



SCHOLAR HANDBOOK

ABOUT LAPCS



Our Mission

A dynamic learning community sustained by partnerships, La Academia transforms today's learners into tomorrow's leaders through innovative instruction, comprehensive scholar supports, cultural competency, and work-based learning.

Our Vision

Our scholars will be critical thinkers and global citizens, recognized by their commitment to lifelong learning and meaningful contributions to the world.

Table of Contents

Scholar Rights & Responsibilities.....	2
Community Agreements.....	5
Consequences.....	8
Attendance Policy.....	10
Scholar Dress Code.....	11
Cell Phone and Chromebook Use.....	11
Student Acceptable Use Policy.....	12
Grade/Credit Requirements for High School Promotion/Graduation.....	14
Dual Enrollment Policy.....	15
Anti-Bullying Policy.....	15
Agreement.....	19

Scholar Rights and Responsibilities

Chapter 12 of 22 Pa. Code provides rights and responsibilities for scholars and gives the authority for school boards to make reasonable and necessary rules governing the conduct of scholars in school.

Right to a Free Public Education

All persons in the Commonwealth of Pennsylvania, between the ages of 6 and 21 years, are entitled to a free and full education in the public school district where they reside.

Process of Application to Attend La Academia Partnership Charter School

All parents or guardians must complete a formal application and attach the following documents. These documents are required before the scholar can start at La Academia.

- proof of the child's date of birth (acceptable documentation includes birth certificate, baptismal certificate or transcript of the record of baptism—duly certified and showing the date of birth, notarized statement from the parents indicating the date of birth, duly attested transcript of the birth certificate, or duly certified transcript of birth)
- an immunization record or assurance from the former school district or a medical office that the required immunizations have been done (or a required series begun) with a record to be sent
- proof of grade level by providing scholar's latest report card
- for scholars in grades 9-12, a copy of a transcript
- for scholars with an IEP, a copy of the latest IEP
- completion of a Parent Registration Statement attesting to whether the scholar has been or is suspended or expelled for offenses involving drugs or alcohol, weapons or violence per 24 P.S. §13-1304-A and
- proof of residency (copy of lease or a bill).
- Homeless children are entitled to a free appropriate public education from either the school district in which their person or the shelter is located or the school district of origin. They are not required to submit proof of residency or certain contact information.

Responsibility to Attend School

Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their child(ren) attends an approved educational institution, unless legally excused. Scholars who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as scholars. A scholar may not be excluded from the public school or from extracurricular activities because they are married, pregnant, or have a disability.

Responsibility for Maintaining High Standards of Behavior

Scholars must comply with all state and local laws. Scholars have the responsibility to be aware of all rules and regulations for scholar behavior and conduct themselves in accordance

with them. Scholars should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

- Scholars should express their ideas and opinions in a respectful manner.
- Scholars must exercise proper care when using public facilities and equipment.
- Scholars should be on time at all classes and other school functions.
- Scholars should complete homework assignments on time.
- Scholars should make up work when absent from school.
- Scholars should attempt to satisfactorily complete the courses of study prescribed by local school authorities.
- Scholars should use proper language, without obscenities, while on school premises and attending school functions.

Right to a Safe School Environment

Scholars are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. Scholars should volunteer information to school authorities in matters relating to the health, safety and welfare of the school community and the protection of school property.

Scholars should dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes. Uniform policies must be followed. No scholar has the right to interfere with the education of fellow scholars. It is the responsibility of each scholar to respect the rights of teachers, scholars, administrators and all others who are involved in the educational process. Bullying, hazing, or other harmful treatment of others are not tolerated and will be subject to disciplinary action.

Right to Non Discriminatory Practices

Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), a scholar may not be denied access to a free and full public education, nor may a scholar be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

Right to Freedom of Expression

The right of public school scholars to freedom of speech is guaranteed by the Constitution of the United States and the Pennsylvania Constitution.

Scholars shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious or immediate harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

School newspapers and publications must conform to the following:

- Scholars have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions set forth below.
- School officials shall supervise scholar newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
- School officials may not censor or restrict material simply because it is critical of the

school or its administration.

- The Approval Procedures regarding content for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
- Scholars who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all scholars.
- School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
- A proper time and place set for distribution is one that would give the scholars the opportunity to reach fellow scholars.
- The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

Rights Regarding Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her/their country and its flag.

