the double doors adjacent to the cafe on the first floor.

Arrival Times:

Grades 5-8: Report to class by 7:45 A.M. Grade 5-8 students who arrive after 7:45 A.M. are marked tardy.

Grades 9-12: Report to class by 8:00 A.M. Grade 9-12 students who arrive after 8:00 A.M. are marked tardy.

Dismissal Times:

Grades 5-8: Dismissed at 3:15 P.M.

Grades 9-12: Dismissed at 3:30 P.M.

Bell Schedule:

Period 1: 8:00 – 9:27 (7:45 for Grades 5-6)

Period 2: 9:30 – 10:57

Period 3: 11:00 – 12:27

Lunches: 11:00-11:27
11:30-11:57
12:00-12:27

Period 4: 12:30-1:57

Lunches: 12:30-12:57
1:00-1:27
1:30-1:57

Period 5: 2:00 -3:27 (3:15 for Grades 5-8)

Uniform Policy

GRADES 5-8

Boys:

Navy polo shirt with school logo
Gray dress slacks
Red zip sweater with school logo
(November – April)
Black school shoes
Black belt

Girls:

Red sweater set with school logo
Gray plaid skirt
Black or navy school shoes
Navy knee socks or tights

Gym Uniform (Boys & Girls):

Gray sweatpants
Navy t-shirt with school logo
Sneakers

*Lanyards and ID's are required to be worn by all students at all times with NO EXCEPTIONS.

GRADES 9-12

Boys:

Dark gray pants
Black belt
White embroidered dress shirt
Shirt
Navy sweater
Black or navy blue dress shoes or loafers

Girls:

Embroidered sweater
Navy plaid skirt
-only shorts permitted under skirt
Winter: Navy blue tights
Fall/Spring: Navy blue high dress socks
Black or navy blue dress shoes or loafers

*Shoes should not have any type of decoration. Sneakers and boots are not permitted. Sweatpants and leggings are not permitted.

**Lanyards and ID's are required to be worn by all students at all times with NO EXCEPTIONS.

Extended Care Program

An Extended Care Program is offered every day from 3:30 P.M. to 6:00 P.M. at the Vine Street Campus. Students may register for this program throughout the year. A weekly fee is charged for this service. Students complete homework and participate in various activities during this after school program.

Transportation Policy

Students in Grades 5-12 who live 1.5 miles or more from the school are entitled to a weekly transpass from the School District of Philadelphia.

Performance Policies

It is the understanding that all "Performing Arts" MAJORS, which include Music, Theatre, and Dance, participate in the annual Winter and Spring Concerts. These performances are held at either the 1600 Vine Street Campus or at an outside venue. Since these majors involve performance-based assessment, a significant portion of the grade for the course results from student participation at both of these events. Proper attire and behavior at the rehearsals and performances are integral components of the accumulated grade for the 2nd and 4th marking periods. Each student is responsible for his/her own transportation to and from the performances, whether at the school or an outside venue. In some instances, transportation may be provided for Middle School students to/from rehearsals at an outside venue.

Directory

Important Email Addresses of Staff and Departments

School Leadership and Administration

Angela Ciccanti, Principal, Middle School: aciccanti@stringtheoryschools.org

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Food Services (All String Theory Schools)

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APPENDIX E: THE PHILADELPHIA CHARTER SCHOOL FOR ARTS AND SCIENCES AT H.R. EDMUNDS

Grades K-8

Morning Arrival & Entrance Policies

- Students are to arrive no earlier than 7:30 A.M. each morning in the Yard.
- Doors will open at 7:30 A.M. and students are to report to:
 - Grades K-2 to the Cafeteria
 - Grades 3-8 to the Gym
- Staff will be in each area to accept and monitor students at 7:30 A.M.
- Only students are permitted in the building via these procedures.

All parents/guardians and guests are to gain entrance to the building via the Dyre Street Door (Buzzer and Camera). Once permitted in the building through this door, visitors must report directly to the Main Office to state their business.

Dismissal Policies

- Students are escorted by their teacher to the Yard at 3:30 P.M.
- Teachers remain with students until they are picked up, unless they have permission to walk home.
- Students who are not picked up by 3:45 P.M. are escorted to the Main Office to wait for a parent/guardian to pick them up. No staff will be available past 3:45 P.M.
- Parents/guardians must call the main office if they are going to be late to pick up their student. If no one answers the phone at the main office, the person calling should leave a detailed message including a call back number.

