



STUDENT - PARENT HANDBOOK 2023-2024



Mastery Charter Schools

masterycharter.org

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THE MISSION

All students learn the academic and personal skills they need to be truly prepared for postsecondary success and able to pursue their dreams.

THE MASTERY PLEDGE

*I choose to be here.
I am here to learn and achieve.
I am responsible for my actions.
I contribute to a safe, respectful, and cooperative community.
I come with a clear mind and healthy body.
This is my school... I make it shine.*

STUDENT ARRIVAL POLICY

Students should not arrive to the school building prior to the “Doors Open” time indicated in the campus schedule found in their school’s Parent Guide. Students arriving prior to this time will be unsupervised, and Mastery will not be responsible for the student at this time.

VISITOR POLICY

All visitors to our school offices are strongly encouraged to schedule an appointment. School Leaders have the discretion to accept non-scheduled visitors or to request that those visitors return after making an appointment.

Visitors are required to:

- Sign-in using our Raptor system. Visitors must submit a form of government issued identification such as a driver’s license or anything with a name and date of birth
- Remain in the front office or lobby area until the meeting time and be escorted by a staff member to the location

Please note that some days are not appropriate for visits (e.g., testing days). For this reason, Mastery reserves the right to deny visit requests.

EMERGENCY SCHOOL CLOSING

Should a Mastery school close for any reason (e.g., inclement weather), we will communicate closing information on our website (<http://www.masterycharter.org/>), and parents/guardians will receive an automated communication. In the event of a school closing, parents/guardians can also tune in to 6ABC, Fox29, and CBS3 for information.

SCHOOL TRANSPORTATION

The School District of Philadelphia is responsible for the transportation of students to and from school. According to the District’s policy, students who reside more than 1.5 miles from their respective school buildings will receive yellow bus or SEPTA transportation. Students who qualify for SEPTA transportation will receive SEPTA student fare cards.

For additional information regarding the School District of Philadelphia’s transportation policy, parents/guardians can visit the transportation page on the School District of Philadelphia’s website (<https://www.philasd.org/transportation/for-parents/>) or call 215-400-4350 and ask to be transferred to the contact person who handles transportation.

PARENT/GUARDIAN CONTACT & CUSTODY

At the beginning of the school year, parents/guardians must fill out a parent/guardian location form and a medical/health insurance form so that we can keep parents/guardians informed of their child’s progress and contact them quickly in case of an emergency.

Should a mailing address change during the course of the school year, parents/guardians must complete a Contact Information Change form and provide us with a new proof of address.

Mastery may also request a copy of any court order or agreement affecting the custodial rights of parents/guardians. It

is important that Mastery understands custodial arrangements in order to determine who is eligible to pick a student up from school and communicate with school staff.

RE-ENROLLMENT POLICY

In the second semester of the school year, all students who plan to return for the following school year are requested to submit a re-enrollment packet. These packets are essential for school planning purposes. School staff base materials orders and staffing decisions on the number of packets they receive.

HEALTH POLICY

The School Nurse

The school nurse maintains medical records for each student. Parents/guardians are required to submit the following up-to-date medical forms and keep current versions on file: **Medical Emergency Contact Form, Physical Form, and Immunization History**. If parents/guardians fail to submit an Immunization History form, their student may be excluded from school.

Parents/guardians must inform the nurse promptly of any special health problems and should contact the nurse if they have questions or would like to schedule a confidential appointment.

If a student becomes ill during the school day, the student will be given immediate attention. Students should not personally call home if they feel ill; they should report to the school nurse. Parents/guardians will be notified if their child is too ill to return to class.

School Administration of Medication

Mastery will permit the school nurse to administer medication to students provided that:

- a. parents/guardians provide to the school nurse a completed medication administration form from the student's physician;
- b. parents/guardians submit a new medication administration form following any changes to the student's medication;
- c. the parents/guardians or student provide to the school nurse the medication in the original container, and this container is clearly labeled with the student's name, physician's name, medication name, dosage, and frequency of administration; and
- d. parents/guardians submit a new medication authorization form each school year.

Under no circumstances are any Mastery staff or contractors other than the school nurse, school physician, or a substitute school nurse allowed to administer any medication to a student.

At the end of the school year, it is the parents' or guardians' responsibility to pick up any unused medications from the nurse's office. Medication remaining in the nurse's office following the end of the school year will be properly disposed of in accordance with school policy.

