

Operations

Crispus Attucks Youthbuild Charter School

RIGHT TO KNOW POLICY NO. 801

Adopted: March 5, 2001

Revised: July 24, 2017, February 22, 2021

In accordance with the Right-to-Know Law, Act 3 of 2008, be it resolved that the Board of Trustees of Crispus Attucks Youthbuild Charter School ("Charter School") hereby establishes the following:

- (1) Right-to-Know Law Policy,
- (2) Right-to-Know Law Request for Access to Records Form, and
- (3) Right-to-Know Law Request Fee Structure.

The Board of Trustees hereby directs that the Right-to-Know Law Policy, Right-to-Know Request for Access to Records Form and Right-to-Know Law Request Fee Structure be posted at Charter School's main administrative office and, if Charter School maintains an Internet website, on Charter School's Internet website together with the following:

- (1) Contact information for the Open Records Officer (may be included in the Right-to-Know Law Policy);
- (2) Contact information for the Office of Open Records or other applicable appeals officer (may be included in the Right-to-Know Law Policy); and
- (3) Any additional Administrative Procedures or regulations that may be developed consistent with this Policy and the Right to Know Law.

The Board further appoints the Charter School's CEO as the Open Records Officer.

This Policy, Form and Fee Structure included herein, hereby replace and supersede all prior Policies, Forms and/or Fee Structures related to the Right-to-Know Law in effect at the Charter School.

In accordance with the Right-to-Know Law, Requesters may elect to access the Official Records Request Form available through the Office of Open Records.

The Board of Trustees of the Charter School directs the appointed Open Records Officer to implement procedures necessary to effectuate this Policy and to adhere to the requirements of the Right-to-Know Law. This policy supersedes and replaces all previously adopted Right-to-Know Law Policies at the Charter School and any and all procedures related to the Right-to-Know Law at the Charter School shall be modified as consistent with this Policy.

Language in this Policy has been drafted taking into consideration the Right-to-Know Law and information available from and through the Office of Open Records and Pennsylvania Department of Education. Nothing in this policy shall be construed to conflict with applicable state and/or federal laws, including but not limited to the Right-to-Know Law and any and all applicable common law and cases developing from the Right-to-Know Law and/or interpreting the Right-to-Know Law. In the event the Right-to-Know Law is amended or otherwise revised, this Policy shall be interpreted to incorporate any revisions or changes to the Right-to-Know Law without the need for Board action.

The Open Records Officer is the individual designated by the Board to receive, review and respond to all requests directed to the Charter School pursuant to this Policy and applicable law.

A record of the Charter School is public provided the record is not:

- (1) Exempt under the Right-to-Know Law;
- (2) Exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree; or
- (3) Protected by a privilege.

This Policy shall not be interpreted to require or allow access to any record that is not a Public Record under the Right-to-Know Law.

This Policy shall be interpreted to allow access to or duplication of Public Records to the extent required by the Right-to-Know Law.

For purposes of this Policy, a Requester is a person that is a legal resident of the United States and requests a record pursuant to the Right-to-Know Law. The term includes an agency.

Access to a record or written notice to a Requester granting, denying or partially granting and partially denying access to a record.

The Open Records Officer shall receive requests submitted to the Charter School under the Right-to-Know Law, direct requests to other appropriate persons in accordance with the Right-to-Know Law, track the Charter School's progress in responding to requests and issue interim and final Responses under the Right-to-Know Law and this Policy.

The Charter School may designate a Public Records Access Room. The function of a Public Records Access Room is to provide a specific, established site where Requesters may have physical access to some or all of the Charter School's Public Records. If the Board elects not to establish such a room, the Open Records Officer shall determine on

an ad hoc basis and in accordance with the Right-to-Know Law the building and room where Public Records will be made available to a Requester and the hours of availability.

In either instance the Open Records Officer has the discretion to establish procedures governing the use of the room including, but not limited to, the hours of access, the need and adequacy of proof of identification, restrictions or prohibitions on the removal of Records, the use of written requests and the ability of a Requester to bring his or her own equipment into the room.

Procedure for Requesting Records:

Oral requests. The Right-to-Know Law does not require the Charter School to respond to oral requests. The Open Records Officer shall refuse to accept any oral request.

Anonymous requests. The Right-to-Know Law does not require the Charter School to respond to Anonymous requests. The Open Records Officer shall refuse to accept any written request that does not identify the Requester.

Written requests. The Right-to-Know Law requires that the Open Records Officer act upon each non-anonymous written request when such request is submitted in person, by mail, by facsimile or email.

Contents of a request. The Right-to-Know Law sets forth various specifications for the contents of a written request. A Requester must submit a request in writing to the Open Records Officer on a form to be provided by the Open Records Officer or on the Official form issued by the Office of Open Records. The request must be addressed to the Open Records Officer and must set forth the name and address where the Charter School should address its Response. The request should identify or describe the Record or Records sought with sufficient specificity to enable the Charter School to ascertain which Records are being requested. The written request may be submitted in person, by mail, facsimile or email. Any Charter School Employee or Board Member who receives a request directed to the Open Records Officer shall immediately forward that request to the Open Records Officer.

The Right-to-Know Law provides that the Requester need not include the reason for the request or the intended use of the Records. Therefore, the Open Records Officer shall not insist that such a statement be provided, nor shall the Charter School reject or refuse a request on the grounds that no such reason was given.

Forms. The Charter School may create or adopt forms for use by Requesters in preparing written requests. In the absence of a form created by the Charter School, the Open Records Office's official Form must be used.

Identification. As the Right-to-Know Law states that the Charter School provide a Requester with access to a Public Record if the Requester is a legal resident of the United States, the Charter School may require the Requester to produce photographic identification to the extent allowed by the Right-to-Know Law.

Address all Open Records Requests to:

Open Records Officer
Crispus Attucks Youthbuild Charter School
605 South Duke Street
York, PA 7401

The Charter School shall post this information to its website and shall post it at a location that is publicly accessible.

The Right-to-Know Law provides that, upon receipt of a written Open Records Request, the Charter School must make a good faith effort to determine if the requested Record is a Public Record, financial record, or legislative record and to respond as promptly as possible under the circumstances existing at the time of the request, and that this time shall not exceed five (5) business days from the date the written request is received by the Charter School's Open Records Officer.

The five (5) business day period does not begin to run until the Charter School's designated Open Records Officer has received a written request in accordance with the Right-to-Know Law and this Policy. If an Open Records Request is submitted to the Charter School or to some Officer or employee of the Charter School other than the Open Records Officer, the five (5) business day period has not yet begun.

Either a final or an interim written Response must be made within five (5) business days from the date that the Open Records Officer received the request. If the Open Records Officer fails to respond within that time period, the Open Records Request is deemed denied.

The Right-to-Know Law and this Policy contemplate that Requesters will receive a Response within the five (5) business day period. However, the Right-to-Know Law and this Policy also provide the Charter School with certain specific exceptions to invoke a single extension of time, which may not exceed thirty (30) calendar days. If an extension is invoked and then there is no timely Response, the Open Records Request is deemed denied. Likewise, if the Open Records Officer notifies the Requester that it needs more than the maximum of thirty (30) days, the request is deemed denied.

Processing of Open Records Requests by the Open Records Officer:

Upon receiving an Open Records Request, the Open Records Officer shall, at a minimum, promptly complete the following tasks to the extent required by the Right-to-Know Law:

- (i) Date-stamp or otherwise note the date of receipt on the Open Records Request.
- (ii) Compute the day on which the five (5) business day period will expire and make a notation of that date.
- (iii) Maintain a paper or electronic copy of the Open Records Request, including all documents submitted with it and the envelope (if any) in which it was received.
- (iv) Create an official file for the retention of the original Open Records Request.
- (v) Make a good faith effort to determine if the record requested is a Public Record and if the Charter School has possession, custody or control of the record.
- (vi) Maintain a copy of the Charter School's Response to the request.

For purposes of determining the five (5) business-day period:

- (i) A business day shall be from 8:00 a.m. until 4:00 p.m. on any Monday, Tuesday, Wednesday, Thursday, or Friday, except those days when the offices of the Charter School are closed for all or part of a day due to a holiday; due to severe weather (such as a blizzard or ice storm); due to natural or other disaster; or due to the request or direction of local, state, or federal law enforcement officers.
- (ii) Any Open Records Request received by the Open Records Officer after the close of its regular business hours shall be deemed received by that office on the following business day.
- (iii) For purposes of determining the end of the five (5) business day period, the day that an Open Records Request is received (or deemed received) is not counted. The first day of the five (5) business day period is the Charter School's next business day.

The act of providing a Requester with physical access to a document or a copy of the requested Record, in the Open Records Office, is a "Response" for purposes of this Open Records Policy. Unless the Charter School issues written policies to the contrary, only the Open Records Officer possesses the authority to permit this access.

Where timely access is not provided in accordance with above, the Act requires that the Charter School's Response be in writing. The Open Records Officer has the duty to prepare and send written Responses. In preparing a written Response, the Open Records Officer should consult, as necessary, with the Solicitor.

The Charter School is not required to create a Public Record that does not already exist, nor is the Charter School required to compile, maintain, format, or organize a Public Record in a manner in which the Charter School does not currently do so.

The Open Records Office shall send written Responses to Requesters by one of the following, in its discretion: United States mail, facsimile transmission; electronic transmission; overnight or parcel delivery service; or, courier delivery.

Access to Public Records:

Unless otherwise provided by law, a Public Record, legislative record or financial record shall be accessible for inspection and duplication in accordance with the Right-to-Know Law and this Policy. A Public Record, legislative record or financial record being provided to a Requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. Public Records, legislative records or financial records shall be available for access during the regular business hours of the Charter School.

The Charter School shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the Charter School does not currently compile, maintain, format or organize the record.

The Open Records Officer may respond to a records request by notifying the Requester that the record is available through publicly accessible electronic means or that the Charter School will provide access to inspect the record electronically. If the Requester is unwilling or unable to access the record electronically, the Requester may, within thirty days following receipt of the notification, submit a written request to the Open Records Officer to have the record converted to paper. The Charter School shall provide access to the record in printed form within five days of the receipt of the written request for conversion to paper.

The Act requires that, unless otherwise provided by law, the Public Records of the Charter School must be accessible for inspection by any Requester during the regular

business hours of the Charter School. Unless the Charter School adopts written policies to the contrary, the regular business hours of the Charter School for purposes of the Act are from 8:00 a.m. until 4:00 p.m. on any business day.

Access shall be provided by the Open Records Officer either in the Open Records Office or the Public Records Access Room, at the discretion of the Open Records Officer, depending on the size, complexity or other circumstances of the request.

Notice of Review:

Upon receipt of a written request for access, the Open Records Officer shall determine if one of the following applies:

- (A) The request for access requires redaction of a record in accordance with the Right-to-Know Law;
- (B) The request for access requires the retrieval of a record stored in a remote location;
- (C) A timely Response to the request for access cannot be accomplished due to bona fide and specified staffing limitations;
- (D) A legal review is necessary to determine whether the record is a record subject to access under this act;
- (E) The Requester has not complied with the agency's policies regarding access to records;
- (F) The Requester refuses to pay applicable fees authorized by this act; or
- (G) The extent or nature of the request precludes a Response within the required time period.

Upon a determination that one of the above factors applies, the Open Records Officer shall send written notice to the Requester within five (5) business days of receipt of the request for access. The notice shall include a statement notifying the Requester that the request for access is being reviewed, the reason for the review, a reasonable date that a Response is expected to be provided and an estimate of applicable fees owed when the record becomes available. If the date that a Response is expected to be provided is in excess of thirty (30) days, following the five (5) business days allowed for in the Right-to-Know Law, the request for access shall be deemed denied unless the Requester has agreed in writing to an extension to the date specified in the notice.

If the Requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice if the Charter School has not provided a Response by that date.

Written Final Responses:

Types of final Responses. The Act provides for three (3) types of written final Responses:

- (i) The Charter School grants the entire Open Records Request;
- (ii) The Charter School refuses the entire Open Records Request;
- (iii) The Charter School grants part of the Open Records Request and refuses the remainder.

The failure of the Charter School to make a timely final Response is a Deemed Denial under the terms of the Act. Final Responses that deny Open Records Requests, both in whole or in part, shall be in writing by the Open Records Officer and include all of the following:

- (i) A description of the record requested;
- (ii) The specific reasons for the denial, including a citation of supporting legal authority;
- (iii) The typed or printed name, title, business address, business telephone number and signature of the Open Records Officer on whose authority the denial is issued;
- (iv) Date of the Response; and
- (v) The procedure to appeal the denial of access under the Right-to-Know Law.

If the Open Records Officer grants the request, the Response shall so inform the Requester and include any necessary information for access.

Redaction:

If the Charter School determines that a Public Record, legislative record or financial record contains information which is subject to access as well as information which is

not subject to access, the Charter School's Response shall grant access to the information which is subject to access and deny access to the information which is not subject to access. If the information which is not subject to access is an integral part of the Public Record, legislative record or financial record and cannot be separated, the Charter School shall redact from the record the information which is not subject to access, and the Response shall grant access to the information which is subject to access. The Charter School may not deny access to the record if the information which is not subject to access is able to be redacted. Information which the Charter School redacts in accordance with the Right-to-Know Law shall be deemed a denial under the Right-to-Know Law.

Appeals:

If a written request for access to a record is denied or deemed denied, the Requester may file an appeal with the Office of Open Records or judicial, legislative or other appeals officer designated under the Right-to-Know Law within fifteen (fifteen (15)) business days of the mailing date of the Charter School's Response or within fifteen (fifteen (15)) business days of a deemed denial. The appeal shall state the grounds upon which the Requester asserts that the record is a Public Record, legislative record or financial record and shall address any grounds stated by the Charter School for delaying or denying the request. Unless otherwise provided by applicable law, the Office of Open Records shall assign an appeals officer to review the denial.