Scholars may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.

Scholars who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

Rights Regarding Confidential Communications

Use of a scholar's confidential communications by school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

Information received in confidence from a scholar may be revealed to the scholar's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the scholar or other persons is clearly in jeopardy.

Rights Regarding Searches

The Board and Administration of LAPCS is committed to providing safety for the scholars and staff of LAPCS. The administration has a proactive approach in addressing the social and emotional needs of all scholars.

In order to maintain our commitment to safety in our school community, we may conduct random searches of lockers, book bags, and purses. The scholars may be searched through the utilization of security wands.

It is our expectation that we will not find any items that would violate the Scholar Code of

Conduct. However, in the event that we do find that the Scholar Code of Conduct has been violated, the school administration may proceed with that appropriate consequence including contacting the police if necessary.

Community Agreements at LAPCS

PBIS

At LAPCS we have a School Wide Positive Behavior Intervention and Support Program (SWPBIS). This program teaches, reinforces, and recognizes the positive behaviors we expect from all of our scholars and provides interventions and supports for scholars who are struggling to meet these expectations. Our scholars are expected to behave in a manner that is learning, achieving, persistent, community, and safe in all areas of our school, on the bus or in the community. When scholars are observed following these expectations, they are awarded PBIS Points. Scholars can use the points to purchase items at the school store and entry into special events. Our PBIS Program currently focuses on promoting positive behavior in the hallways, classroom, cafeteria and while off campus in the community.

L - Learning

A - Achieve

P - Persistent

C - Community

S - Safe

Restorative Justice Minded School:

LAPCS believes in the importance of setting forth high expectations for all community members. These scholar community agreements are designed to support the mission and vision of LAPCS to provide a learning environment with a focus on our learning goals aligned with preparing scholars for college and career. Please note that these scholar community agreements are a living document and will be amended and adapted as we learn and grow as a school community.

The following are examples of Restorative Practices:

- Restorative Practices focuses on the harm done rather than rules or persons
- Restorative Practices addresses obligations of the offense resulting from those harms, as well as the community's obligations to both parties.
- Restorative Practices use inclusive, collaborative processes.
- Restorative Practices involve all individuals who have a legitimate stake in a given situation.
- Restorative Practices seek to put right the wrongs that have been done, so that each party feels safe and valued, and offenders feel restored to the school community.
- Acknowledges that relationships are central to the building of the school community.

- Must establish policies and procedures that harm and misbehavior in a way that strengthens relationships.
- Focuses on harms done rather than rules broken.
- Gives voice to the person who has been harmed.
- Engages in collaborative problem solving.
- Empowers change and growth for all involved.
- Enhances responsibility for actions and attitudes for all involved.

Culture of Respect

At the beginning of the school year, each Advisor will lead his/her/their class in the development of a “Respect Agreement” for the class. The Respect Agreement’s purpose is to have scholars and teachers agree as to the guidelines for behavior that will create a safe, cooperative and constructive classroom setting. The Respect Agreement will address the following four areas of Behavior:

- Scholars respecting themselves and other scholars;
- Scholars respecting Advisors and Adults in the school;
- Advisors respecting scholars
- Scholars and Teachers respecting school facilities and equipment.

Respect Agreements must also include school rules outlined in the Scholar Handbook.

Community Time

As issues of misconduct arise in the class, Advisors will seek to handle the misconduct by reminding scholars of their need to follow school guidelines by offering scholars constructive reminders. If scholars admit their infraction and immediately seek to correct their behavior, scholar and Advisor will celebrate the resolution of a problem behavior, and the incident will be considered resolved. If the incident involves a single scholar, the Advisor will seek to handle the issue in a one-to-one session with the scholar. If the infraction involves a group of scholars or the entire class, the teacher will handle the issue in class using an appropriate method, such as a class circle.

If the Advisor’s attempt to use a constructive reminder does not resolve the issue, Advisors and scholars will refer to the class Respect Agreement for guidance. Advisors will remind scholars of their prior agreement, the reasons behind the Respect Agreement, and how the behavior in question violates that agreement. Scholars are then invited to discuss the issue until a mutually agreed upon resolution is reached.