Student Administration of Medication

Mastery will permit the self-administration of medication by a student for asthma or other potentially life-threatening illnesses or a life-threatening allergic reaction provided that:

- a. parents/guardians provide to the school nurse written authorization for the self-administration of medication;
- b. parents/guardians provide to the school nurse written certification from the physician of the student stating that the student has asthma or another potentially life-threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication;

- c. the student notifies the school nurse following each self-administration of the medication; and
- d. the permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in paragraphs (a) through (c) of this subsection.

THE MASTERY ACADEMIC PROGRAM

Our academic program is designed to bring students rigorous, engaging instruction in a fun, joyful environment. To create this educational environment, we incorporate the following elements: a relationship-driven classroom culture, the thoughtful use of data, and comprehensive student supports. Below is an outline of our academic programming for elementary and secondary schools.

Introducing New Curricula

For this school year, we are adopting high-quality new curricula in select content areas and grade bands to enhance the student academic experience to build upon our strong curricula in core content areas, including:

- High School Science (grades 9-12): HMH Science Dimensions
- African-American History (9th grade): Pearson African-American Odyssey
- High School Spanish (grades 9-12): Vista Encuentros (for non-native Spanish speakers) and Galeria (for native Spanish speakers)
- English as a Second Language (grades K-12): Continental Press
- High School Financial Literacy (grades 9-12): Next Gen Personal Finance
- High School Health (grades 9-12): Glencoe Health

Elementary Program (Kindergarten through Grade 6)

The following courses are offered as part of the elementary program.

Elementary Grades K-6						
K	1	2	3	4	5	6
Literacy <ul style="list-style-type: none">• Foundations• Wheatley• Literacy Centers				Literacy <ul style="list-style-type: none">• Wheatley• Reading Centers		
Math <ul style="list-style-type: none">• Eureka (For grades 5-6, we offer Core and Foundations Math to differentiate for students’ needs)						
Social & Emotional Learning <ul style="list-style-type: none">• Responsive Classroom Morning Meeting• Recess• Cooperative Play (for grades K-2 only)						
Science / Social Studies <ul style="list-style-type: none">• Amplify (Science)• TCI (Social Studies)• Students receive at least half year each of Science & Social Studies in grades K-5• Students receive a full year of both Science & Social Studies in grade 6						
Enrichment <ul style="list-style-type: none">• Health & Physical Education, Art, Music, Spanish, Technology (Enrichment courses vary by campus)						

Secondary Program (Grades 7 through 12)

The courses, listed below, are offered as part of the secondary program. Please note that this list is a general overview of Mastery course offerings, and course offerings may vary across campuses.

Middle Grades (Grades 7 and 8)

English	Math	Social Studies	Science	Other
<ul style="list-style-type: none">• Wheatley 7 & 8	<ul style="list-style-type: none">• Core Math 7 & 8• Foundations Math 7 & 8• Honors 8th grade Algebra I	<ul style="list-style-type: none">• Social Studies 7• Social Studies 8	<ul style="list-style-type: none">• Science 7• Science 8	<ul style="list-style-type: none">• Enrichment (Art, Music, Spanish, Technology, Other)• Health & Physical Education• Reading & Math Support

High School (Grades 9 through 12)

English	Math	Social Studies	Science	Other
<ul style="list-style-type: none">• English I-IV• Freshman Writing Seminar	<ul style="list-style-type: none">• Introduction to Algebra• Algebra I• Geometry• Algebra II• Pre-Calculus• Calculus	<ul style="list-style-type: none">• African American History• Modern World History• US History• Government & Economics	<ul style="list-style-type: none">• Earth and Space Science• Biology• Chemistry• Physics	<ul style="list-style-type: none">• Internship• Sophomore, Junior & Senior Seminar• Spanish I & II• Art• Music• Health & Physical Education• Technology• Reading & Math Support• Various Electives

Advanced Placement (AP) and Honors options vary from school to school and year to year. Generally, AP courses are offered to students in grades 10 to 12. AP course offerings across campuses include AP English Language and Composition, AP English Literature and Composition, AP Calculus, AP US History, AP Government, AP Biology, AP Physics, and AP Chemistry. Honors courses are generally offered in grades 7-12 in English, Math, Social Studies, and Science.

GRADING & PROMOTION

At Mastery, we value outcomes-driven instruction based on student data. Teachers implement daily, informal checks to ensure students are understanding the material and formal end-of-quarter assessments to gain insight into concept mastery, growth, and gaps. Data analysis informs daily lessons, report period goals, targeted student supports, and differentiation. Robust data systems and reporting tools put actionable information into teachers' hands.