A person other than the Charter School or Requester with a direct interest in the record subject to an appeal under this section may, within fifteen (15) days following receipt of actual knowledge of the appeal but no later than the date the appeals officer issues an order, file a written request to provide information or to appear before the appeals officer or to file information in support of the Requester's position. Copies of the written request shall be sent to the agency and the Requester.

Posting:

The following information shall be posted at the Charter School and, if the Charter School maintains an Internet website, on the Internet website:

- (A) Contact information for the Open Records Officer.
- (B) Contact information for the Office of Open Records or other applicable appeals officer.
- (C) A form which may be used to file a request.

(D) Regulations, policies and procedures of the Charter School relating to the Right-to-Know Law.

Current Information for the Office of Open Records:

Mailing Address:

Commonwealth of Pennsylvania
Office of Open Records
Commonwealth Keystone Building
333 Market Street, 16th Floor
Harrisburg, PA 17101-2234

Phone: 717-346-9903

Fax: 717-425-5343

Email: openrecords@pa.gov

The Charter School may deny a Requester access to a record if the Requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the Charter School. Such denial shall not restrict the ability to request a different record.

The Charter School may deny a Requester access:

- (i) When timely access is not possible due to fire, flood or other disaster; or
- (ii) To historical, ancient or rare documents, records, archives and manuscripts when access may, in the professional judgment of the curator or custodian of records, cause physical damage or irreparable harm to the record. To the extent possible, the contents of such a record shall be made accessible to a Requester even when the record is physically unavailable.

If, in Response to a request, the Charter School produces a record that is not a Public Record, legislative record or financial record, the Charter School shall notify any third party that provided the record to the agency, the person that is the subject of the record and the Requester. the Charter School shall notify a third party of a request for a record if the third party provided the record and included a written statement signed by a representative of the third party that the record contains a trade secret or confidential proprietary information. Notification shall be provided within five (5) business days of receipt of the request for the record. The third party shall have five business days from receipt of notification from the agency to provide input on the release of the record. The Charter School shall deny the request for the record or release the record within ten (10) business days of the provision of notice to the third party and shall notify the third party of the decision.

A Public Record shall be accessible for duplication by a Requester. The Charter School does not make duplication equipment available to a Requester but shall provide other means by which a Requester may obtain copies.

The Charter School will assign its own staff to make the duplications requested by the Requester; or it may contract for duplication services and require that the Requester pay the contractor for those services. The Charter School shall charge the Requester a reasonable fee(s) that is consistent with the prevailing charges in the geographic location where the duplication occurs.

Retention and Disposal of Public Records:

There are statutes, regulations and other laws that regulate the Charter School's retention and disposition of Records. The Charter School shall follow the mandates of these laws and regulations. Neither the Act nor this policy modifies, rescinds or supersedes any retention or disposition schedule established pursuant to law or other regulation.

Reasonable fees and charges as permitted by the Right-to-Know Law shall be established by the Board via Resolution and Established Fee Structure. The Board-approved list of fees shall be available for review by Requesters.

Such a fee structure may be amended from time to time as appropriate, using the standards provided in the Right-to-Know Law and shall not exceed the fee structure recommended by the Office of Open Records.

If the fee is for copying only and the anticipated cost exceeds \$100.00, the Charter School may allow access to the Records but shall refuse to make copies until the fee is paid. If the fee is for redacted copies or some other allowable service that is necessary in order for access to be provided, the Charter School may deny access until the fee is paid. At no time will the Charter School accept cash as a method of payment.

The Charter School shall not charge a fee for review of a record to determine whether the record is subject to access.

All copies must be retrieved within ninety (90) days of the Charter School Response or the Charter School may, in the discretion of the Open Records Officer and to the extent allowed by law, dispose of copies made. The Requester remains responsible for fees incurred to the extent allowed by the Right-to-Know Law.

The Open Records Officer may waive fees set by the Board on a case-by-case basis consistent with applicable state and federal law.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Crispus Attucks Youthbuild Charter School
Right-to-Know Law Request Fee Structure

The Right-to-Know law requires the establishment of a fee structure. The Crispus Attucks Youthbuild Charter School ("Charter School") establishes the following fee structure in accordance with the Law and has derived this structure upon review of the Open Records Office's Recommended Structure. The Law requires that the Office of Open Records review the fee structure biannually. For more information, please visit the Office of Open Records' Official Fee Schedule:

<https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm> .

Record Type / Delivery Method	Fee Structure
Black & White Copies (first 1,000)	Up to \$0.25 per copy.
Black & White Copies (beyond 1,000)	Up to \$0.20 per copy.
Color Copies	Up to \$0.50 per copy.
Specialized Documents (3)	Up to actual cost.
Records Delivered via Email or Other Electronic Method	No additional fee may be imposed.
CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost.
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed.
Conversion to Paper	Up to \$0.25 per page.
Photographing a Record	No additional fee may be imposed.
Postage	Up to actual cost of USPS first-class postage.
Certification	Up to \$5.00 per record.

Please Also Be Advised in regard to the Right-to-Know Law Fee Structure:

Statutory Fees: If a separate statute authorizes the Charter School to charge a set amount for a certain type of record, the Charter School may charge no more than that statutory amount.

Inspection of Redacted Records: If a Requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the Charter School shall redact the non-public information. The Charter School may not charge the Requester for the redaction. However, the Charter School may charge for the copies it must make of the redacted material in order for the Requester to view the public record. The fee structure outlined above will apply. If, after inspecting the records, the Requester chooses to obtain the copies, no additional fee may be charged.

Enhanced Electronic Access: If the Charter School offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a Requester, the Charter School may establish user fees specifically for the **provision** of the enhanced electronic access, but only to the extent that the enhanced electronic access is in addition to making the records accessible for inspection and duplication by a Requester as required by the Right-to-Know Law. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access or any other reasonable method and any combination thereof. The user fees for enhanced electronic access must be reasonable, must be pre-approved by the Office of Open Records and shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. Any request is to be submitted to the Office of Open Records, 333 Market Street, 16th Floor, Harrisburg, PA 17101-2234.

Fee Limitations: Except as otherwise provided by statute, the law states that **no other fees may be imposed** unless the Charter School necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for a review of a record to determine whether the record is a Public Record, legislative record or financial record subject to access. No fee may be charged for searching for or retrieval of documents. The Charter School may not charge staff time or salary for complying with a Right-to-Know request.

Prepayment: Prior to granting a request for access, the Charter School may require a Requester to **prepay** an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.

Once the request is fulfilled and prepared for release, the Office of Open Records recommends **that** the Charter School obtain the cost of the records prior to releasing the records. This recommendation is designed to avoid situations in which the Charter School provides the records and the Requester fails to submit payment.

Crispus Attucks Charter School

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Revised: July 24, 2017

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Crispus Attucks Youthbuild Charter School
605 South Duke Street
York, PA 17401

The Charter School shall post this information to its website and shall post it at a location that is publicly accessible.

The Right-to-Know Law provides that, upon receipt of a written Open Records Request, the Charter School must make a good faith effort to determine if the requested Record is a Public Record, financial record, or legislative record and to respond as promptly as possible under the circumstances existing at the time of the request, and that this time shall not exceed five (5) business days from the date the written request is received by the Charter School's Open Records Officer.

The five (5) business day period does not begin to run until the Charter School's designated Open Records Officer has received a written request in accordance with the Right-to-Know Law and this Policy. If an Open Records Request is submitted to the Charter School or to some Officer or employee of the Charter School other than the Open Records Officer, the five (5) business day period has not yet begun.

Either a final or an interim written Response must be made within five (5) business days from the date that the Open Records Officer received the request. If the Open Records Officer fails to respond within that time period, the Open Records Request is deemed denied.

The Right-to-Know Law and this Policy contemplate that Requesters will receive a Response within the five (5) business day period. However, the Right-to-Know Law and this Policy also provide the Charter School with certain specific exceptions to invoke a single extension of time, which may not exceed thirty (30) calendar days. If an extension is invoked and then there is no timely Response, the Open Records Request is deemed denied. Likewise, if the Open Records Officer notifies the Requester that it needs more than the maximum of thirty (30) days, the request is deemed denied.

Processing of Open Records Requests by the Open Records Officer:

Upon receiving an Open Records Request, the Open Records Officer shall, at a minimum, promptly complete the following tasks to the extent required by the Right-to-Know Law:

- (i) Date-stamp or otherwise note the date of receipt on the Open Records Request.
- (ii) Compute the day on which the five (5) business day period will expire and make a notation of that date.
- (iii) Maintain a paper or electronic copy of the Open Records Request, including all documents submitted with it and the envelope (if any) in which it was received.
- (iv) Create an official file for the retention of the original Open Records Request.
- (v) Make a good faith effort to determine if the record requested is a Public Record and if the Charter School has possession, custody or control of the record.
- (vi) Maintain a copy of the Charter School's Response to the request.

For purposes of determining the five (5) business-day period:

- (i) A business day shall be from 8:00 a.m. until 4:00 p.m. on any Monday, Tuesday, Wednesday, Thursday, or Friday, except those days when the offices of the Charter School are closed for all or part of a day due to a holiday; due to severe weather (such as a blizzard or ice storm); due to natural or other disaster; or due to the request or direction of local, state, or federal law enforcement officers.
- (ii) Any Open Records Request received by the Open Records Officer after the close of its regular business hours shall be deemed received by that office on the following business day.
- (iii) For purposes of determining the end of the five (5) business day period, the day that an Open Records Request is received (or deemed received) is not counted. The first day of the five (5) business day period is the Charter School's next business day.

The act of providing a Requester with physical access to a document or a copy of the requested Record, in the Open Records Office, is a "Response" for purposes of this Open Records Policy. Unless the Charter School issues written policies to the contrary, only the Open Records Officer possesses the authority to permit this access.

Where timely access is not provided in accordance with subsection 8(1) above, the Act requires that the Charter School's Response be in writing. The Open Records Officer has the duty to prepare and send written Responses. In preparing a written Response, the Open Records Officer should consult, as necessary, with the Solicitor.

The Charter School is not required to create a Public Record that does not already exist, nor is the Charter School required to compile, maintain, format, or organize a Public Record in a manner in which the Charter School does not currently do so.

The Open Records Office shall send written Responses to Requesters by one of the following, in its discretion: United States mail, facsimile transmission; electronic transmission; overnight or parcel delivery service; or, courier delivery.

Access to Public Records:

Unless otherwise provided by law, a Public Record, legislative record or financial record shall be accessible for inspection and duplication in accordance with the Right-to-Know Law and this Policy. A Public Record, legislative record or financial record being provided to a Requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. Public Records, legislative records or financial records shall be available for access during the regular business hours of the Charter School.

The Charter School shall not be required to create a record which does not currently exist or to compile, maintain, format or organize a record in a manner in which the Charter School does not currently compile, maintain, format or organize the record.

The Open Records Officer may respond to a records request by notifying the Requester that the record is available through publicly accessible electronic means or that the Charter School will provide access to inspect the record electronically. If the Requester is unwilling or unable to access the record electronically, the Requester may, within thirty days following receipt of the notification, submit a written request to the Open Records Officer to have the record converted to paper. The Charter School shall provide access to the record in printed form within five days of the receipt of the written request for conversion to paper.

The Act requires that, unless otherwise provided by law, the Public Records of the Charter School must be accessible for inspection by any Requester during the regular

business hours of the Charter School. Unless the Charter School adopts written policies to the contrary, the regular business hours of the Charter School for purposes of the Act are from 8:00 a.m. until 4:00 p.m. on any business day.

Access shall be provided by the Open Records Officer either in the Open Records Office or the Public Records Access Room, at the discretion of the Open Records Officer, depending on the size, complexity or other circumstances of the request.

Notice of Review:

Upon receipt of a written request for access, the Open Records Officer shall determine if one of the following applies:

- (A) The request for access requires redaction of a record in accordance with the Right-to-Know Law;
- (B) The request for access requires the retrieval of a record stored in a remote location;
- (C) A timely Response to the request for access cannot be accomplished due to bona fide and specified staffing limitations;
- (D) A legal review is necessary to determine whether the record is a record subject to access under this act;
- (E) The Requester has not complied with the agency's policies regarding access to records;
- (F) The Requester refuses to pay applicable fees authorized by this act; or
- (G) The extent or nature of the request precludes a Response within the required time period.

Upon a determination that one of the above factors applies, the Open Records Officer shall send written notice to the Requester within five (5) business days of receipt of the request for access. The notice shall include a statement notifying the Requester that the request for access is being reviewed, the reason for the review, a reasonable date that a Response is expected to be provided and an estimate of applicable fees owed when the record becomes available. If the date that a Response is expected to be provided is in excess of thirty (30) days, following the five (5) business days allowed for in the Right-to-Know Law, the request for access shall be deemed denied unless the Requester has agreed in writing to an extension to the date specified in the notice.

If the Requester agrees to the extension, the request shall be deemed denied on the day following the date specified in the notice if the Charter School has not provided a Response by that date.

Written Final Responses:

Types of final Responses. The Act provides for three (3) types of written final Responses:

- (i) The Charter School grants the entire Open Records Request;
- (ii) The Charter School refuses the entire Open Records Request;
- (iii) The Charter School grants part of the Open Records Request and refuses the remainder.

The failure of the Charter School to make a timely final Response is a Deemed Denial under the terms of the Act. Final Responses that deny Open Records Requests, both in whole or in part, shall be in writing by the Open Records Officer and include all of the following:

- (i) A description of the record requested;
- (ii) The specific reasons for the denial, including a citation of supporting legal authority;
- (iii) The typed or printed name, title, business address, business telephone number and signature of the Open Records Officer on whose authority the denial is issued;
- (iv) Date of the Response; and
- (v) The procedure to appeal the denial of access under the Right-to-Know Law.

If the Open Records Officer grants the request, the Response shall so inform the Requester and include any necessary information for access.