After School Activities

- After school clubs are Monday, Tuesday, Wednesday and Thursday from 3:30 P.M. to 5:00 P.M.
- After school clubs begin at the end of September.
- Parents/guardians must pick up the student at 5:00 P.M. There is no staff available after 5:00 P.M.
- Parents/guardians must call the main office if they are going to be late to pick up their student. If no one answers the phone at the main office, the person calling should leave a detailed message including a call back number.

Uniform Policy

GIRLS

Daily Attire (K-8th Grades)

- Red golf shirt with school logo
- Red long sleeve shirt with school logo (optional)
- Red sweater with school logo
- Plaid skirt
- Navy blue knee socks or tights
- Solid black school shoes (no colorful sneakers or boots permitted)

Gym (6th-8th Grades)

- Red golf shirt with school logo (same as above)
- Gray sweatpants with school logo
- Sneakers (any)

Ballet Attire (K-5th Grades + Ballet Majors)

- Plain black leotard
- Light pink ballet tights that cover the feet (no cutoffs)
- Pink ballet slippers (no bedroom slippers or socks)
- Hair in ballet bun with hair pulled back from face

**No jewelry or extra warm ups permitted. Ballet attire can be purchased anywhere available to parents/guardians.*

BOYS

Daily Attire (K-8th Grades)

- Red golf shirt with school logo
- Red long sleeve shirt with school logo (optional)
- Red sweater with school logo
- Gray pants/slacks (no jeans or sweats permitted)
- Solid black socks and school shoes (no colorful sneakers or boots permitted)

Gym (6th-8th Grades)

- Red golf shirt with school logo (same as above)
- Gray sweatpants with school logo
- Sneakers (any)

Ballet Attire (K-5th Grades + Ballet Majors)

- Red golf shirt with school logo (same as above)
- Gray sweatpants with school logo
- Black ballet slippers (no socks are permitted in place of ballet slippers)

School Uniforms can be purchased at:

Cramer's Uniforms
 4533 Frankford Avenue
 Philadelphia, PA 19124
 Tel: (215) 743-0750

Performance Policy

The student's participation in school concerts is required as part of the school's mission. Each student receives a performance participation grade as part of his/her Arts classes. Students who do not attend the concerts will receive a deduction in their Performing Arts grade, unless a doctor's note is presented or an emergency is documented.

IN-HOUSE CONCERTS

Expectations and policies for student concerts held at Arts and Sciences:

- Parents/guardians are responsible for their student's transportation to and from school.
- Students must arrive at the designated performer call time.
- Students must wear the school uniform or designated performance attire:
 - For Ballet: Students must bring their ballet uniform or wear their ballet attire under their school uniform. The ballet uniform must be worn under the costumes provided by the school.
- Any student who displays excessive, disruptive behavior during rehearsals, or disregards school rules as written in the Student-Parent/Guardian Handbook and Student Code of Conduct, may be dismissed from the show and not permitted to perform.

DESTINATION CONCERTS

Expectations and policies for student concerts held at a venue other than Arts and Sciences. These concerts are typically large concerts where the majority of the school performs (i.e. the Spring Concert).

DAY OF THE CONCERT:

- Dress rehearsal is held at the concert venue the morning of the show
- Students must turn in a signed permission slip to attend the dress rehearsal
- Busing to and from the venue is provided for students at no cost to families
- Bagged lunches are permitted for students performing in the concert
- Early dismissal for all students; time is determined for each individual show

EVENING OF THE CONCERT:

- Students must provide their own transportation to and from the venue the night of the concert
- Students must arrive at the designated performer call time
- Students must wear the school uniform or designated performance attire:
 - For Ballet: Students must bring their ballet uniform or wear their ballet attire under their school uniform. The ballet uniform must be worn under the costumes during the performance.
- Any student who displays excessive disruptive behavior during rehearsals, or disregards school rules as written in the Student-Parent/Guardian Handbook and Student Code of Conduct, may be dismissed from the show and not permitted to perform.

Cell Phone Policy

- Students may bring in their cell phone to use for after school purposes only.
- Students should turn in their cell phones to their home room teachers each morning.

Teachers will return cell phones to the students at the end of each day.

- Students will never be searched for a cell phone, as long as it is out of sight.
- If a cell phone is seen by any staff member, it will be confiscated and sent to the Principal. The Principal will hold the cell phone for 24 hours, after which at that time only the parent/guardian will be able to retrieve the cell phone.
- This policy includes any and all electronic devices, not approved for in-school use, that are in view of any staff member.