Elementary (Grades K-2)

Early Elementary School Grading Policy

- K-2 students will receive a grade on the report card for each of the following courses:
 - Math
 - English Language Arts
 - Science
 - Social Studies
 - Enrichment
- Students will receive scores on assignments as completed throughout the Report Period
- Assignments will include exit tickets, unit assessments/checkpoints and benchmark and module assessments

Report cards are distributed after each report period during Parent-Teacher Conference Nights, by mail, and/or electronically through the Home Access Center and Google Drive. To ensure that schools work in partnership with students and their families, parents/guardians are expected to attend parent-teacher conferences. If a parent/guardian cannot attend a conference, we ask that they notify us so that we can arrange another time to meet. The Home Access Center (HAC) will show assignments and attendance for students in grades K-2 starting in the 23-24 school-year. Parents who need help accessing the HAC should contact the school's front desk.

Early Elementary School Grading Scale

All assignments in K-2 are graded using the 4-point rubric below. At the end of the Report Period, a cumulative grade is determined by averaging the grades students earned across each assignment for each course.

4	3	2	1
Student EXCEEDS understanding and demonstration of the skill on the assignment	Student MEETS understanding and demonstration of the skill on the assignment	Student is APPROACHING understanding and demonstration of the skill on the assignment	Student is BELOW understanding and demonstration of the skill on the assignment

Elementary (Grades 3 through 6)

Elementary School Grading Policy

Assignments are consistently weighted in every Mastery elementary school classroom. The chart below identifies grading weights for each grade type.

Assignment Types	Weight
Benchmark Assessments	15%
Major Report Period Assessments	30%
Exit Tickets	25%
Classwork	20%
Homework (Graded for Completion)	10%

At the end of the school year, a cumulative course grade is determined by averaging the grades students earned each report period (a total of four report periods).

Report cards are distributed after each report period during Parent-Teacher Conference Nights, by mail, and/or electronically through the Home Access Center and Google Drive. To ensure that schools work in partnership with students and their families, parents/guardians are expected to attend parent-teacher conferences. If a parent/guardian cannot attend a conference, we ask that they notify us so that we can arrange another time to meet. The Home Access Center (HAC) provides an online option for parents to check in on their students' academic performance, attendance, and discipline data continually at any point throughout the year. Parents who need help accessing the HAC should contact the school's front desk.

Elementary School Grading Scale

A modified ten (10) point +/- scale is used to determine student grades and calculate GPAs for all Mastery elementary school students. The grading scale can be found in the chart below.

Letter Grade	Numerical Range	GPA
A	93-100	4
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3

B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	65-66	1
F	Below 65	0

Honor Roll for Elementary School Students

To be eligible for honor roll, Elementary school students must pass all of their classes. Mastery recognizes students who excel academically with the following designations.

Honor Roll Chart	
Achievement	GPA Range
Distinguished Honors	≥3.75
High Honors	3.5-3.74
Honors	3.25-3.49

GPA's in elementary school are for honor roll purposes only and will not have an impact on the student's high school cumulative grade point average.

Elementary School Promotion and Retention Policy

When an elementary school student is not experiencing academic success, several factors will be considered prior to recommending retention for the student. Please note that our goal is not to retain students in elementary grades, and retention is strongly discouraged unless the school team and parents believe it is the best decision for the student. Retention decisions for students with IEPs must be made by the student's IEP team in accordance with the student's IEP goals. Retention recommendations for English Learners must be made in accordance with EL guidance on grading and in consultation with the EL instructional staff. Elementary schools follow the process described below when making retention recommendations for students.

1. Any student who fails two (2) or more of their core classes (ELA, Math, Science, Social Studies) is flagged for retention review.
2. The school team uses Light's Retention Scale to examine the additional factors that may influence the retention recommendation (intellectual skills, number of schools attended, age, English-language status, participation of parents in school-related activities, preschool experience, student's motivation, attendance, emotional disorders, and conduct patterns).
3. The school uses the final score derived from Light's Retention Scale to determine if retention would be helpful or harmful to the student.
4. The school presents the results from Light's Retention Scale to the parent(s) of the student and requests feedback.
5. The Principal makes the final retention decision.