Other Community Agreements

A scholar at La Academia Partnership Charter School agrees not to engage in any of the following activities while at La Academia or while participating in La Academia sponsored school events.

- Illegal drugs and alcohol: Illegal drugs and alcohol are strictly forbidden at all times.
 - If a scholar is taking medication for health reasons, a parent/guardian will need to bring the medication to school. La Academia does not employ a full-time nurse and therefore does not dispense medication.
- All incidents of bullying, cyber bullying, and hazing are strictly prohibited.
- Any destruction of school property
- Disruptive or inappropriate behavior in class
- Failure to complete responsibilities
- Disrespect of Advisors and/or other scholars
- Sleeping in class
- Excessive playfulness in class
- Scholars should not run, wrestle, push, or shove.
- Overt signs of sexual affection.
- Academic dishonesty
- Gambling
- Minor dress code violations (e.g. wearing a hat, etc).
- Bathroom misconduct or failure to follow procedure
- Raising one's voice in a verbal conflict
- Lying to Advisors or other staff
- Bullying behavior toward Advisors or other scholars
- Throwing objects at anyone at anytime
- Loitering in the hallways, not having a hall pass or leaving class without permission.
- Littering anywhere on school grounds – inside or outside.
- Eating in class without adult permission or supervision.
- Unexcused absences, lateness or cutting class
- Disrespectful or abusive language or gestures
- Repeated offenses of in-class issues mentioned above
- Repeated academic issues not resolvable in class

All scholars are expected to behave in a manner that will reflect favorably on the school, not only during school hours, but also at any out-of-school activity connected with the school, including but not limited to school functions, internships, field trips, and athletic games. Behavior at any such activities will be part of the scholar's record and misbehavior will be dealt with according to school officials.

Consequences

When a scholar is found to be in violation of these Community Agreements, the school will use one of the following methods below to address the issue, depending on the severity of the incident. The administration takes the following into consideration when addressing Community Agreement Violations. Circumstances may alter the consequences assigned.

1. How disturbing, threatening, or severe was the misbehavior?
2. Does the scholar's attitude indicate the potential for future problems in this area?
3. Has the scholar misbehaved in this way before?
4. What previous disciplinary action has been taken? Was it effective?
5. Has the scholar's failure to respond to a variety of disciplinary actions led us to the point where we may not be able to correct the scholar's behavior, but must now focus on the greater needs of the school family?

Step 1: Conferencing and Circles

If an incident occurs between scholars of different classes, or attempts to resolve an issue in class has proven unsuccessful, scholars will be given one of three options:

1. The scholar may elect to have the Advisor decide an appropriate resolution to the incident;
2. Scholars may request that the School Leader serves as a mediator to work with scholars or to come to a resolution; or
3. Scholars may choose to work at resolving the issue without a mediator. If the incident involves a scholar and an Advisor, and an appropriate resolution has not been reached, the Advisor can then refer the scholar to the School Leader for a restorative conference. If the incident involves a number of scholars, the School Leader may choose to hold a restorative circle with scholars and adults involved in the incident. Who to include in the conference or circle will be up to the discretion of the School Leader.

Step 2: Community Service (Logical Consequence)

The community service will be conducted in conjunction with a restorative conference involving all persons affected by the scholar's misconduct. Affected persons may include staff, faculty, school leader, other scholars, community members, law enforcement officials, and the offender's family members. The participants in the conference will be determined by the administration in consultation with the offender and primary person of the misconduct. The nature of the community service performed shall be related to the nature of the offense (e.g. vandalism would include repairing and/or paying for damage done) and shall be determined in the context of the restorative conference. The School Leader and/or other designated personnel shall oversee the fulfillment of the community service performed and shall document the nature of the service, and the beginning and completion dates. Both the administration and the offender will sign the document, and it shall be placed in the scholar's file. The scholar will then be released from any further obligations to community service, and a message shall be sent by the

School Leader and other affected parties indicating that the offender had fulfilled the obligations of his/her/their community service.

Step 3: Taking a Break from the Community (Suspension)

In those instances where the person(s) committing the misconduct or inflicting the harm does not agree to be restored, he/she/they will be asked to take a temporary break from the community, and not come to school for a period of one to three days.