Directory

Important Email Addresses of Staff and Departments

School Leadership and Administration

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Regina Albater, Principal's Assistant: ralbater@stringtheoryschools.org

Nethzabellie Velez, Administrative Assistant: nvelez@stringtheoryschools.org

Counselors

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APPENDIX F: GRADUATION / PROMOTION / ADMINISTRATIVE FAILURE / HONORS

Philadelphia Performing Arts High School Graduation Requirements for Graduation Years 2017 - 2019

*Graduation requirements: 26.5 credits

ELA: 4 Credits

Science: 3 Credits

World Language: 2 Credits

Major: 8 Credits

Math or Science Elective: 1 Credit

1 Credit Senior Community Service Project 25 hours in an approved non-profit organization and 5-page reflective essay, due May 1 to walk in ceremony.

Math: 3 Credits

Social Studies: 3 Credits

Health / PE: 1.5 Credits

*Graduation credits are under review for graduation year 2020 and beyond.

General Promotion Requirements

Promotion from 9th – 10th grade: 6 credits

Promotion form 10th – 11th grade: 13 Credits

Promotion from 11th – 12th grade: 19.5 credits

The Administration will determine any credits to be distributed for AP and College classes. Philadelphia Performing Arts High School will abide by all Special Education laws as they pertain to students with IEPs in regards to graduation requirements.

Administrative Failure: Grades 6-12

A student with 12 or more illegal absences for a class that meets everyday will not be able to receive credit(s) and will receive an administrative failure for the course(s).

Every three (3) unexcused tardies to class will be counted as one unexcused absence. These tardies and full-day unexcused absences may result in Administrative Failure. After twelve (12) unexcused absences in a marking period, the student will receive a grade of “F” for that quarter in all courses [Administrative Failure, Unexcused Absence]. No student with Administrative Failure shall receive a passing grade (70 or higher) in any class.

All students who exceed twelve (12) absences per semester will meet with the Principal or his/her designee to be informed of the Administrative Failure (AF). Students who receive an AF will be assigned a numerical grade of sixty (60) or their academic average earned in class, whichever is lower.

Honors Criteria

GRADES 1 – 12: End of Year and End of Course

First Honors Criteria

- A&S:
 - Academic Grades: All A's;
 - Writing: Advanced;
 - Arts Grades: Cumulative Average of 4 (3's/4's);
 - Behavior: All M's in behavior; 6th - 8th Grade Behavior: all positive comments;
 - Attendance: Attendance Requirement for all - No more than 2 unexcused absences and/or latenesses (4 for 2nd Q, 6 for 3rd Q, 8 for 4th Q).

- East Campus / West Campus:
 - Academic Grades: All A's;
 - Writing: Advanced;
 - Arts Grades: Cumulative Average of 4 (3's/4's);
 - Behavior: All M's in behavior;
 - Attendance: Attendance Requirement for all - No more than 2 unexcused absences and/or latenesses (4 for 2nd Q, 6 for 3rd Q, 8 for 4th Q).

- Vine Street Campus:
 - Academic/ Major Grades: Average of at least 93 with no grade less than a 90;
 - Behavior: all positive comments;
 - Attendance: Attendance Requirement for all - No more than 2 unexcused absences and/or latenesses (4 for 2nd Q, 6 for 3rd Q, 8 for 4th Q).

Since all Kindergartners are Superstars, Kindergarten teachers will not distribute Honor Certificates.

Second Honors Criteria

- A&S:
 - Academic Grades: All A's and B's;
 - Writing: Advanced or Proficient;
 - Arts Grades: Cumulative Average of 3 (only one 2);
 - Behavior: All M's; 6-8th All positive Comments;
 - Attendance: Attendance Requirement for all - No more than 2 unexcused absences and/or latenesses (4 for 2nd Q, 6 for 3rd Q, 8 for 4th Q).

- East Campus / West Campus:
 - Academic Grades: All A's and B's;
 - Writing: Advanced or Proficient;
 - Arts Grades: Cumulative Average of 3 (only one 2);
 - Behavior: All M's in behavior;
 - Attendance: Attendance Requirement for all - No more than 2 unexcused absences and/or latenesses (4 for 2nd Q, 6 for 3rd Q, 8 for 4th Q).

- Vine Street Campus:
 - Academic / Major Grades: Average of at least 88 with no grade less than an 85;
 - Behavior: all positive comments;
 - Attendance: Attendance Requirement for all - No more than 2 unexcused absences and/or latenesses (4 for 2nd Q, 6 for 3rd Q, 8 for 4th Q).

Since all Kindergartners are Superstars, Kindergarten teachers will not distribute Honor Certificates.