Redaction:

If the Charter School determines that a Public Record, legislative record or financial record contains information which is subject to access as well as information which is not subject to access, the Charter School's Response shall grant access to the information

which is subject to access and deny access to the information which is not subject to access. If the information which is not subject to access is an integral part of the Public Record, legislative record or financial record and cannot be separated, the Charter School shall redact from the record the information which is not subject to access, and the Response shall grant access to the information which is subject to access. The Charter School may not deny access to the record if the information which is not subject to access is able to be redacted. Information which the Charter School redacts in accordance with the Right-to-Know Law shall be deemed a denial under the Right-to-Know Law.

Appeals:

If a written request for access to a record is denied or deemed denied, the Requester may file an appeal with the Office of Open Records or judicial, legislative or other appeals officer designated under the Right-to-Know Law within fifteen (fifteen (15)) business days of the mailing date of the Charter School's Response or within fifteen (fifteen (15)) business days of a deemed denial. The appeal shall state the grounds upon which the Requester asserts that the record is a Public Record, legislative record or financial record and shall address any grounds stated by the Charter School for delaying or denying the request. Unless otherwise provided by applicable law, the Office of Open Records shall assign an appeals officer to review the denial.

A person other than the Charter School or Requester with a direct interest in the record subject to an appeal under this section may, within fifteen (15) days following receipt of actual knowledge of the appeal but no later than the date the appeals officer issues an order, file a written request to provide information or to appear before the appeals officer or to file information in support of the Requester's position. Copies of the written request shall be sent to the agency and the Requester.

Posting:

The following information shall be posted at the Charter School and, if the Charter School maintains an Internet website, on the Internet website:

- (A) Contact information for the Open Records Officer.
- (B) Contact information for the Office of Open Records or other applicable appeals officer.
- (C) A form which may be used to file a request.
- (D) Regulations, policies and procedures of the Charter School relating to the Right-to-Know Law.

The Charter School may deny a Requester access to a record if the Requester has made repeated requests for that same record and the repeated requests have placed an unreasonable burden on the Charter School. Such denial shall not restrict the ability to request a different record.

The Charter School may deny a Requester access:

- (i) When timely access is not possible due to fire, flood or other disaster; or
- (ii) To historical, ancient or rare documents, records, archives and manuscripts when access may, in the professional judgment of the curator or custodian of records, cause physical damage or irreparable harm to the record. To the extent possible, the contents of such a record shall be made accessible to a Requester even when the record is physically unavailable.

If, in Response to a request, the Charter School produces a record that is not a Public Record, legislative record or financial record, the Charter School shall notify any third party that provided the record to the agency, the person that is the subject of the record and the Requester. the Charter School shall notify a third party of a request for a record if the third party provided the record and included a written statement signed by a representative of the third party that the record contains a trade secret or confidential proprietary information. Notification shall be provided within five (5) business days of receipt of the request for the record. The third party shall have five business days from receipt of notification from the agency to provide input on the release of the record. The Charter School shall deny the request for the record or release the record within ten (10) business days of the provision of notice to the third party and shall notify the third party of the decision.

A Public Record shall be accessible for duplication by a Requester. The Charter School does not make duplication equipment available to a Requester but shall provide other means by which a Requester may obtain copies.

The Charter School will assign its own staff to make the duplications requested by the Requester; or it may contract for duplication services and require that the Requester pay the contractor for those services. The Charter School shall charge the Requester a reasonable fee(s) that is consistent with the prevailing charges in the geographic location where the duplication occurs.

Retention and Disposal of Public Records:

There are statutes, regulations and other laws that regulate the Charter School's retention and disposition of Records. The Charter School shall follow the mandates of

these laws and regulations. Neither the Act nor this policy modifies, rescinds or supersedes any retention or disposition schedule established pursuant to law or other regulation.

Reasonable fees and charges as permitted by the Right-to-Know Law shall be established by the Board via Resolution and Established Fee Structure. The Board-approved list of fees shall be available for review by Requesters.

Such a fee structure may be amended from time to time as appropriate, using the standards provided in the Right-to-Know Law and shall not exceed the fee structure recommended by the Office of Open Records.

If the fee is for copying only and the anticipated cost exceeds \$100.00, the Charter School may allow access to the Records but shall refuse to make copies until the fee is paid. If the fee is for redacted copies or some other allowable service that is necessary in order for access to be provided, the Charter School may deny access until the fee is paid. At no time will the Charter School accept cash as a method of payment.

The Charter School shall not charge a fee for review of a record to determine whether the record is subject to access.

All copies must be retrieved within ninety (90) days of the Charter School Response or the Charter School may, in the discretion of the Open Records Officer and to the extent allowed by law, dispose of copies made. The Requester remains responsible for fees incurred to the extent allowed by the Right-to-Know Law.

The Open Records Officer may waive fees set by the Board on a case by case basis consistent with applicable state and federal law.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

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BOARD OF TRUSTEES POLICY
No. 801
Section: Operations
Title: Public Records
Date Adopted: March 5, 2001

Section 1. Purpose: The Board recognizes the importance of public records as the record of the acts of the CAYBCS and the repository of information about the School. The public has the right under law to inspect and to procure copies of such records with certain exceptions subject to the following guidelines:

Section 2. Definition: The public records of the School shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; acquisition, use or disposal of services or of supplies, materials, equipment or other property or any minutes, orders, or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any persons or group of persons.

Section 3. Authority: The Board shall make the public records of this School available for inspection, and copies thereof in accordance with these guidelines, with the exception of those records exempted from such inspection and copying by law and the rules of this Board.

Records exempted by law include:

- A. Reports, communications or other items, the publication of which would disclose the institution, progress or result of an investigation.
- B. Any record, document, material, exhibit, report, memorandum, or other paper access to which or publication of which is prohibited, restricted or forbidden by law or court order or decree; or which would operate to the prejudice or impairment of a person's reputation or personal security; or result in the loss of Federal funds, except the record of a conviction for any criminal act.
- C. Records concerning individual pupils. (See B.P. 213 Pupil Records)
- D. The Board declares disclosure of certain public records to be inimical to the public interest and therefore exempts from public inspection records concerning:
 - (1) Pending negotiations toward a collective bargaining agreement
 - (2) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material, including but not limited to information relative to the individual's personal and family circumstances, unless the individual concerned (or, in the case of a minor or incompetent, his/her guardian) shall request in writing that the same be disclosed publicly.
 - (3) Procedures and techniques utilized in protecting the safety and property of the public where such disclosure would impair such protection.
 - (4) Pending or anticipated litigation, contract negotiations (other than in the collective bargaining process), and other issues that may fall within the

privileged relationship between the Board and its attorney or other consultants and special agents.

The Board declares disclosure of the following records to be likely to violate the privacy of individuals and therefore exempts from public inspection.

- (1) the home address or telephone number of any employee or member of the Board, except as the individual employee or member may wish such information to be released
- (2) notations and tape recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties
- (3) records privately made and retained by an individual which express personal impressions, opinions, and conclusions, and the disclosure of which would tend to violate the recorder's privacy.

The public may inspect and procure copies of the public records of the School, except exempted records enumerated above, during the regular business hours of the office in which such records are maintained and provided that advance notice of such intended inspection has been given the CAO not less than one working day before the inspection, and provided that a mutually convenient time for said inspection can be set,

A citizen may obtain copies of the public record of the School upon payment of the following fees:

\$.25 per page

No public record may be removed from the control or supervision of the designated custodian.

Section 4. Delegation of Responsibility: The CAO or his/her designee shall develop procedures to implement this policy which include:

1. preparation of a retention schedule which shall conform a law; as a minimum require the permanent safeguarding of Board minutes, annual audit reports and permanent pupil records; and the retention of all fiscal records required for audit until said audit has been received and approved.
2. provisions to guard the confidentiality of records exempted from the availability of public records.



CRISPUS ATTUCKS CHARTER SCHOOL

BOARD OF TRUSTEES POLICY

No. 803

Section: Operations

Title: School Calendar

Date Adopted: March 5, 2001

Section 1. Purpose: The Board recognizes that the preparation of a calendar is necessary for the efficient operation of the CAYBCS.

Section 2. Authority: The Board shall determine annually the days and the hours when the schools shall be in session for instructional purposes in accordance with State law.

Section 3. Delegation of Responsibility: The CAO shall prepare a tentative school calendar for Board consideration annually. Normally, the CAO shall prepare a tentative school calendar in May of the preceding year for Board approval. The final school calendar shall not be approved until after the school year has been completed.



CRISPUS ATTUCKS CHARTER SCHOOL

BOARD OF TRUSTEES POLICY

No. 804

Section: Operations

Title: School Day

Date Adopted: March 5, 2001

Section 1. Purpose: The normal school day for the instruction of the pupils of this school shall be in accordance with law.

Section 2. Authority: The regular school session may be temporarily altered, when such alternation is in the best interest of the School, by the Board upon recommendation of the CAO. The CAO may close the schools, delay the opening of schools, or dismiss school early for emergency reasons and to protect the health and safety of students and staff members, and shall prepare rules for the proper and timely notification of concerned persons in the event of such emergency closing.

The CAO shall develop guidelines which allow students to enter schools, and to leave schools, under exceptional conditions so that variances with the normal school schedule may be accommodated. Such guidelines shall consider such things as inclement weather, family illness, and other similar circumstances.



BOARD OF TRUSTEES POLICY
No. 805
Section: Operations
Title: Emergency Evacuations of Schools
Date Adopted: March 5, 2001

Section 1. Purpose: The following guidelines shall apply to emergencies that affect the operation of the CAYBCS.

Section 2. Authority: The School's system of emergency preparedness shall ensure that:

- A. the health and safety of students and staff are safeguarded
- B. the time necessary for instructional purposes is not unduly diverted
- C. minimum disruption to the educational program occurs
- D. students are helped to learn self-reliance and trained to respond sensibly to emergency situations (B.P. 105).

All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness as promulgated by the CAO or his/her designee.

Section 3. Delegation of Responsibility: The CAO or his/her designee shall develop procedures for the handling of school emergencies which include: a plan for the prompt and safe evacuation of the schools and safe dispersal of students from school property.

Crispus Attucks Charter School
Child Abuse Mandatory Reporting Policy No. 806

Adopted: March 5, 2001

Revised and Renamed: March 25, 2019

The Crispus Attucks Youthbuild Charter School ("Charter School") Board of Trustees ("Board") requires trustees, employees, independent contractors, and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Bodily injury - impairment of physical condition or substantial pain.

Child - an individual under 18 years of age.

Child abuse - intentionally, knowingly or recklessly doing any of the following:

1. Causing bodily injury to a child through any recent act or failure to act.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease that results in a potentially harmful medical evaluation or treatment to the child through any recent act.
3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.

8. Engaging in any of the following recent acts:
 - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - c. Forcefully shaking a child under one year of age.
 - d. Forcefully slapping or otherwise striking a child under one year of age.
 - e. Interfering with the breathing of a child.
 - f. Causing a child to be present at a location while a violation of 18 Pa. C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
 - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known: Is required to register as a Tier II or Tier III sexual offender under 42 Pa. C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed; has been determined to be a sexually violent predator under 42 Pa. C.S. § 9799.24 (relating to assessments) or any of its predecessors; or has been determined to be a sexually violent delinquent child as defined in 42 Pa. C.S. § 9799.12 (relating to definitions).
9. Causing the death of the child through any act or failure to act.
10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000.

The term **child abuse** does not include:

- a. conduct that causes injury or harm to a child or creates a risk of injury or harm to a child if there is no evidence that the person acted intentionally, knowingly or recklessly when causing the injury or harm to the child or

creating a risk of injury or harm to the child.

- b. injuries that result solely from environmental factors, such as inadequate housing, furnishings, income, clothing and medical care, that are beyond the control of the parent or person responsible for the child's welfare with whom the child resides.
- c. the use of reasonable force on or against a child by the child's own parent or person responsible for the child's welfare if any of the following conditions apply:
 - i. The use of reasonable force constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
 - ii. The use of reasonable force is necessary:
 - (1) to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
 - (2) to prevent the child from self-inflicted physical harm;
 - (3) for self-defense or defense of another; or
 - (4) is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.
- d. harm or injury to a child that results from the act of another child shall not constitute child abuse unless the child who caused the harm or injury is a perpetrator. Notwithstanding this exclusion, the following shall apply:
 - i. Acts constituting any of the following crimes against a child shall be subject to the reporting requirements of this policy:
 - (1) Rape as defined in 18 Pa.C.S. § 3121;
 - (2) Involuntary deviate sexual intercourse as defined in 18 Pa.C.S. § 3123;

- (3) Sexual assault as defined in 18 Pa.C.S. § 3124.1;
- (4) Aggravated indecent assault as defined in 18 Pa.C.S. § 3125;
- (5) Indecent assault, as defined in 18 Pa.C.S. § 3126;
- (6) Indecent exposure, as defined in 18 Pa.C.S. § 3127.

- ii. No child shall be deemed to be a perpetrator of child abuse based solely on physical or mental injuries caused to another child in the course of a dispute, fight or scuffle entered into by mutual consent.

An individual participating in a practice or competition in an interscholastic sport, physical education, a recreational activity or an extracurricular activity that involves physical contact with a child does not, in itself, constitute contact that is subject to the reporting requirements of this policy.

Direct contact with children – the care, supervision, guidance or control of children or routine interaction with children.

Independent contractor - an individual who provides a program, activity or service. The term does not include an individual who has no direct contact with children.

Perpetrator - a person who has committed child abuse and is: (1) a parent/guardian of the child, (2) a spouse or former spouse of the child's parent/guardian, (3) a paramour or former paramour of the child's parent/guardian, (4) a person 14 years of age or older and responsible for the child's welfare, (5) an individual 14 years of age or older who resides in the same home as the child, or (6) an individual 18 years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.(7) An individual 18 years of age or older who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000.

Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control. The term includes any such person who has direct or regular contact with a child through any program, activity or service sponsored by a school, for-profit organization or religious or other not-for-profit

organization.