When the break time is over, the School Leader will meet with the scholar and his/her parent(s) to review what the scholar has written, and to discuss appropriate measures for restoring the offending scholar to the community.

Depending on the nature of the misconduct or harm done, the scholar may be asked to take additional actions in order to be fully restored. Once those actions are completed, the scholar will be formally welcomed back into his/her classroom as a full participant. During the time away from school, the scholar is also responsible to complete any assignments that would be due during his/her time away.

While the decision to require a scholar to take a break from the community will be up to the discretion of the School Leader and/or designated personnel, some common behaviors requiring scholars to take a temporary break from the community might include the following:

- Coming to school under the influence (but not in possession of) of alcohol or illegal substances
- Bullying behavior
- Academic dishonesty
- Abuse of computer privileges
- Destruction or defacing of school property
- Sexual harassment
- Voluntary sexual acts while in school
- Theft of school or personal property
- Truancy or leaving school property without permission
- Smoking on school grounds or school-sponsored events
- Possession and/or use or transfer of matches, lighters, or any incendiary devices
- Tampering with fire alarm/extinguishers
- Arson
- Terroristic threats
- Encouraging fighting
- Counterfeiting, forging another's signature on school-related documents, or presenting another scholar's work as one's own
- Failure to abide by previously decided resolutions

Step 4: Permanent Break from the Community

If the scholar's misconduct continues, and he/she/they does not appear in the School Leader's

and/or designated personnel's judgment to be acting in good faith to change his offending behavior, the School Leader may recommend to The Board to permanently exclude (i.e. expelled) the scholar from the community. The decision to permanently exclude a scholar will be decided by a majority vote of the Board.

**The Code of Conduct is not all-inclusive and a scholar committing an act of misconduct not listed will still be subject to the authority of the principal or designee. All scholars are expected to behave in a manner that will reflect favorably on the school, not only during school hours, but also at any out-of-school activity connected with the school, including but not limited to school functions, internships, field trips, and athletic games. Behavior at any such activities will be part of the scholar's record and misbehavior will be dealt with accordingly by school officials.*

Attendance Policy

LAPCS shall comply with all attendance laws and regulations of the state. Scholars must attend school each day it is in session. Scholars who are absent for three days or more without a legal excuse shall be considered truant. A referral shall be made to the advisor and/or school secretary who shall take appropriate action. No scholar under the age of 18 may withdraw from school unless his/her/their parent/guardian signs a formal withdrawal form.

Every 4 tardies to school will result in 1 unexcused absence.

Only the following conditions will result in an excused absence:

- Illness of the scholar
- Medical diagnosis and/or treatment
- Death in the immediate family; funerals of other relatives or close friends, not to exceed one day in the locality or three days if outside the state.
- Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
- Legal business requiring the scholar's presence
- Suspension or expulsion from school
- Observance of religious holidays
- Approved college visits during the junior or senior year
- Authorized school-sponsored activities

Scholar Dress Code

Scholars and staff strive for excellence at LAPCS and the dress code reflects this. The school leader and staff have the sole discretion to enforce the items below based on their judgment of inappropriate attire.

1. Appropriate and safe footwear should be worn at all times. Specifically, house slippers, slides, flip-flops, and excessively high heels are not permitted.
2. Hats and hoods are not to be worn in the building during school hours. Religious head coverings are permitted. Durags and head scarves are allowed (no gang or club affiliated colors permitted). When entering the building, scholars should remove hats and hoods as these prevent staff from clearly identifying scholars.
3. Any garments, as determined by the staff and School Leader, in conjunction with this Board-approved policy, to be inappropriately tight, short, or revealing (including, but not limited to mesh tops, midriff tops, tank tops, tube tops, short shorts, mini-skirts, short dresses, etc.) are prohibited during school hours and at school events.
4. Any garments, as determined by the staff and School Leader, in conjunction with this Board-approved policy, to have excessive holes, rips, studs, or other accessories are prohibited during school hours and at school events.
5. Any attire, as determined by the staff and School Leader to be disruptive to the educational process is prohibited. Attire that is unsafe, unhealthy, offensive to generally accepted standards, or obscene is not to be worn. Decals, slogans, or pictures that contain references to inappropriate substances (i.e. drugs, alcohol, smoking, etc.) or immoral behavior is not allowed.
6. Undergarments should never be exposed. Skin should not be excessively exposed.
7. During internship hours, scholars are expected to dress for the environment of which they are a part. This will vary for each scholar, but dress code will be discussed with the mentor, advisor, scholar, and parent prior to the beginning of an internship.
8. All attire – whether for school, internships, or other school-related activities – is expected to be neatly worn, clean, and worn appropriately.
9. Items not specifically covered in the above-listed guidelines will be at the discretion and good, reasonable judgment of the staff and School Leader as supported by this Board approved dress code policy.
10. Blankets are not permitted in the classrooms or in the cafeteria.