Middle School (Grades 7 and 8 or Grades 6-8 in a Grades 6-12 School)

Middle School Grading Policy

In every Mastery secondary classroom, assignments are classified as summative or formative assessments. Because summative assessments provide a measure of what students know at the end of an instructional unit, summative assessments account for 70% of the student's grade. Formative assessments account for 30% of the student's grade.

At the end of the school year, a cumulative course grade is determined by averaging the grades students earned each report period (a total of four report periods).

Report cards are distributed after each report period during Parent-Teacher Conference Nights, by mail, and/or electronically through the Home Access Center and Google Drive. To ensure that schools work in partnership with students and their families, parents/guardians are expected to attend parent-teacher conferences. If a parent/guardian cannot attend a conference, we ask that they notify us so that we can arrange another time to meet. The Home Access Center (HAC) provides an online option for parents to check in on their students' academic performance, attendance, and discipline data continually at any point throughout the year. Parents who need help accessing the HAC should contact the school's front desk.

Middle School Grading Scale and Grade Point Average

A ten-point +/- scale is used to determine middle school student grades and calculate GPAs for all middle school students. The grading scale can be found in the chart below.

Letter Grade	Numerical Range	GPA
A	93-100	4
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	65-66	1
F	Below 65	0

Honor Roll for Middle School Students

Middle school students can be eligible for Honor Roll at the end of each marking period of the regular school year. School staff base Honor Roll eligibility decisions on student achievement in courses taken during each report period. Please note that students cannot be eligible for Honor Roll based on summer school achievement.

To be eligible for Honor Roll, a student must pass all of their classes. Mastery recognizes students who excel academically with the following designations.

Honor Roll Chart	
Achievement	GPA Range
Distinguished Honors	≥3.75
High Honors	3.5-3.74
Honors	3.25-3.49

Middle School Promotion Policy

Students in grades 7-8 must pass ELA, Math, Social Studies and Science to be promoted to the next grade level. Students who fail any of the three aforementioned courses must take and pass the course(s) in summer school. If the student does not pass the course(s), they may be recommended for retention by the school.

Retention decisions for students with IEPs must be made by the student's IEP team in accordance with the student's IEP goals. Retention recommendations for English Learners must be made in accordance with EL guidance on grading and in consultation with the EL instructional staff.

All recommendations for retention must be approved by the school principal. Schools must send a letter to parents if a student is in danger of being retained by the end of the third report period.

Middle School Summer Instruction Policy

Middle school students who fail ELA, Math, Social Studies and/or Science must enroll in summer school. Teachers will provide direct instruction of content standards for the upcoming school year in an attempt to ensure students have a smoother transition to the next grade.

High School (Grades 9 through 12)

High School Course Graduation Requirements Overview

In order to graduate and receive a Mastery high school diploma, students must meet the following requirements:

- 1. State-defined assessment or alternative graduation plan requirements where students must demonstrate proficiency on high school assessments or an alternative state-approved pathway (e.g. evidence-based pathway in PA)
- 2. Course credits that students must complete in order to graduate from high school

PA Act 158 Graduation Plan Requirements

The Pennsylvania Department of Education (PDE) has established statewide Pathways to Graduation — expanded high school graduation requirements that went into effect for all high school students beginning in 2022-2023 school year. Each of the pathways offers a different combination of options that can serve to fulfill the additional graduation requirements.

This means that in addition to the 21.5 credits required to graduate, high school students graduating from a Pennsylvania high school must now meet additional requirements through one of the pathways designed to illustrate their college, career and community readiness.

Students are responsible to complete the requirements in their graduation plan as outlined below.

Alternative Assessment Graduation Plan	Requirements
Passing Grade in Algebra I, Biology and English II AND At least one of the following: • PSAT: 970 • SAT: 1010 • Successful completion of a pre-apprenticeship program • Acceptance into 4 year Institution of Higher Education (IHE) for college-level coursework	<ul style="list-style-type: none">• A passing grade of at least 65 by the end of semester 1 of senior year.• By the end of RP1 of senior year, students will apply to at least one 4-year university. Acceptance letters are typically received by mid-April