Program, activity or service - a public or private educational, athletic or other pursuit in which children participate. The term includes, but is not limited to, the following:

1. A youth camp or program.
2. A recreational camp or program.
3. A sports or athletic program.
4. An outreach program.
5. An enrichment program.
6. A troop, club or similar organization.

Recent act or failure to act - any act or failure to act committed within two years of the date of the report to the Department of Public Welfare (also known as the Department of Human Services) or county agency.

Recklessly - this term shall have the same meaning as provided in 18 Pa. C.S. § 302.

School employee - an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term excludes an individual who has no direct contact with children.

Serious mental injury - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or
2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

Serious physical neglect - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or

impairs a child's health, development or functioning:

1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual abuse or exploitation - any of the following:

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Sexual abuse or exploitation does not include consensual activities between a child who is 14 years of age or older and another person who is fourteen 14 years of age or older and whose age is within 4 years of the child's age.

Student - an individual enrolled in a public or private school, intermediate unit or area vocational-technical school who is under 18 years of age.

Guidelines

Training

The Charter School, shall provide their employees and independent contractors of the Charter School, who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct per the PA Child Protective Services Law.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements for suspected abuse and sexual misconduct.
3. The Charter School's policy related to reporting of suspected abuse and sexual misconduct.
4. Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three hours of training every five years. Volunteers and student teachers should be provided with opportunity to participate in training.

Duty to Report

Trustees, school employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The trustee, school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The trustee, school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.

3. A person makes a specific disclosure to a trustee, school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual 14 years of age or older makes a specific disclosure to a trustee school employee, independent contractor or volunteer that the individual has committed child abuse.

A child is not required to come before the trustee, school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.

A report of suspected child abuse does not require the identification of the person responsible for the child abuse.

Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.

The Charter School shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.

Reporting Procedures

Trustees, school employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis at the time of the adoption of this policy) or an oral report via the statewide toll-free telephone number (1-800-932-0313 at the time of the adoption of this policy). A person making an initial oral report of suspected child abuse must also submit a written electronic report within 48 hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the Charter School with a written record of the report. If such automatic written confirmation is not received, then the person reporting the suspected child abuse shall immediately make an oral report via the statewide telephone number.

A trustee, school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the CEO of the Charter School and if the initial report was made electronically, also provide the CEO with a copy of the report confirmation.

When a report of suspected child abuse is made by a trustee, school employee, independent contractor or volunteer as required by law, the Charter School is not required to make more than one report.

If the CEO reasonably suspects that conduct being reported involves an incident required to be reported under the Charter School's Memorandum of Understanding with local law enforcement, the CEO or his or her designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.

Investigation

The CEO or his /her designee shall facilitate the cooperation of the Charter School with the Department of Human Services of the Commonwealth, the county agency, or law enforcement investigating a report of suspected child abuse.

Upon notification that an investigation involves suspected child abuse by a school employee or independent contractor, the CEO shall immediately implement a plan of supervision or alternative arrangement for the school employee or independent contractor under investigation to ensure the safety of the child and other children who are in the care of the Charter School. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

References: Department of Public Welfare Regulations 55 PA Code Sec. 3490.1 et seq.; Endangering Welfare of Children 18 Pa. C.S.A. Sec. 4304; Child Protective Services Law 23 Pa. C.S.A. Sec. 6301 et seq.; Confidential Communications to School Personnel 42 Pa. C.S.A. Sec. 5945; Registration of Sex Offenders 42 Pa. C.S.A. Sec. 9795.1, 9795.4, 9798.1.

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CRISPUS ATTUCKS CHARTER SCHOOL

BOARD OF TRUSTEES POLICY

No. 806

Section: Operations

Title: Child Care

Date Adopted: March 5, 2001

Section 1. Purpose: The Board is concene with the physical and mental well-being of pupils and directs that the School will cooperate in the identification and reporting of cases of child abuse in accordance with law.

Section 2. Delegation of Responsibility: The CAO or his/her designee shall develop procedures for compliance with the statutory requirements that instances of child abuse be reported. Such procedures shall:

- A. inform all staff members having contact with students of their responsibilitiesto report all cases of child abuse, abandonment, cruelty, or neglect resulting in physical or mental injury by other than accidental means
- B. designate the CAO or his/her designee as the staff member who shall report suspected instances of child abuse to the appropriate county child welfare agency.

Crispus Attucks Charter School

NALOXONE POLICY no. 806.1

Adopted: August 22, 2016

Revised:

I. PURPOSE

The Board of Trustees ("Board") of the Crispus Attucks Charter School ("Charter School") recognizes that the Commonwealth of Pennsylvania has suffered an alarming increase in overdose rates since 2012, most attributable to prescription opioids. See TRUST FOR AMERICA'S HEALTH, Pennsylvania State Report (2013), *available at* <http://healthyamericans.org/reports/drugabuse2013/release.php?stateid=PA>. In response to the ongoing problem, Act 139 of 2014 ("the Act"), as well as guidance from the Governor of Pennsylvania and the Pennsylvania Departments of Health, Education, State and Drug and Alcohol Programs have provided authority for individuals administering Naloxone (also commonly known as Narcan or Evzio).

This includes a partnership to provide all public Pennsylvania high schools with two free doses of Narcan (Naloxone Hydrochloride) Nasal Spray. The Charter School will store Naloxone at the high school level and provide personnel who possess the education and knowledge to administer Naloxone. Accordingly, the Board adopts this Policy as a necessary source of guidance for families, employees, and others regarding the use and administration of Naloxone at the Charter School.

II. BACKGROUND

Act 139 of 2014 permits an individual in a position to assist a person at risk of opioid overdose to obtain and administer Naloxone. Naloxone is a medication that can reverse an overdose that is caused by an opioid drug. When administered during an overdose, Naloxone blocks the effects of opioids on the brain and respiratory system in order to prevent death. It is a medication that can minimize and/or reverse the effects of an overdose caused by opioid drug use. Naloxone has no known potential for abuse and is a non-narcotic and non-addicting prescription drug.

The Act authorizes medical professionals who have prescription authority to prescribe and dispense Naloxone to "a person at risk of experiencing an opioid-related overdose or family member, friend or other person in a position to assist a person at risk of experiencing an opioid-related overdose." The Act also provides for immunity from civil, criminal or professional licensure liability for prescribing medical professionals and for a "person" involved in administering Naloxone when that "person" acts in good faith and with reasonable care. The definition of a "person" in the Controlled Substance, Drug, Device, and Cosmetic Act can be read to conclude that public school entities are within the authority and protections given by Act 139.

III. GUIDELINES FOR ADMINISTRATION

A Pennsylvania Department of Drug and Alcohol Programs Naloxone Fact Sheet shall be displayed in a conspicuous location within the nurses' offices at the high school level. A current version is available in the below link:

[www.ddap.pa.gov/overdose/Documents/Naloxone/Naloxone Fact Sheet.pdf](http://www.ddap.pa.gov/overdose/Documents/Naloxone/Naloxone%20Fact%20Sheet.pdf)

Permission to carry and administer Naloxone on school property shall be limited to Charter School Licensed Health Care Professionals and Safety Officers. Charter School Licensed Health Care Professionals and Safety Officers employed on the high school level shall all complete a Pennsylvania Department of Health approved Naloxone training prior to carrying and/or administering Naloxone. This training shall be repeated every three years.

The Charter School shall request a standing prescription and/or review and update any standing prescription from a licensed physician that allows the Charter School to obtain Naloxone and to replace the medication upon use or in advance of expiration. At all times, the Charter School Licensed Health Care Professionals and Safety Officers will be responsible for supervising building-level administration of Naloxone, including appropriately securing and storing Naloxone, and inventorying and recording all Naloxone in the Charter School's possession.

Naloxone shall only be administered when there is a reasonable belief that an individual is suffering from an opioid-related overdose. Any administration of Naloxone must be done in good faith and be consistent with Pennsylvania Department of Health training and the manufacturer instructions. As soon as possible after administration of Naloxone, the Charter School Licensed Health Care Professional and/or Safety Officer should contact 911.

Administration of Naloxone shall not be required in circumstances of unavailability of Naloxone, unavailability of a qualified Naloxone administrator, and/or uncertainty as to whether an opioid overdose is occurring, among other reasons. This policy shall not create a duty on the part of the Charter School and/or its personnel to administer Naloxone.

Crispus Attucks Youthbuild Charter School
AUTOMATIC EXTERNAL DEFIBRILLATOR & CARDIOPULMONARY
RESUSCITATION POLICY no. 806.2

Adopted: October 28, 2019

In compliance with the Pennsylvania School Code, the Board of Trustees ("Board") shall require that Crispus Attucks Charter School ("Charter School") participate in the Pennsylvania Department of Education ("PDE") program to purchase necessary automatic external defibrillators for the Charter School building(s). The PA Public School Code defines "Automatic external defibrillator" as a portable defibrillator designed to be automated for use by a person and without substantial medical training who responds to a cardiac emergency.

The Board shall also require training in cardiopulmonary resuscitation ("CPR") for the continued good health of the Charter School community. The Public School Code defines "CPR" as a first aid technique utilizing hands-only compressions of the chest used to revive an individual whose heart has stopped beating.

To be eligible to obtain or purchase automatic external defibrillators under the PDE program a Charter School entity must:

- Assure that two (2) or more persons assigned to the Charter School location where the automatic external defibrillator will be primarily housed are trained by approved providers and will be provided opportunities for annual training and retraining in the use of the automatic external defibrillator in cardiopulmonary resuscitation provided by the American Heart Association, the American Red Cross or through an equivalent course of instruction approved by the PA Department of Health. This required training may be included in the Charter School's continuing professional education plan.
- Ensure that the device will be secured in a safe and readily accessible location and agree to properly maintain and test the device according to the manufacturer's operational guidelines.
- Submit a valid prescription for the device from a licensed medical practitioner in this Commonwealth.
- The provisions of 42 Pa.C.S. § 8331.2 (relating to good Samaritan civil immunity for use of automated external defibrillator) shall apply to school employees who render care with an automatic external defibrillator.

- Not later than June 30, 2014, and each year thereafter, each Charter School entity shall make a report to the department detailing the number, condition, age and placement of automatic external defibrillators in each school building. After the initial report is made, a Charter school entity may report this information as part of its annual report.

Cardiopulmonary Resuscitation (“CPR”)

- The Charter School shall have at each Charter School building, except in extenuating circumstances, one person certified in the use of cardiopulmonary resuscitation during regular school hours when school is in session and students are present.
- CPR combines rescue breathing and chest compressions. Rescue breathing provides oxygen to the person's lungs and chest compressions keep oxygen-rich blood flowing until the heartbeat and breathing can be restored. Permanent brain damage or death can occur within minutes if blood flow stops. Therefore, it is very important that blood flow and breathing be continued until trained medical help arrives.
- The provisions of 42 Pa.C.S. §§ 8332 (relating to nonmedical good Samaritan civil immunity) and 8337.1 (relating to civil immunity of school officers or employees relating to emergency care, first aid and rescue) shall apply to a person who renders cardiopulmonary resuscitation.

24 P.S. § 15-1528 - Cardiopulmonary Resuscitation Education

In accordance with Section 15-1528 of the Public School Code, the Pennsylvania Department of Education will develop a model curriculum and curriculum guidelines for instruction on cardiopulmonary resuscitation for public school students in grades nine through twelve. A school entity that offers instruction in CPR may utilize the model curriculum developed by the Department or develop the school entity's own curriculum in accordance with academic standards and consistent with guidelines developed under Section 15-1528. A school entity may utilize appropriate publicly or privately available materials, personnel and other resources in developing and implementing this instruction, subject to these persons providing current required

federal criminal clearance and state child abuse and criminal clearances and with requisite training in Mandatory Reporter requirements.

A teacher, instructor or community volunteer, with the participation of a professional educator with a Pennsylvania certification, including a professional educator certified in physical education or health education or a school nurse, may provide, facilitate or oversee the instruction offered by a school entity under Section 15-1528 and need not be a certified CPR trainer. An individual who in good faith provides instruction in CPR to a student under Section 15-1528 shall not be liable for any civil damages as a result of any act or omission relating to the instruction, except for an act or omission intentionally designed to harm or a grossly negligent act or omission that results in harm to an individual to whom the student administers CPR.

Delegation of Responsibility

- The CEO or his/her designee shall develop and disseminate administrative regulations that detail the use of automated external defibrillator (AED) systems.
- Responders' use of automated external defibrillator (AED) units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

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



BOARD OF TRUSTEES POLICY

No. 807

Section: Operations

Title: Food Services

Date Adopted: March 5, 2001

Section 1. Purpose: Food service programs of the School shall be directed at meeting the needs of the pupils in accordance with these guidelines.

Section 2. Authority: The Board shall provide food service for breakfast and lunch.

Section 3. Delegation of Responsibility: The operation and supervision of the food services program shall be made by the CAO or his/her designee.

The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the CAO or his/her designee.

Provisions shall be made for free and reduced rate meals as prescribed by federal and state law, in accordance with these guidelines.

The CAO or his/her designee shall prepare guidelines for the implementation of a food service program.



CRISPUS ATTUCKS CHARTER SCHOOL

BOARD OF TRUSTEES POLICY

No. 810

Section: Operations

Title: Property Insurance

Date Adopted: March 5, 2001

Section 1. Purpose: The Board recognizes its responsibility under law to insure the real or personal property of this school and has adopted this policy to insure for Replacement Cost.

Section 2. Authority: The Board has the authority and responsibility to provide adequate insurance coverage to protect the School's interest in its buildings and properties. The CAO or his/her designee shall recommend such coverage as shall be in accordance with the following guidelines.

Basic Fire Coverage shall include damage as a result of fire and lightning, windstorm and hail, explosion, sonic boom, vandalism and malicious mischief, riot and civil commotion, direct aircraft and vehicle damage, smoke, debris removal.

Broad Perils Coverage shall include, in addition to the above, damage as a result of falling objects; weight of ice, snow and sleet; collapse of building; freezing of pipes; water damage; glass breakage (subject to deductible); theft of part of building; debris removal.