Cell Phone and Chromebook Use

LAPCS acknowledges that electronic communication devices such as cell phones are increasingly common and provide scholars and their families with a sense of security and safety through immediate and direct communication. Additionally, electronic devices may serve as an invaluable learning tool when used appropriately by scholars and advisors, which is the reason we are a one to one technology based school (each scholar has a chromebook). Therefore,

electronic device use during school hours will be at the discretion of each teacher.

LAPCS believes in the importance of teaching scholars to appropriately and effectively use their electronic devices. For example, if an advisor informs scholars that they are able to use their electronic devices for an instructional activity, scholars will be permitted to do so. Likewise, if an advisor instructs a scholar to put an electronic device away, scholars are expected to comply. Repeated refusal to follow a teacher's directives may result in a referral to the school principal.

Student Acceptable Usage Policy (AUP)

Responsibility

Access to La Academia Partnership Charter Schools' ("LAPCS") network systems, email, Internet, intranet, student records, and other computer or technological resources (collectively, the "LAPCS Network Systems") is provided for educational and LAPCS administrative use exclusively. This AUP governs all use of network systems by students and includes Internet and network access: social networks, blogs and wikis, live and text-based chatting, newsgroups, and other Internet utilities. This includes the use of personal equipment and accounts on all LAPCS networks.

Students must comply with the following rules:

- Identify themselves accurately in all communications using the LAPCS Network Systems
- Use MPS Network Systems only for their specified educational purpose
- Post/send only appropriate information in light of the educational purpose of the LAPCS Network Systems
- Access only their own account and keep their passwords private from any other users
- Refuse permission to others to use the student's account
- Only alter their own work
- Remove their old files when they are no longer needed
- Adhere to all other LAPCS codes of conduct when using the LAPCS Network Systems

Students are prohibited from the following activities:

- Engaging in harassment, libel, slander, or bullying of any kind
- Using the LAPCS Network Systems for commercial or political purposes
- Using another person's account
- Using the LAPCS Network Systems to advocate or facilitate the illegal use of drugs or alcohol
- Using the LAPCS Network Systems to access or transmit/post material which is profane, obscene, fraudulent, offensive, discriminatory, threatening, demeaning, intimidating, sexually explicit or pornographic
- Using the LAPCS Network Systems for illegal activities including, but not limited to, copyright violations (such as copying music, videos or software)
- Giving out another individual's personal or private information, including but not limited to that person's address or phone number or educational information
- Recording or posting audio, video or any material of or created by another student or faculty member without that individual's permission

- Engaging in spamming (sending massive, inappropriate and unsolicited information) or flooding (transferring data without intent of meaningful communication)
- Using equipment without permission
- Altering the configuration of school technology (changing system settings) or engaging in any misuse, disruption, or degradation of the LAPCS Network Systems, including intentional physical misuse or damage to equipment, materials, data or programs
- Downloading or installing software of any kind
- Illegally copying software
- Bypassing system security or filters
- Engaging in any other conduct while using the LAPCS Network Systems that is deemed by the Building Principal to be detrimental to LAPCS or any school learning environment

Sanctions

Network access is a privilege, not a right. Violations of this policy may result in the following at the discretion of LAPCS:

- Loss of access privileges
- Disciplinary action at the building level in accordance with the discipline code in the student handbook.
- Referral to appropriate law enforcement agencies as needed

Privacy

Users do not have any expectation of privacy or confidentiality in the content of electronic communications or of other files sent, received and/or stored within the LAPCS Network Systems. The use of a password is solely to protect the user's information from access by fellow users, but creates no expectation of privacy with regard to access to that information by authorized LAPCS employees. LAPCS also reserves the right to examine all data sent, received and/or stored within the LAPCS Network Systems, whether such records, communications, folders, and information are password-protected or not. All communications including text and images may be disclosed to law enforcement or other appropriate third parties without the prior consent or knowledge of the sender or receiver.