Evidence-Based Graduation Plan	Requirements
<p>Passing Grade in Algebra I, Biology and English II</p> <p>AND</p> <p>At least one of the following:</p> <ul style="list-style-type: none"> • Successful completion of any concurrent or postsecondary course Industry-recognized credential • Acceptance into an Institution of Higher Education (IHE) (other than 4 year) for college-level coursework <p>AND</p> <p>No more than two of the following:</p> <ul style="list-style-type: none"> • Successful completion of a service learning project • Completion of an internship, externship, or cooperative education program • Attainment of Proficient or Advanced on any Keystone Exam • Letter guaranteeing full-time employment or military enlistment 	<p>A passing grade of at least 65 by the end of semester 1 of senior year.</p> <p>By the end of RP2 of senior year, students will apply to the Community College of Philadelphia to fulfill this requirement</p> <p>By March, students must participate in a total of 20 hours of externship, internship or service learning. They will obtain 10 hours of externship by participating in and passing their Senior Seminar course. The additional ten hours is determined by the high school they attend.</p>
Keystone Assessment Graduation Plan	Requirements
<p>Proficient or Advanced in Algebra I, Biology & Literature</p> <p>OR</p> <p>Composite score of at least 4452 with 1 Proficient or Advanced Keystone score and no Keystone score Below Basic</p>	<ul style="list-style-type: none"> • Take and earn these Keystone scores by the end of junior year
Career and Technical Graduation Plan (*only for Simon Gratz High School)	Requirements
<p>Passing Grade in Algebra I, Biology and English II</p> <p>AND</p> <p>At least one of the following:</p> <ul style="list-style-type: none"> • Industry-based competency certification • Likelihood of industry-based competency assessment success OR Readiness for continued engagement in CTE Concentrator program 	<ul style="list-style-type: none"> • A passing grade of at least 65 by the end of semester 1 of senior year.

High School Course Credit Requirements

To graduate, students must receive at least 21.5 credits listed in the specific content areas listed below.

Content	Credits	Typical Course Sequence
English	4.0	English I, English II, English III or AP Language, English IV or AP Literature
Math	3.0	Introduction to Algebra and/or Algebra I, Geometry, Algebra II
Science	3.0	Earth and Space Science, Biology, Chemistry or AP versions of these courses
Social Studies	3.0	African American History, Modern World History, U.S. History or AP versions of these courses
Arts/Humanities	1.0	Freshman Writing Seminar
PE / Health	0.5	Physical Education / Health
Foreign Language	1.0	Spanish I
Enrichment/Electives	6.0	Internship, Junior Seminar & Senior Seminar
Total Course Credits	21.5	

In order for students to receive credit for a course, they must complete the duration of the course and receive a passing grade for the final grade. No partial credit will be granted for courses that are not completed or courses in which the student does not pass the entire year.

The chart found below should be used to determine the number of credits earned by high school students.

Schedule Type	Course Duration	Credit Earned
Traditional Schedule (42-55 minutes)	One period/day for 90 days	0.5
	One period/day for 180 days	1.0

Graduation Requirements Policy for Students with Disabilities

Any student with a disability who satisfactorily completes a special education program developed by an individualized education program team that does not otherwise meet the requirements of Act 158 shall be granted and issued a regular high school diploma. The IEP team will determine if each student with disabilities will need to meet these standard requirements to graduate or amend these requirements based on the student's transition plan.

When a student with a disability receives a high school diploma, they no longer qualify for special education. In general, a student with a disability must meet all state graduation standards and/or all the goals and requirements contained in their IEP (such as transition goals) in order to receive a diploma.

Accumulation of adequate credits is not always the determining factor for graduation eligibility; the IEP team may determine the exact criteria for an individual student to graduate. As a student with special needs is eligible for services until the age of 22, a parent may request continuation of services through the school year in which the student turns 21.

High School Grading Policy

In every Mastery secondary classroom, assignments are classified as summative or formative assessments. Because summative assessments provide a measure of what students know at the end of an instructional unit, summative assessments account for 70% of the student's grade. Formative assessments account for 30% of the student's grade.

At the end of the school year, a cumulative course grade is determined by averaging the grades students earned each report period (a total of 4 report periods). This course grade is reported on the student's transcript.

Report cards are distributed after each report period during Parent-Teacher Conference Nights, by mail, and/or electronically through the Home Access Center and Google Drive. To ensure that schools work in partnership with

students and their families, parents/guardians are expected to attend parent-teacher conferences. If a parent/guardian cannot attend a conference, we ask that they notify us so that we can arrange another time to meet.

High School Grading Scale and Grade Point Average

For students in grades nine through twelve, grade point average (GPA) is used to measure and represent academic achievement at the end of each marking period and course. All credited courses count towards the GPA.

The cumulative GPA is the total average GPA of the student while in high school. The cumulative GPA is one metric that colleges and other post-secondary institutions use to determine college admissions and program eligibility. For this reason, Mastery emphasizes the importance of maintaining a strong GPA.