All Risk Coverage shall include, in addition to the above, all risk of direct physical damage or loss.



BOARD OF TRUSTEES POICY
No. 811
Section: Operations
Title: Other Than Property Insurance
Date Adopted: March 5, 2001

Section 1. Purpose: Proper School operation requires that adequate basic insurance programs be provided for the protection of the School and employees of the School.

Section 2. Authority: The Board has the authority and responsibility to provide adequate insurance coverage to protect the School's interests. The CAO or his/her designee shall recommend such coverage as shall be in accordance with the following guidelines.

Liability Insurance for the School shall include coverage for liability as a result of general liability, acts of employees, corporal punishment, disputes with contractors, landlord and tenant difficulties, incidental malpractice, host-liquor situations, problems concerning garage helpers, errors and omission of Board members, administrators and other employees.

Health Care Insurance shall include adequate coverage for hospital care, medical-surgical treatment, major medical expenses, and dental care for regularly employed persons.

Group Life Insurance shall include coverage for regularly employed persons.



BOARD OF TRUSTEES POLICY

No. 812

Section: Operations

Title: Copyright Material

Date Adopted: March 5, 2001

Section 1. Purpose: The School Board recognizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "fair use" doctrine.

Section 2. Definition: Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

- A. **THE PURPOSE AND CHARACTER OF THE USE.** The use must be for such purposes as teaching or scholarship and must be nonprofit.
- B. **THE NATURE OF THE COPYRIGHTED WORK.** Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories; essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- C. **THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED.** Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- D. **THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK.** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of great penalties.

Section 3. Authority: Staff may make copies of copyrighted school district materials that fall within the following guidelines.

A. Permitted Copies

1. Multiple copies, not exceeding more than one per pupil, may be made for classroom use or discussion if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.
 - a. Brevity – A complete poem, stories or essays of less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words.

Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 100 words or 10% of the work, whichever is less may be copied in any event, the minimum is 500 words;

Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;

One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose, or poetic prose.

- b. Spontaneity – Should be at the "instance and inspiration" of the individual teacher.
 - c. Cumulative Effect – Teachers are limited to using copied material for only one course in the school in which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.
2. A library or archive may reproduce one copy or recording of a copyrighted work and distribute it if: the reproduction or distribution is made without any purpose of direct or indirect commercial advantage; the collection of the library or archives is open to the public, or available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and if the reproduction or distribution of a work includes a notice of copyright. Libraries and their employees are not liable for unsupervised use.
 3. Copies of materials for "face-to-face" teaching activities involving performances or displays made by students or instructors, religious services, live performances without commercial advantage, and the use of instructional broadcasts are permitted.

B. Prohibited Copies

1. The Act prohibits using copies to replace or substitute for anthologies, consumable works, compilations or collective works. "Consumable" works include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term-to-term. Copying cannot be directed by a "higher authority" and students cannot be charged more than actual cost of photocopying.

2. Schools must be licensed to play copyrighted music where the performer is paid or an admission is charged, even if the admission is used to cover refreshment costs.
3. Juke boxes must be licensed and a certificate of license must be displayed on each machine.
4. Taping copyrighted audiovisual works (such as broadcasts) and using them in the classroom is not fully resolved in the law.



BOARD OF TRUSTEES POLICY
No. 813
Section: Operations
Title: Organizational Chart
Date Adopted: March 5, 2001

Section 1. Purpose: The purpose of the organizational chart is graphically present lines of authority/responsibility and official communication. The Board of Trustees of the CAYBCS recognize the importance of and is committed to this orderly framework for authority/responsibility and communication.

Section 2. Authority Responsibility: The addendum (Organizational Chart) to No. 813 is presented for the use of School employees, students, Board members and the community for use in determining the proper channels for the flow of authority/responsibility and communication.

Section 3. Delegation of Responsibility: The CAO shall recommend an organizational chart and implement a system using the channels outlined in the addendum (Organizational Chart) for the flow of authority/responsibility and communication.

Crispus Attucks Charter School

Responsible Use of Internet, Computers, and Network Policy No. 815

Adopted: January 10, 2001

Revised and Renumbered: June 25, 2018

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">No. 815 Responsible Use of Internet, Computers, and Network Policy</p> <p>Crispus Attucks Charter School provides students and staff access to technology tools and Internet resources as part of its educational mission. The purpose of this policy is to outline expectations for acceptable and responsible use of these technology resources for students and staff.</p> <p>The electronic information available to students and staff does not imply endorsement by the school of the content, nor does the school guarantee the accuracy of information received. The school shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the internet.</p> <p>The opinions expressed by Internet websites or the user of the Internet are not necessarily the opinions of the Crispus Attucks Charter School, its directors, administrators, or employees, and are not necessarily supported by the school.</p> <p>The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.</p> <p>The school reserves the right to log and monitor Internet use, computer network activity, e-mail, electronic communications and fileserver space utilization. The school may review student and staff files and communications to maintain system integrity; and ensure that students and staff are using the system responsibly. Users should not expect that files stored on the school system or tools will be private. The school reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity.</p> <p>The school employs the use of an Internet filter as a technology protection measure pursuant to the Children’s Internet Protection Act. An Internet firewall is also part of the school’s network security.</p> <p>Staff and students have the responsibility to respect and protect the rights of every other network user in the school and on the Internet. School staff have a professional responsibility to help students develop skills necessary to evaluate information resources, identify age-appropriate information, utilize online media resources to meet educational goals, and to use the Internet safely and appropriately.</p> <p>The school shall provide copies of this policy to parents/guardians, staff and students upon request.</p>
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<p>4. Guidelines</p> <p>Policy 249</p>	<p>The use of personal technology devices is permitted on Crispus Attucks designated networks only. Students, parent/guardians, community members and guests who connect to permitted networks agree to the requirements of this policy to the same level of monitoring and access as any Crispus Attucks owned technology device. The school reserves the right to monitor the use of personal devices on Crispus Attucks guest network.</p> <p><u>Acceptable and Responsible Use and Prohibitions</u></p> <p>Students and staff are expected to act in a professional, responsible, ethical and legal manner when utilizing school technology, network, and internet resources:</p> <ol style="list-style-type: none">1. Use of resources must be support of Crispus Attucks educational and operational programs and goals.2. Illegal activity, lobbying, and unauthorized activities are prohibited.3. Hate mail, discriminating remarks, profanity, inappropriate language and offensive communications are prohibited.4. Bullying, cyber bullying, and harassment are prohibited.5. Access to or distribution of pornographic, obscene, lewd, illegal or other material deemed harmful to minors is prohibited.6. Users shall not intentionally seek information on, modify or obtain copies of files, other data, or passwords belonging to other users, or misrepresent other users on the network.7. Use of school resources for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to appropriate authorities.8. Loading, distribution, or use of unauthorized software, programs or utilities on school technology or network services without prior approval from the CEO or designee is strictly prohibited.9. Staff, student and community members are expected to adhere to copyright laws and regulations. The illegal use of copyrighted items is prohibited.10. The network will not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
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20 U.S.C.
Sec. 6777
47 U.S.C.
Sec. 254

11. Staff and students will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts.

12. Any attempt to circumvent security measures on the network or technology devices is prohibited. Unauthorized access, deletion or modification of passwords, files and data belonging to other users is prohibited. Staff and students should report any security problems to the school administration.

Content Filtering and Internet Safety

In accordance with requirements set for the by the United States Congress in the Children's Protection Act (CIPA), Crispus Attucks filters, logs, and monitors access to the Internet and blocks offensive, obscene, and inappropriate images and content including pornography. Even with a content filter and other technology protection measures in place, the school cannot guarantee the filter to be 100% effective. In cases where a site is wrongly blocked or in the interest of bona fide educational purpose or research, staff may override the filter.

Security

District staff and students are expected to act responsibly and protect the integrity and security of school data, passwords, and identity. Staff and students are expected to keep passwords and other digital security credentials confidential. Staff and students should not attempt to gain access to unauthorized systems. Use of another person's identity is prohibited.

Disclaimer

Crispus Attucks Charter School makes no warranties of any kind, whether express or implied, for the network or technology services provided. The school is not responsible for any damages incurred including loss of data resulting from data delivery delays, missed deliveries, or financial obligations incurred through the use of Internet web services. Use of any information obtained through the school's technology system or devices is at the user's risk. The school disclaims responsibility for the accuracy or quality of information obtained through the Internet or other forms of electronic communication.

Consequences for Inappropriate Use

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to access network resources. Other appropriate disciplinary procedures may take place, as needed, for students and employees.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violation or theft of services may be reported to the appropriate legal authorities for possible prosecution.

Violation of any of the above provisions in this policy will result in suspension or termination of a user's privilege to technology resources and/or a restriction of the user's privileges. Staff and students should understand that if they commit any violation of this policy, their access privileges will be suspended or revoked, disciplinary action will be taken, and/or appropriate legal action may be taken.

References:

School Code – 24 P.S. Sec. 1303.1-A

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777

Internet Safety – 47 U.S.C. Sec. 254



CRISPUS ATTUCKS CHARTER SCHOOL

Revised & Renumbered
to 815 Jan 25, 2018

BOARD OF TRUSTEES POLICY

No. 115

Section: Programs

Title: Acceptable Use of Computers,
Networks, & the Internet

Date Adopted: January 10, 2001

Section 1. Purpose: The CAYBCS supports the educational use of the Internet and other computer networks in the School's instructional programs to facilitate learning and teaching through communication and access to information and research. The Internet offers unique and diverse resources to students and staff. It is an "electronic highway" connecting thousands of computers all over the world. Our goal in providing these services to staff and students is to promote educational excellence in schools by resource sharing, innovation, and communication.

The use of the Internet and the School's computer network facilities are to be consistent with the CAYBCS curriculum as well as the varied instructional needs, learning styles, abilities, and development levels of students.

Section 2. Authority: All computer and network use must be in compliance with the policies and procedures established by the CAYBCS. The electronic information available to students and staff via the Internet does not imply endorsement of the content by the School, nor does the School guarantee the accuracy of information received on the Internet.

CAYBCS shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is received via the Internet.

CAYBCS shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

CAYBCS reserves the right to log and to monitor network use and file server space utilization by users.

The CAYBCS establishes that the use of the Internet is a privilege, not a right. Inappropriate, unauthorized, or illegal use may result in cancellation of those privileges and may result in appropriate disciplinary action, up to and including expulsion and/or legal action.

Section 3. Guidelines: The use of the network account must be in support of education and research consistent with the educational objectives of the CAYBCS.

Network accounts may be used only by the authorized owner of the account and for its intended and authorized purpose. Network users shall respect the privacy and rights of other users on the system.

The use of the network and/or the Internet in an appropriate, illegal, or unethical manner is prohibited. Prohibited uses include, but are not limited to, the following:

1. Use of the network(s) to facilitate illegal activity, for commercial or financial gain, political lobbying, or product advertisement.
2. Use of the network(s) for E-Mail and communication that is not School or educationally related.
3. Use of the network(s) for hate mail, discriminatory remarks, or offensive or inflammatory communication.
4. Use of the network(s) to access obscene or pornographic material.
5. Use of the network(s) to transmit material likely to be offensive or objectionable to the recipients.
6. Use of the network(s) to intentionally obtain or modify files, passwords, or data belonging to other users or to misrepresent other users on the network(s) or the Internet.
7. use of the network(s) for fraudulent copying, communications, or modifications of materials or software in violation of copyright laws and license agreements. Any data uploaded or downloaded from the network(s) shall be subject to "fair use" guidelines.
8. Use of the network(s) for loading or use of unauthorized games, programs, files or other electronic media.
9. Use of the network(s) for destruction, modification, or abuse of network hardware and/or software.
10. Use of the network(s) will be permitted only when a student and parent/guardian sign a statement indicating that they understand the network policies and procedures and agree to abide by them and accept the consequences for prohibited use.

Section 4. Delegation of Responsibility: With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The School shall make every effort to ensure that this educational resource is utilized responsibly by students and staff through formal and informal monitoring, electronic methods, etc. Ultimately it will be the responsibility of each person to utilize the Internet appropriately.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information resources, to identify information appropriate to their age, and to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the School and on the Internet.

The CAO or his/her designee(s) shall be responsible to devise procedures to implement this policy and to establish rules and regulations for the operation of computer networks and the Internet which are cost effective, educational justified, and age appropriate.

Crispus Attucks Charter School

STUDENT/EMPLOYEE IMMIGRATION POLICY no. 817

Adopted: June 26, 2017

Revised:

Purpose:

In response to increased immigration enforcement by the federal government, the Board of Trustees ("Board") for the Crispus Attucks Youthbuild Charter School ("Charter School") adopts the following policy regarding students who are immigrants to the United States. A Memorandum was issued by the Department of Homeland Security ("DHS") on February 20, 2017 increasing efforts to deport illegal immigrants from the United States.

The purpose of this policy is to advise students, parents, and Charter School board members, administrators, faculty, and staff of the rights of students who are undocumented immigrants. It is also intended to ensure compliance with federal laws that prohibit employers from hiring undocumented immigrants.

Authority

The Board declares it to be its policy to provide an equal opportunity and education for all students, including students who are undocumented immigrants. At no time shall the Charter School, including the Board, fail to admit a child conditioned on the child's immigration status. At no time, shall the Charter Schools' board members, administration, faculty or staff, inquire regarding the immigration status of a student as part of the admission process. 22 Pa Code § 11.11(d).

The Board also declares it to be its policy to have updated information regarding its employee's immigration statuses, insure that all employees I-9 forms are up to date, and kept in a separate employee file. If any employees cannot provide updated immigration documents required on an I-9, that employee should be terminated.

Furthermore, if the Charter School is presented with a government warrant for immigration records, it should contact legal counsel for review before providing those records.