Student Email and Internet Posting Guidelines

Students will be provided an email account by LAPCS. Student use of email and posting material on the Internet must follow these guidelines. Adherence to the Acceptable Use Policy for Students is the basis for the use of email and posting on the Internet and it must be complied with at all times. Students may post their own work on the Internet, including their first name and picture provided that their parent or guardian has given permission by signing the Internet Publishing Permission and Release Form for Students. Students are responsible for knowing what their parent permission is and to abide by that permission.

The advisor will notify parents/guardians of the failure to cooperate when violations of this policy has become a pattern. In order to maintain a safe and responsible environment, scholars may not use electronic devices for communication purposes, unless instructed to do

so by a staff member. Likewise, destructive devices such as ear buds are not permitted without a staff member's approval.

Grade/Credit Requirements for High School Promotion/Graduation

Scholars must successfully complete the following credit attainment and distribution to be eligible for promotion and/or graduation.

Grade Scale

100%-90%	A
89%-80%	B
79%-70%	C
69%-60%	D
59%-Below	F

Credit Distribution

A scholar must earn a minimum of **22** credits for graduation

Subject Area	Credits
English/Language Arts	4
Mathematics	3
Science	3
Social Studies	3
Arts/Humanities	2
Health/Physical Education	1
Electives	6

Promotion and Grade Level Assignments

High school promotion is based upon credits earned with the following minimums:

- Grade 9 to Grade 10: minimum of 5 credits
- Grade 10 to Grade 11: minimum of 11 credits
- Grade 11 to Grade 12: minimum of 16 credits

Dual Enrollment Policy

La Academia Partnership Charter (LAPCS) recognizes the importance of providing equal access to college courses to high school scholars. This policy provides scholars who are enrolled at LAPCS full-time the opportunity to take college courses. Full-time enrollment means enrollment in at least two (2) courses. This can include the college course.

The School Counselor is responsible for organizing and sharing information regarding the Dual Enrollment Program. This information shall include, but is not limited to:

1. List of local colleges participating in the Program.
2. Eligibility requirements.
3. Application procedures.
4. Restrictions on course load.
5. Approval process.

LAPCS scholars will be eligible for Dual Enrollment following successful completion of 11th grade. Refer to page 14 for these requirements. A scholar may enroll in one (1) college course per term, including the summer between 11th grade and 12th grade, and fall and spring semesters of 12th grade, for a total of three (3) courses. LAPCS will pay for all tuition, fees, and books associated with the enrollment in these courses. Upon successful completion of the course, the scholar will be given credit for the course on his/her/their high school transcript. The credit type will be determined based on the class taken. Credit will only be awarded if a grade of 'D' or higher is earned.

Anti-Bullying Policy

Purpose

A safe and civil school environment is necessary for scholars to learn and achieve and that bullying causes physical, psychological, and emotional harm to scholars and interferes with their ability to learn and participate in school activities. Bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, using drugs and alcohol, sexual harassment, and violence.

It is the goal of the La Academia Partnership Charter School Board of Trustees ("Board") to create a learning environment in its school community where all scholars feel safe and supported, are protected from bullying, and are able to succeed academically and develop socially and emotionally into responsible, caring individuals.

The Board asks every scholar, with the support of their parent(s), guardian(s) and the adults at school, to commit to the following principles, which will apply to everyone on school property and at school-related activities:

- I will not bully others.
- I will try to help anyone I suspect is being bullied.
- I will work to include scholars who are left out.
- If someone is being bullied, I will tell an adult at school and an adult at home.