Undocumented Students:

Pennsylvania regulations state that a child's right to be admitted to a public school may not be conditioned on the child's immigration status. 22 Pa Code § 11.11(d). Since a child's right to be admitted may not be conditioned on his/her immigration status, a school cannot inquire about the immigration status as part of the admission process.

In 1982, the United States Supreme Court held that students who are undocumented immigrants have an equal right to education as students who are citizens.

The provision does not relieve a student who has obtained an F-1 visa (international students) from the student's obligation to pay tuition under Federal law.

In compliance with Pennsylvania and Federal law, no board member, administrator, faculty or staff member of the Charter School should inquire about a student's immigration status, before or after the admission process. The Charter School may require proof of residency from the student's parents, but that can be shown by means other than government-issued documentation.

Immigration Status of Employees:

The Charter School shall ensure that all of its employees' I-9 forms are up to date and all supporting documentation is on file.

The Charter School shall require all new hires to complete and sign an I-9 form, and present required documentation upon hire. Within three business days of hire, the Charter School shall review the form and supporting documentation. If the I-9 form is compliant and required documentation is presented, a representative from the Charter School should sign the I-9 form. 8 C.F.R. 274a.2(b)(i) and (ii).

All I-9 forms and other immigration forms should be kept in a separate file, or an immigration compliance file. While copies of government-issued documentation (such as Social Security cards, driver's licenses, and birth certificates) may be kept in an employee's regular file, copies should also be kept with the I-9 forms in an employee's immigration compliance file. If an employee at the Charter School is not a citizen, but legally permitted to be in the United States and permitted to work in the United States, then copies of any immigration documents showing legal work status and/or documents required by the I-9 form must be kept in the file.

The Charter School should take note of the expiration of any I-9 form required documents, and if any of those documents are expired or nearing expiration, ask the employee for updated documentation.

It is the policy of the Charter School to not employ undocumented immigrants. If an employee cannot provide the Charter School with documentation that he/she is able to work in the United States legally, the employee shall be terminated. It is a violation of the law for a Charter School to continue to employ an undocumented immigrant. 8 U.S.C.A. § 1324a.

Warrants:

If the Charter School is presented with a warrant from the Office of Immigration and Customs Enforcement ("ICE") for immigration purposes, or for any purpose, the Charter School should present that warrant to legal counsel for review before it complies with the warrant.

ICE Administrative warrants are not warrants signed by a judge or judicial officers. These warrants are signed by federal immigration officials, and do not require the same burden of proof that a judicial warrant requires. The United States Supreme Court has held that constitutionally sufficient warrants are issued only upon oath or affirmation of facts submitted to a judicial

officer, one who is neutral and detached from enforcement activities. *Coolidge v. New Hampshire*, 403 U.S. 443, 450 (1971). A warrant not signed by neutral judge is not constitutionally sufficient and may not need to be followed. If presented to the Charter School, these warrants should be reviewed by legal counsel to determine whether the Charter School must comply.



CRISPUS ATTUCKS CHARTER SCHOOL

"PREPARING STUDENTS TO BECOME MENTALLY TOUGH"

EST. 1999

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Mrs. Jacqueline Martino-Miller
CEO

SECTION: PUPILS

TITLE: 819. SUICIDE PREVENTION, AWARENESS & RESPONSE

ADOPTED: January 25, 2016

REVISED:

819. SUICIDE PREVENTION, AWARENESS & RESPONSE

1. Purpose SC 1526

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

2. Authority Title 22 Sec. 12.12

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

3. Guidelines

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.

SC 1526

SUICIDE AWARENESS AND PREVENTION EDUCATION

Protocols For Administration Of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help. Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

Protocols For Administration Of Employee Education

All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response

procedures, referrals, and resources regarding youth suicide prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

Additional professional development in risk assessment and crisis intervention shall be provided to guidance counselors, district mental health professionals and school nurses.

Resources For Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

SC 1526

METHODS OF PREVENTION

Suicide Prevention Coordinator

The CEO shall designate a school suicide prevention coordinator to act as a point of contact in the school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.

Early Identification Procedures

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

Risk factors refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

- Behavioral Health Issues/Disorders:
 - Depression.
 - Substance abuse or dependence.
 - Previous suicide attempts.
 - Self injury.

- Personal Characteristics:
 - Hopelessness/Low self-esteem.
 - Loneliness/Social alienation/isolation/lack of belonging.
 - Poor problem-solving or coping skills.
 - Impulsivity/Risk-taking/recklessness.

- Adverse/Stressful Life Circumstances:
 - Interpersonal difficulties or losses.
 - Disciplinary or legal problems.
 - Bullying (victim or perpetrator).

- School or work issues.
- Physical, sexual or psychological abuse.
- Exposure to peer suicide.

- Family Characteristics:
 - Family history of suicide or suicidal behavior.
 - Family mental health problems.
 - Divorce/Death of parent/guardian.
 - Parental-Child relationship.

Warning signs are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

Referral Procedures

Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention.

Documentation

The district shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk.

SC 1526

METHODS OF INTERVENTION

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

Procedures For Students At Risk

A district-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists, social workers.

Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services dependent on student age.

The district shall identify mental health service providers to whom students can be referred for further assessment and assistance.

Mental health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The district shall create an emotional or mental health safety plan to support a student and the student's family if the student has been identified as being at increased risk of suicide.

Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Special Education teacher shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

Documentation

The district shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

The CEO or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

SC 1526

METHODS OF RESPONSE

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on school grounds or during a school-sponsored event.

Re-Entry Procedures

A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations. A district-employed mental health professional, CEO, the building principal, case manager or suicide prevention coordinator shall meet with the shall meet with the parents/guardians of a student returning to school after a

mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to school.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers.

The designated district employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.

SC 1526

REPORT PROCEDURES

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.

SC 1526

RESOURCES

A listing of resources regarding suicide awareness and prevention shall be attached to this policy.

Resources

A comprehensive set of resources for youth suicide awareness and prevention is accessible through the Department of Education at www.education.pa.gov

PA Youth Suicide Prevention Initiative - <http://payspi.org/>

Suicide Prevention Resource Center - <http://www.sprc.org/>

American Foundation for Suicide Prevention - <http://www.afsp.org/>

References:

School Code – 24 P.S. Sec. 1526

State Board of Education Regulations – 22 PA Code Sec. 12.12

Crispus Attucks Charter School

CONFLICT OF INTEREST POLICY no. 827

Adopted: August 22, 2016

Revised:

Board members, Officers and employees of the Crispus Attucks Charter School ("Charter School") have a duty of loyalty to the Charter School and to the public whose interest they are sworn to serve. The purpose of this Conflict of Interest Policy, which provides guidance and a general standard of conduct with respect to actual or apparent conflicts, is in keeping with the Pennsylvania Public Official and Employee Ethics Law and the State Legislature's declaration that the people have the right to be assured that the financial interests of public officials and employees conflict with the public trust, and the principle which prohibits public officials and employees from entering into situations where private interests may conflict with official duties.

The appearance of conflict of interest undermines the public confidence in the integrity of the Charter School, its Board Members and/or employees, and should be scrupulously avoided.

Standards of Conduct

No Board Member or employee shall:

- A) Engage in conduct that constitutes a conflict of interest, which shall be defined as use by a Board Member or employee of authority of his office or employment of any confidential information received through his position for the private pecuniary benefit of himself, a member of his immediate family, or a business with which the Board Member or employee or a member of his immediate family is associated. "Immediate family," for purposes of this policy, is defined to mean a parent, spouse, child, brother or sister.
- B) Engage, or have any interest, financial or otherwise, directly or indirectly, in any business, transaction or professional activity, which conflicts with or impairs the proper discharge of official duties or which could bring disfavor or disrespect upon the Charter School.
- C) Accept an honorarium, which represents a payment in recognition of published works, appearances, speeches, and presentations and which is not intended as consideration of the value of such services that are non-public, occupational or professional in nature.
- D) Recommend or otherwise participate in the decision to make any contract of any value between the Charter School, any school or Student Activity

Fund, and any business or entity in which the Board Member or employee or a member of his immediate family, has a personal or financial interest or act to implement or administer any such contract.

- E) No Board Member or employee may participate in the selection, award, or administration of the contract, regardless of the value of the contract, if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or Board Member any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- F) A Board Member or employee shall report the nature of his or her interest in a potential Charter School contract to his or her superior. Where a Board Member or employee or a member of his or her immediate family has a personal or financial interest in a contract, he or she shall disclose it publicly and abstain from voting on the contract. Formal approval of the contract by a majority of all members of the Board of Trustees, other than the abstaining member, shall be required. The foregoing would apply to any business in which the Board Member's or employee's spouse or child is associated.
- G) Advertise business or professional activities on the Charter School property or use work hours, property or services to perform or promote personal or commercial enterprises or to campaign or raise money for any candidates for political office.
- H) Use confidential information, as defined by the Sunshine Act or the Board of Trustees, concerning property, personnel matters, or affairs of the Charter School or its employees to advance the financial or other private interests of the Board Member, employee or others; nor shall Board Members and employees disclose confidential information except as directed by the Board of Trustees or a court of law. Nothing in this provision shall be interpreted as prohibiting the practice of "whistle-blowing."
- I) Accept anything of value including, but not limited to, a gift, loan, political contribution, reward, promise of future employment, favor, gratuity, entertainment, transportation or lodging based on any implied or actual understanding that the judgment of the Board Member or public employee would be influenced thereby. The officers, employees, and agents of the Charter School may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Example gifts of nominal value are t-shirts, calendars, pencils, branded inexpensive pens

and other inexpensive promotional items. Examples of gifts of more than nominal value may include, but are not limited to, money, service, loan, travel, lodging, meals, refreshments, entertainment, discount, or promise to do or not do something having a monetary value.

- J) Solicit directly from other Board Members or employees, students or their parents, anything of value for the Board Member's or employee's personal benefit.
- K) Purchase property of any kind from the Charter School, either directly or indirectly, except in a manner approved by the Board for the particular sale involved, unless (1) there is an open and public bid process, including public notice and subsequent public disclosures of all bids considered and contracts awarded, and (2) the Board Member or employee did not act in an official capacity in connection with the sale, and (3) the Board Member or employee was not privy to non-public information received in the course of his office or employment.
- L) Participate in the review and approval of publications or materials for Charter School purchase if the Board Member or employee is the author/editor of or has any financial interest in the sale of such publications or materials.
- M) Tutor or counsel as a private enterprise, for compensation, pupils assigned to any class or course of the Charter School to which the employee is assigned. Employees may tutor or counsel pupils enrolled in other schools unless such private enterprise conflicts with or impairs the proper discharge of official duties for the Charter School.
- N) Refer a Charter School parent or student to a service, service provider or product in return for anything of value. Employees making referrals as part of their official duties shall make referrals to more than one provider of any non-unique service or product. For example, Charter School counselors shall refer parents or students to more than one counselor or provider of medical services where comparably qualified persons are available.
- O) Upon separation from Charter School service or employment, represent any individual or business entity on any matter before the Charter School for a period of one year after such separation.

Administration

Statement of Financial Interest

In accordance with Pennsylvania's Public Official and Employee Ethics Law, the Charter School requires each Board Member and applicable employee to file a Statement of Financial Interest with the Secretary of the Board of Trustees by May 1st of each year for the immediate prior year. All Statements of Financial Interest are reviewed by the Board President.

The Board of Trustees may require any employee whose duties require the exercise of discretion or judgment to file a Statement of Financial Interest.

Conflict of Interest Resolution

In the event that a question of conflict of interest or the appearance of conflict of interest arises, a Board Member or employee must apprise his/her superior and the Board President who will investigate and report the fact of the inquiry and results of his investigation to the Principal and the Finance Committee of the Board of Trustees for resolution. A Board Member having a conflict question shall take it to the President of the Board of Trustees who, if he/she cannot resolve it, with counsel, will refer the question to the Finance Committee of the Board of Trustees for resolution.

All violations of the foregoing policy are subject to appropriate censure or disciplinary action, including termination of employment and any penalties as prescribed by law.

Any contract or subcontract made in violation of this policy shall be voidable by the Board of Trustees and subject to termination for the Board's convenience.

Crispus Attucks Charter School

Board of Trustees Policy

ELECTRONIC RECORDS AND SIGNATURES POLICY #829

Adopted: September 28, 2020

Purpose: The Board of Trustees of Crispus Attucks Charter School ("Board") recognizes its responsibility for utilizing emerging technology for the compilation, retention, disposition, and security of files necessary for efficient management of the educational setting.

Quality educational programming requires the collection, retention, and use of data and information through a variety of means and purposes. The Crispus Attucks Charter School ("Charter School") maintains educationally relevant records for legitimate educational purposes, while ensuring an individual's student's right to privacy.

This Board policy establishes the usage and disclosure of electronic records and signatures stored or sent via electronic means by administration, employees and other users of Charter School computers and networks for the purposes of educationally relevant records, required for the operation of the educational setting.

Authority: Under certain conditions, electronic records and signatures satisfy the requirements of a written signature when transacting business including educational programming purposes. The Charter School wishes to promote effective and efficient use of electronic communications. Although all electronic signatures are represented digitally, they can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic records and signatures relating to transactions are dependent on the accompanying processes, supplemental records, and the overall context in which records are created, transferred, signed, and stored. The Charter School adopts the following policy with respect to the use of electronic records and signatures in connection with the transaction of Charter School business. This includes the records maintained pursuant to Individuals with Disabilities Education Act (IDEA), The Family Education Rights Privacy Act (FERPA), and the School-Based ACCESS Program (SBAP) and other applicable federal and state laws.

Definitions: Attribution - An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to

determine the person to which the electronic record or electronic signature was attributable.

Electronic Signature - An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Electronic Record - Any record created, generated, sent, communicated, received, or stored by electronic means.

Policy:

Electronic Records: Electronic records created or received by the Charter School shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The Charter School shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the Charter School shall be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the Charter School agrees to accept or send such communication electronically.
2. If a signature is required on the record or communication by any statute, rule, or other applicable law or Charter School policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures. Signatures cannot be altered by ordinary means, thus ensuring security.

Individuals with Disabilities Education Act (IDEA) - Pursuant to the US DOE, IDEA requires public agencies to obtain informed consent from the parent of the child, consistent with pursuant to 34 C.F.R. §300.9, before conducting an initial evaluation and a reevaluation of a child, subject to certain exceptions, and before the initial provision of special education and related services to the child. 34 C.F.R. §300.300. Under 34 C.F.R. §300.9, consent, which must be voluntary on the part of the parent, means the parent has been fully informed of, and agrees in writing to the activity for which his or her consent has been requested. Under some circumstances it may not be possible or preferable to obtain a parent's signed, written consent in-person.

In developing appropriate safeguards for using electronic or digital signatures consistent with the protections under FERPA, the Charter School has determined that a "signed and dated written consent" may include a record and signature in electronic form that identifies and authenticates a particular person as the source of the consent and indicates such person's approval of the information contained in the electronic consent. See 34 C.F.R. § 99.30(d) (consent for disclosure of personally identifiable information (PII) from education records).

These safeguards also should include a statement that indicates that the parent has been fully informed of the relevant activity and that the consent is voluntary on the part of the parent consistent with the IDEA definition of "consent" in 34 C.F.R. § 300.9. The Charter School shall obtain a signed consent and authorization (see Attached Consent/ Authorization) from the parent or student 18 years old or older regarding such voluntary consent for the use of electronic documents and electronic signatures.

IDEA Part B also requires that prior to accessing a child's or parent's public benefits or insurance for the first time and after providing the annual notification to parents consistent with 34 C.F.R. § 300.154(d)(2)(v), the public agency must obtain written consent from the parent that meets the requirements of 34 C.F.R. §§99.30 and 300.622, for disclosure of PII from education records to a State's public benefits or insurance program (e.g., Medicaid) in order for the public agency to bill that State's program for services provided under 34 C.F.R. Part 300. 34 C.F.R. §300.154(d)(2)(iv).

FERPA - Disclosure of PII from student's educational records - If safeguards are applied and met, pursuant to the IDEA section of this policy, electronic signatures for consent may be accepted for disclosure of PII from education records. If consent is required, because no specific exception exists pursuant to IDEA or FERPA, consent must be voluntary, on part of the parent or student who is 18 years old or older, fully informed and agreed to in writing to the activity for which consent has been requested. 34 C.F.R. §300.9.

School-Based ACCESS Program - a program that allows Local Education Agencies (LEAs) to receive Medicaid reimbursement for IEP medically necessary health-related services provided to students who are eligible for Medical Assistance (MA).

As permitted under the SBAP, electronic signatures may satisfy the requirements of a written signature of SBAP provider logs. The Board recognizes that the authenticity and reliability of electronic signatures are dependent on the processes accompanying the use of such signatures.

Electronic Signature

An electronic signature may be used if the law requires a signature unless there is a specific statute, regulation, or rule of law that requires records to be signed in non-electronic form. The issuance and/or acceptance of an electronic signature by the Charter School shall be permitted in accordance with the provisions of this policy and all applicable state and federal law. Such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title.
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail.
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed.
4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

1. The Charter School shall develop and maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to transactions in their original form. Such system shall include security procedures whereby the Charter School can (a) verify the attribution of a signature to a specific individual, (b) detect changes or errors in the information contained in a record submitted electronically, (c) protect and prevent access, alteration, manipulation or use by an unauthorized person, and (d) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.
2. The Charter School shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.
3. The Charter School shall designate individuals who are authorized to utilize an electronic signature in connection with Charter School business and shall require each designated individual to sign a statement of exclusive use.
4. The Charter School shall maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature in connection with Charter School business.
5. The Charter School will receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.
6. The Charter School will retain in its records this policy and all statements of exclusive use, until such time as all legally mandated retention requirements are satisfied.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Parent/Guardian and/or Student Consent and Authorization for Use of Electronic Signatures and Electronic Records

2020-2021 School Year

As Parent/Guardian of _____, (Name of Minor Student), or as Student 18 years old or older, _____, (Name of Student), I hereby consent to the use of my electronic signature by Crispus Attucks Charter School, which electronic signature shall be given full force and effect of a paper communication on any form related to the educational programming for my minor Student/me, pursuant to the Individuals with Disabilities Education Act, (IDEA), Section 504 of the Rehabilitation Act of 1973, 22 Pa Code §711 and other applicable state and federal laws which require consent or disagreement with the proposed action/refusal to act by Crispus Attucks Charter School.

I hereby authorize the use and acceptance of my electronic signature by Crispus Attucks Charter School which electronic signature shall be given the full force and effect of a paper communication on any form required by The Family Education Rights Privacy Act (FERPA) for disclosure of personally identifiable information (PII).

Further, any electronic record filed with or issued by the Charter School regarding my minor Student/me shall be given full force and effect of a paper communication.

This consent and acknowledgement shall not replace the need for consent for any particular action or disclosure of PII by Charter School. However, this consent and acknowledgement shall serve as consent for the use of an electronic signature and electronic record each of which shall have the full force and effect of a paper communication.

I understand that I may at any time request to have the record at issue provided on paper and that I may withdraw consent to the use of electronic records or signatures by providing notice to _____ at _____;

I understand that this consent to use of electronic records or signatures applies to the 2020 - 2021 school year and applies to any consent required under the IDEA and any consent related to the release of education records and/or PII protected under FERPA.

The granting of this consent to the use of electronic records and signatures is voluntary and may be revoked at any time.

I understand that should I revoke the use of electronic records or signatures such revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).

Date

Name of Parent/Guardian of Minor Student

Date

Signature of Parent/Guardian of Minor Student

Community



BOARD OF TRUSTEE POLICY

No. 901

Section: Community

Title: Public Relations Objectives

Date Adopted: March 5, 2001

Section 1. Purpose: The purpose of the school-community relations program is to establish and maintain a program that informs the public of and involves them in the goals and services of the CAYBCS.

Section 2. Responsibility: Toward this end, the Board shall provide parents or guardians and other District residents opportunities for information and orientation regarding local school procedures, and will utilize, insofar as practical, all appropriate means and media.

Section 3. Delegation of Authority: THE CAO and his/her designee(s) shall organize a program of public relations which will explain the programs, achievements, and needs of the schools to parents, staff, students, local business and industry, community organizations, school-related organizations, and the community as a whole and will organize efforts to seek input from these varied constituencies regarding the operations of the schools.



BOARD OF TRUSTEES POLICY
No. 902
Section: Community
Title: Public Information Program
Date Adopted: March 5, 2001

Section 1. Purpose: The Board believes that all reasonable means should be employed to keep the public informed on matters of importance regarding School policies, finances, programs, personnel and operations.

Section 2. Authority: The CAO in consultation as necessary with the Board will determine which official actions have such community impact and interest to warrant special release of information. He/she will arrange for release to the media information on such matters of importance. Matters of a routine nature may be released by the CAO or his/her designee. All other publications, releases, photographs and the like, depicting the accomplishments of the pupils and staff of the school, may be approved at the discretion of the CAO or his/her designee.

Section 3. Delegation of Responsibility: The CAO shall direct an information program designed to acquaint the public with the achievements and the needs of the schools, and which may include:

- A. District newsletters
- B. The CAO's annual report
- C. School newspapers
- D. Yearbooks
- E. Educational reports
- F. Employee handbook (s)
- G. Student handbook (s)
- H. Parent handbook (s)
- I. Other publications as directed by the CAO



BOARD OF TRUSTEES POLICY
No. 903
Section: Community
Title: Public Participation in
Board Meetings
Date Adopted: March 5, 2001

Section 1. Purpose: The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings.

Section 2. Authority: In order to permit fair and orderly expression of such comment, the Board will provide a period for public participation at every regular public meeting of the Board (not including committee or committee of the whole sessions) and will formulate rules to govern such public participation in Board meetings.

Section 3. Delegation of Responsibility: The presiding officer at each public Board meeting will follow the rules of the Board for conduct of public meetings in accordance with this policy and B.P. 006.

Section 4. Guidelines: The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted only as indicated on the order of business in the Procedures of this Board.
- B. Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with these policies and procedures. The Board requires that public participants be residents of the District or have legitimate involvement with the CAYBCS.
- C. All persons wishing to participate in a public Board meeting shall register both their name and organizational affiliation by signing a list provided by the Board Secretary prior to the beginning of the public meeting.
- D. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address and group affiliation, if appropriate.
- E. Each statement made by a participant shall be reasonable in length and germane. The Board shall reserve the right to establish specific time limits for individual statements at any specific meeting.
- F. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.

- G. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.
- H. The Presiding officer may:
 - 1. interrupt or terminate participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant.
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum
 - 3. request the assistance of the law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting.
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
- I. Electronic recording devices and cameras other than those used as official recording devices will be permitted at meetings only with prior approval of the Board.
- J. No placards or banners will be permitted within the meeting room.
- K. The meeting agenda shall be distributed to the press at the public meeting.
- L. Normally public participation will be limited to regular monthly Board meetings and will not be permitted at committee or committee of the whole meetings.



BOARD OF TRUSTEES POLICY
No. 904
Section: Community
Title: Public Attendance at School
Events
Date Adopted: March 5, 2001

Section 1. Purpose: The Board welcomes the public at athletic and other events held by the School, but the Board also acknowledges its duty to maintain order and preserve the facilities of the School during such events.

Section 2. Authority: The Board has the authority to bar the attendance of any person at a school event whose conduct may constitute a disruption/or whose conduct is contrary to law; school policy, school rules, school regulations, or other applicable rules, law, and/or regulations.

Section 3. Regulations: The Board establishes the following regulations with respectto the conduct of school events:

- A. With respect to smoking, the public will be permitted to smoke only in designated areas outside of school buildings when attending functions held in school buildings.
- B. Rules as published by the CAO or his/her designee.



BOARD OF TRUSTEE POLICY
No. 906
Section: Community
Title: School Visitors
Date Adopted: March 5, 2001

Section 1. Purpose: The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. To insure order in the schools, it is necessary to establish guidelines governing school visits.

Section 2. Delegation of Responsibility: The CAO has the authority to prohibit the entry of any person to the school in accordance with the following procedures:

- A. Persons wishing to visit a school should make arrangements in advance with the school office.
- B. Upon their arrival at the school, visitors must register at the office where they will receive instructions.
- C. Staff members shall be expected to require that a visitor has duly registered at the school office and received authorization to be present for the purpose of conducting business.
- D. No visitor may confer with a student in school without the approval of the CAO.
- E. Should an emergency require that a student be called to the school office to meet a visitor, the CAO or his/her designee may be present during the meeting.
- F. School visits should be governed in a way that requires minimum disruption to the educational activity of the school.



BOARD OF TRUSTEES POLICY
No. 907
Section: Community
Title: Relations with Parents
Date Adopted: March 5, 2001

Section 1. Purpose: The Board believes that the education of students is a joint responsibility, one it shares with the parents of the school community. To insure that the best interests of the student are served in this process, a strong program of communication between home and school must be maintained.

Section 2. Authority: The Board feels that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of pupils who have reached the legal age of majority, but are still for all practical purposes, under parental authority.

Section 3. Guidelines: In order to facilitate communication between home and school, the CAO shall implement a program of parent involvement which may include:

- A. Parent-teacher conferences to permit two-way communication between home and school
- B. Open houses in the School to provide parents with the opportunity to see the school facilities, meet the faculty and sample the program on a first hand basis.
- C. Meetings of parents and staff members to explain and discuss matters of general interest
- D. Meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
- E. Special events of cultural, ethnic, or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community
- F. Distribution of handbooks, calendars, newsletters, and other printed materials

For the benefit of our students the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. Supporting the schools in requiring that the students observe all school rules and regulations, and by accepting their own responsibility for student's willful in-school behavior
- B. Sending young people to school with proper attention to their health, personal cleanliness and dress



BOARD OF TRUSTEES POLICY
No. 908
Section: Community
Title: Relations with Special
Interest Groups
Date Adopted: March 5, 2001

Section 1. Purpose: Any request from civic organizations or special interest groups which have such activities as patriotic functions, contests, exhibits, sales of products to or by students, sending promotional materials home with students, graduation prizes or fund raising must be examined to insure that such activities promote student interests primarily, rather than the special interests of any particular group.

Section 2. Authority: It is the policy of the Board that School materials be used in accordance with the guidelines established in Board Policy 707.

Section 3. Delegation of Responsibility: All materials or activities proposed by outside sources for student or staff use or participation shall be reviewed by the CAO or his/her designee on the basis of:

- A. Educational value to the total school program
- B. Benefit to pupils
- C. Advancement of the name, product or special interest of the proposing group
- D. Factual accuracy
- E. Good taste

Section 4. Guidelines: Communities Activities Involving Students

The Board recognizes the social and scholastic values that may be derived from student participation in various activities sponsored by community organizations, but specifies the following guidelines to prevent unreasonable demands on the time and energies of students and staff:

- A. Requests for student participation in community sponsored activities must be made in writing to the CAO or his/her designee.
- B. The participating students may not leave the District unless approved by the CAO or his/her designee.

Fund Raising

- A. Fund raising by groups outside of the school or faculty is prohibited on school property or in the name of the school
- B. Funds solicited for special purposes are not to be commingled with any regular or special accounts of the School.
- C. This policy does not apply to the raising of funds for School-sponsored activities.
- D. Staff members shall not release the names, addresses, or telephone numbers of students or staff members to any outside individual or agency.

Scholarships and Prizes

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in the School. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

- A. No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is 18, or the parents of a student who is younger, in accordance with the Board's policy on student records.
- B. The type of scholarship or prize, and any restrictions pertaining thereto, shall be approved by the CAO or his/her designee.
- C. All pertinent information regarding the proposed award shall be submitted for the CAO's review sufficiently in advance of the date on which the award is to be made to permit adequate time for review.