Definitions

“Bullying” means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a scholar or scholars, and meets all of the following criteria:

1. An observed or perceived imbalance of power exists between the person(s) engaging in the bullying behavior(s) and the targeted scholar(s); and/or scholar(s) were targeted based on prejudice or bias (as defined below).
2. The behaviors are severe or pervasive (repeated over time), or there is a high likelihood that behaviors will be repeated. While bullying is often characterized by repeated acts, sometimes a single incident constitutes bullying depending on the severity and if other elements of bullying are present.
3. The intent of the person(s) engaging in the behavior is to cause physical or emotional harm to the targeted scholar(s).
4. The behavior has or can be reasonably predicted to have one or more of the following effects:
 - a. placing the scholar in reasonable fear of harm to the scholar's person or property;
 - b. causing a substantially detrimental effect on the scholar's physical or mental health;
 - c. substantially interfering with the scholar's academic performance; or
 - d. substantially interfering with the scholar's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

“Cyberbullying” means using information and communication technologies to bully. This definition includes cyberbullying by means of technology that is not owned, leased, or used by the school district when an administrator or teacher receives a report that bullying through this means has occurred. This Policy does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

“Retaliation” means any form of intimidation, reprisal including but not limited to the submission of knowingly false bullying allegations, or harassment directed against a scholar who reports bullying, provides information during an investigation, or witnesses or has reliable information about bullying. Retaliation is prohibited and will result in the imposition of appropriate interventions/consequences according to this Policy and the scholar Code of Conduct (SCC).

“Peer Conflict” means disagreements and oppositional interactions that are situational, immediate and developmentally appropriate. Conflicts arise when two or more scholars with relatively similar observed or perceived power have differences in opinion or perspectives.

When school employees are aware of peer conflict, they are expected to guide scholars in developing new skills in social competency, learning personal boundaries and peaceably resolving conflict, and to model appropriate social interactions.

“Prejudice or bias” means motivation for bullying or harassment based in part or in whole by actual or perceived race, color, religion, sex, national origin or immigration status, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

“Restorative Practices” means a continuum of school-based alternatives to exclusionary discipline that are adapted to the particular needs of the school and community, contribute to maintaining school safety, protect the integrity of a positive and productive learning climate, teach scholars the personal and interpersonal skills they will need to be successful in school and society, serve to build and restore relationships among scholars, families, schools, and communities, and reduce the likelihood of future disruption by balancing accountability with an understanding of scholars’ behavioral health needs.

Restorative practices are ways of pro-actively developing relationships and community, as well as repairing community when harm is done. After conflict or harm, Restorative Practices provide a way of thinking about, talking about, and responding to issues and problems by involving all participants to discuss their feelings and opinions, identify what happened, describe how it affected everyone, and find solutions to make things better.

Scope

Bullying is contrary to Pennsylvania law and this Policy is consistent with the School Code. The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a scholar is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/ harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more scholars and/or the orderly day-to-day operations of any school or school program.

This Policy protects scholars against bullying and harassment on the basis of actual or perceived race or ethnicity, color, religion, sex, national origin or immigration status, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender or sex (includes gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), genetic information, unfavorable discharge from military service, political belief or affiliation, or on the basis of a person’s association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

The Board recognizes the particular vulnerability of scholars with actual or perceived disabilities and those who identify as or are perceived to be lesbian, gay, bisexual or transgender. Nothing in this Policy is intended to infringe upon any expression protected by the First Amendment to the United States Constitution. This Policy is based on the engagement of a range of school stakeholders, including scholars and parents/guardians.

The Board or its designee will re-evaluate this Policy every two (2) years based on an assessment of its outcomes and effectiveness, including, but not limited to, factors such as the frequency of victimization; scholar, staff and family observations of safety at school; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation.

Responsibilities of Scholars, Parents, and Guardians

No scholar who witnesses bullying may stand by or participate in the bullying but must notify an adult at school and an adult at home as quickly as practicable.

Any parent or guardian who witnesses or is notified of bullying has an obligation to advise the Principal/Designee as quickly as practicable. Reports can be made to any employee or contractor in person, by completing Attachment A and submitting it to the Principal/Designee, by calling the main office 717-295-7763, or by emailing info@lapcs.org. Anonymous reports will be accepted by the Principal/Designee.

No disciplinary action will be taken on the sole basis of an anonymous report.



La Academia Partnership Charter School

Scholar Handbook Agreement Form

By filling out this form, you and your scholar indicate that you have read the Scholar Handbook. It also means that you have discussed with your Scholar the appropriate items from the handbook, and that you and your scholar agree to abide by the school procedures, regulations, and policies discussed in this handbook.

Scholar Signature

Date

Parent/Guardian Signature

Date