Crispus Attucks Youthbuild Charter School
PARENT AND FAMILY MEMBERS ENGAGEMENT POLICY
FOR TITLE I REQUIREMENTS NO. 918

Adopted: September 22, 2014

Revised: November 20, 2017

The Crispus Attucks Youthbuild Charter School ("Charter School") will develop, jointly with teachers, principals, program administrators, and parents and family members of participating children, a Title I Parent and Family Members Engagement Policy. This policy shall be incorporated into any Charter School consolidated application for selected programs funded under the Every Student Succeeds Act (ESSA).

The ESSA serves as the latest reauthorization of the Elementary and Secondary Education Act of 1965 (ESEA) which was last reauthorized in 2002 as the No Child Left Behind Act (NCLB). Since its inception, the intent of the law has been to provide all children significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps. Parent and family engagement and consultation have always been a key piece of the law, focused on the low-income parents of "Title I-participating" children.

Title I is a 100% federally funded supplemental education program that provides financial assistance to local educational agencies ("LEAs") to improve educational opportunities for educationally deprived children. Title I programs are designed to help children meet the state content and performance standards in reading, language arts, and mathematics. For LEAs with 40% or more of their students designated as coming from poverty, the Title I funds may be used to upgrade the entire curriculum of the Charter School as Schoolwide Programs. For LEAs with less than 40% poverty rates, programs are designed to help specific children and are targeted assisted programs. LEAs and district schools are subject to consequences of school choice and supplemental education services if they do not meet adequate yearly progress as determined by the State Educational Agency.

In order to receive Title I funds, LEAs must conduct outreach to parents and family members and must implement programs, activities and procedures for the involvement of parents and families in Title I-funded activities. Each LEA must jointly develop with and distribute to families, in a language they can understand, a written Parent and Family Engagement Policy. This policy must be periodically updated to reflect the needs of families and be incorporated into the LEA's school improvement plan.

The Charter School, as an LEA, welcomes the participation of parents and family members in support of student learning and recognizes that parental and familial engagement increases the opportunities for student success. It is the policy of the Charter School to foster and maintain ongoing communications with parents and

family members concerning their opportunities for involvement, their child's eligibility for special programs, their child's educational progress, the professional qualifications of their child's teachers, and the status of their child's school. The Charter School strives to provide such information in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that parents can understand. To the extent practicable, the Charter School shall also provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and Charter School reports required under Section 1116 in a format and, to the extent practicable, in a language such parents understand. Communications with parents shall, at all times, respect the privacy of students and their families.

RATIONALE UNDERLYING PLAN AND SPECIFIED PLAN PROVISIONS (20 U.S.C. §6312(b)(1-13))

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards, each LEA, such as Charter School, shall develop a plan to describe:

- (1) how the Charter School will monitor students' progress in meeting the challenging State academic standards by –
 - (A) developing and implementing a well-rounded program of instruction to meet the academic needs of all students;
 - (B) identifying students who may be at risk for academic failure;
 - (C) providing additional educational assistance to individual students the Charter School determines need help in meeting the challenging State academic standards; and
 - (D) identifying and implementing instructional and other strategies intended to strengthen academic programs and improve Charter School conditions for student learning;
- (2) how the Charter School will identify and address any disparities that result in low-income students and minority students who may be taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers;
- (3) how the Charter School will carry out its responsibilities if identified by the State for comprehensive support and improvement by meeting in partnership with stakeholders (including principals and other Charter School leaders, teachers, and parents), to locally develop and implement a comprehensive

support and improvement plan for the Charter School to improve student outcomes.

(4) the services the local educational agency will provide homeless children and youths, including services to support the enrollment, attendance, and success of homeless children and youths, in coordination with the services the local educational agency is providing under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11301 et seq.);

(5) the strategy the local educational agency will use to implement effective parent and family engagement as set forth in this Policy pursuant to 20 U.S.C. §6318;

(6) how teachers and Charter School leaders, in consultation with parents, administrators, paraprofessionals, and specialized instructional support personnel, in schools operating a targeted assistance school program will identify the eligible children most in need of services under this part;

(7) how the Charter School will implement strategies to facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable –

(A) through coordination with institutions of higher education, employers, and other local partners; and

(B) through increased student access to early college or career counseling to identify student interests and skills;

(8) how the Charter School will support efforts to reduce the overuse of discipline practices that remove students from the classroom;

(9) any other information on how the Charter School proposes to use funds to meet the purposes of this part, and which may include how to develop effective Charter School library programs to provide students an opportunity to develop digital literacy skills and improve academic achievement.

WRITTEN POLICY:

A. Each LEA that receives funds under this part shall develop jointly with, agree on with, and distribute to, parents and family members of participating children, a written parent and family engagement policy. The policy shall be incorporated into the local educational agency's plan developed under 20 U.S.C. § 6312, establish the agency's expectations and objectives for meaningful parent and family involvement, and describe how the Charter School will:

- 1) Involve parents and family members in the joint development of the Title I Plan (20 U.S.C. §6318(a)(2)(A)).
- 2) Involve parents and family members in the process of Charter School review and improvement (20 U.S.C. §6318(a)(2)(A)).
- 3) Provide technical assistance and support in planning and implementing effective parent and family engagement activities to improve student academic achievement and Charter School performance (20 U.S.C. §6318(a)(2)(B)).
- 4) Coordinate and integrate parent and family engagement strategies with other Federal, State, and local laws and programs (20 U.S.C. §6318(a)(2)(C)).
- 5) Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and the effectiveness of the parent and family engagement policy in improving the academic quality of the Charter School, including identifying:
 - barriers to greater participation by parents and family members, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
 - the needs of parents and family members to assist with the learning of their children, including engaging with Charter School personnel and teachers; and
 - strategies to support successful Charter School and family interactions (20 U.S.C. §6318(a)(2)(D)).
- 6) Use the findings of the annual evaluation to design evidence based strategies for more effective parent and family involvement, and revise, if necessary, the Parent and Family Engagement Policy (20 U.S.C. §6318(a)(2)(E)).
- 7) Involve parents and family members in the activities of the Charter School, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members to adequately represent the needs to the population; revising; and reviewing the Parent and Family Engagement Policy (20 U.S.C. §6318(a)(2)(F)).

The Charter School will be governed by the following statutory definition of parental involvement/engagement, and will carry out programs, activities and procedures in accordance with this definition found under 20 USCS § 7801(32):

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other Charter School activities, including ensuring –

- (A) that parents play an integral role in assisting their child’s learning;
- (B) that parents are encouraged to be actively involved in their child’s education at the Charter School;
- (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in 20 U.S.C. §6318.

B. Reservation of Funding

In general

The Charter School shall reserve at least one (1) percent of its allocation to carry out the activities described in this section, except that this subparagraph shall not apply if one (1) percent of such agency's allocation for the fiscal year for which the determination is made is \$5,000 or less. This shall not be construed to limit the LEA from reserving more than 1 percent of its allocation to carry out activities described in this section. (20 U.S.C. §6318(a)(3)(A)).

Parent and family member input

Parents and family members of children receiving services under this part shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities. (20 U.S.C. §6318(a)(3)(B)).

Use of funds

Funds reserved shall be used to carry out activities and strategies consistent with the Charter School's parent and family engagement policy, including not less than one (1) of the following:

- Providing professional development for LEA personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other Charter School leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
- Supporting programs that reach parents and family members at home, in the community, and at the Charter School.

- Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.
- Collaborating with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
- Engaging in any other activities and strategies that the Charter School determines are appropriate and consistent with the Charter School's parent and family engagement policy. (20 U.S.C. §6318(a)(3)(D))

Parental comments

- If the Plan is not satisfactory to the parents of participating children, the Charter School shall submit any parent comments with such plan when the Plan is submitted to the State.

C. Policy involvement

The Charter School shall:

(1) convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of the LEA's participation under this part and to explain the requirements of this part, and the right of the parents to be involved (20 U.S.C. §6318(c)(1));

(2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement (20 U.S.C. §6318(c)(2));

(3) involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the LEA parent and family engagement policy (20 U.S.C. §6318(c)(3));

(4) provide parents of participating children--

(A) timely information about programs under this part;

(B) a description and explanation of the curriculum in use at the Charter School; the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and

(C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions

relating to the education of their children, and respond to any such suggestions as soon as practicably possible (20 U.S.C. §6318(c)(4)); and

(5) if the Plan is not satisfactory to the parents of participating children, submit any parent comments on the Plan when the Charter School makes the Plan available (20 U.S.C. §6318(c)(5)).

D. Shared responsibilities for high student academic achievement

As a component of the parent and family engagement policy, a Charter School-parent compact shall be jointly developed that outlines how parents, the entire Charter School staff, and students will share the responsibility for improved student academic achievement and the means by which the Charter School and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall--

(1) describe the Charter School's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time (20 U.S.C. §6318(d)(1)); and

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum--

- (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
- (B) frequent reports to parents on their children's progress;
- (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- (D) ensuring regular two-way, meaningful communication between family members and Charter School staff, and, to the extent practicable, in a language that family members can understand (20 U.S.C. §6318(d)(2)).

E. Building capacity for involvement

To ensure effective involvement of parents and to support a partnership among the Charter School, parents, and the community to improve student academic achievement, the Charter School:

(1) shall provide assistance to parents of children served by the Charter School, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part,

and how to monitor a child's progress and work with educators to improve the achievement of their children (20 U.S.C. §6318(e)(1));

(2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as: literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement (20 U.S.C. §6318(e)(2));

(3) shall educate teachers, specialized instructional support personnel, principals, and other Charter School leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the Charter School (20 U.S.C. §6318(e)(3));

(4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children (20 U.S.C. §6318(e)(4));

(5) shall ensure that information related to Charter School parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand (20 U.S.C. §6318(e)(5));

(6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training (20 U.S.C. §6318(e)(6));

(7) may provide necessary literacy training from funds received under this part if the Charter School has exhausted all other reasonably available sources of funding for such training (20 U.S.C. §6318(e)(7));

(8) may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in Charter School-related meetings and training sessions (20 U.S.C. §6318(e)(8));

(9) may train parents to enhance the involvement of other parents (20 U.S.C. §6318(e)(9));

(10) may arrange Charter School meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at the Charter School, in order to maximize parental involvement and participation (20 U.S.C. §6318(e)(10));

(11) may adopt and implement model approaches to improving parental involvement (20 U.S.C. §6318(e)(11));

(12) may establish a parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section (20 U.S.C. §6318(e)(12));

(13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities (20 U.S.C. §6318(e)(13)); and

(14) shall provide such other reasonable support for parental involvement activities under this section as parents may request (20 U.S.C. §6318(e)(14)).

F. Accessibility

In carrying out the parent and family engagement requirements of this part, the Charter School, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing student information in a format and, to the extent practicable, in a language such parents understand (20 U.S.C. §6318(f)).

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

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CRISPUS ATTUCKS CHARTER SCHOOL

No. 918

SECTION: COMMUNITY

TITLE: TITLE I PARENT

INVOLVEMENT

ADOPTED: September 22, 2014

REVISED:

918. TITLE I PARENT INVOLVEMENT	
1. Purpose	<p>The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and community. In compliance with federal law, the district and parents of students participating in Title I programs shall jointly develop and agree upon a written parent involvement policy. When developing and implementing this policy, the district shall ensure the policy describes how the district will:</p> <ol style="list-style-type: none">1. Involve parents in the joint development of the district's overall Title I plan and the process of school review and improvement.2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.3. Develop activities that promote the schools' and parents' capacity for strong parent involvement.4. Coordinate and integrate parental involvement strategies with appropriate programs, as provided by law.5. Involve parents in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.
2. Authority 20 U.S.C. Sec. 6318	

	<p>6. Identify barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.</p> <p>7. Use findings of annual evaluations to design strategies for more effective parent involvement.</p>
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Page 1 of 3
918. TITLE I PARENT INVOLVEMENT - Pg. 2

<p>20 U.S.C. Sec. 6318</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines 20 U.S.C. Sec. 6318</p>	<p>8. Involve parents in the activities of schools served under Title I.</p> <p>The Board shall adopt and distribute the parent involvement policy, which shall be incorporated into the district's Title I plan and shall be evaluated annually, with parent involvement.</p> <p>The CAO or designee shall ensure that the district's Title I parent involvement policy, plan and programs comply with the requirements of federal law.</p> <p>The building principal and/or Title I staff shall provide to parents of students participating in Title I programs:</p> <ol style="list-style-type: none"> 1. Explanation of the reasons supporting their child's selection for the program. 2. Set of objectives to be addressed. 3. Description of the services to be provided. <p>The CAO or designee shall ensure that information and reports provided to parents are in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.</p> <p>An annual meeting of parents of participating Title I students shall be held to explain the goals and purposes of the Title I program. Parents shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.</p> <p>In addition to the required annual meeting, additional parent meetings shall be held at various times of the day and evening. At these meetings, parents shall be provided:</p> <ol style="list-style-type: none"> 1. Information about programs provided under Title I. 2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. 3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. 4. Opportunities to submit parent comments about the program to the district level. <p>If sufficient, Title I funding may be used to facilitate parent attendance at meetings through payment of transportation and child care costs.</p> <p>Opportunities shall be provided for parents to meet with the classroom and Title I teachers</p>
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	<p>to discuss their child's progress.</p> <p>Parents may be given guidance as to how they can assist at home in the education of their child.</p>
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918. TITLE I PARENT INVOLVEMENT - Pg. 3

<p>Pol. 102</p>	<p><u>School-Parent Compact</u></p> <p>Each school in the district receiving Title I funds shall jointly develop with parents of students served in the program a School-Parent Compact outlining the manner in which parents, school staff and students share responsibility for improved student achievement in meeting academic standards. The compact shall:</p> <ol style="list-style-type: none"> 1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district's academic standards. 2. Indicate the ways in which parents will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time. 3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.
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20 U.S.C. Sec. 6318 Board Policy 102	
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