GPA is calculated by multiplying the course points earned by credits attempted. Honors and AP courses have different quality points to account for their level of rigor.

Cumulative grade point averages are re-calculated at the end of each course. If a student takes courses that are all one year in duration, the cumulative grade point average will not change until the end of the year, upon completion of coursework.

If a student takes five courses that are a year in duration and two courses that are a semester in duration, the cumulative GPA calculation will be influenced by the two semester grades in the middle of the year when final grades have been logged for those two courses.

A ten-point +/- scale is used to determine high school student grades and calculate GPAs for all high school students. The grading scale can be found in the chart below.

Letter Grade	Numerical Range	GPA by Course Type		
		General	Honors	AP and Dual Enrollment
A	93-100	4	4.5	5
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.84	4.33
B	83-86	3	3.5	4
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.84	3.33
C	73-76	2	2.5	3
C-	70-72	1.67	2.17	2.67
D+	67-69	1.33	1.84	2.33
D	65-66	1	1.5	2
F	Below 65	0	0	0

Honor Roll for High School Students

High school students can be eligible for Honor Roll at the end of each marking period of the regular school year. School staff base Honor Roll eligibility decisions on student achievement in courses taken during each report period. Please note that students cannot be eligible for Honor Roll based on summer school achievement.

To be eligible for Honor Roll, a student must pass all of their classes. Mastery recognizes students who excel academically with the following designations.

Honor Roll Chart	
Achievement	GPA Range
Distinguished Honors	≥3.75

High Honors	3.5-3.74
Honors	3.25-3.49

High School Promotion Policy

In Pennsylvania, high school students must earn a minimum of 5.5 credits in a single school year to advance to the next grade classification. If a student fails to earn the required 5.5 credits to be promoted to the next classification (Sophomore, Junior, Senior), they will be required to re-take any courses that were not passed but may take new courses in the course progression, as long as the courses do not have prerequisites that were not met.

The following chart illustrates the number of credits high school students must have in order to be promoted to the next grade classification in Pennsylvania.

Grade Classification	Required Credits Earned
Sophomore	5.5
Junior	11
Senior	16.5

High School Summer Learning Credit Recovery Policy

The purpose of high school summer learning is to allow students to have the opportunity to recover lost credits from failed courses.

- High school students who have a failing end of year grade in a course required for graduation will be required to attend summer learning for credit recovery
- Students may take up to 3 total credit recovery courses during summer learning
- Students who successfully pass the summer learning credit recovery course via final exam will earn a full credit in PA
- Students who have a failing end of year grade in a course and do not attend summer learning or pass the course during credit recovery are required to retake the course during the upcoming school year

High school students will receive content-specific instruction on prioritized standards in the course that they failed via the Apex online learning program under supervision from a teacher.

Students must complete 100% of the Apex online course and receive a minimum grade of 65 on Apex assessments to recover credit in summer learning. Students who participate in summer learning will receive a P/F (Pass/Fail) on their transcript. If the student passes the course, the credit earned will also appear on the student's transcript. Students may be eligible to receive quality points aligned up to a C+ to be averaged into their cumulative GPA. Students may not take a course for original credit during summer learning.

High School Credit Recovery Policy During the School Year

Students may also be eligible to recover credit for failed courses in the local school's credit recovery program during the school year. Similar to summer learning, the purpose of credit recovery is to allow students to have an opportunity to recover lost credits from failed courses required for graduation.

Students must complete 100% of the course and receive a minimum grade of 65 to recover credit. Students who participate in credit recovery during the school year will receive a P/F (Pass/Fail) on their transcript. If the student passes the course, the credit earned will also appear on the student's transcript. Students may be eligible to receive quality points aligned up to a C+ to be averaged into their cumulative GPA.

Interim Progress Reports

Schools will distribute electronic interim progress reports (IPRs) to families at the mid-point of each reporting period

(RP) via Home Access Center (HAC). The purpose of interim progress reports is to provide families with regular data on their students' academic progress throughout the RP. IPRs are particularly important for students who are struggling and may be in danger of receiving a failing grade at the end of the RP, as this will give families enough time to review progress, provide intervention and follow-up support for their child and reach out to teachers to request support before the end of the RP. Families are encouraged to use interim progress reports as a means of initiating communication with their child(ren)'s teachers on their child's academic progress.

Academic Integrity Policy

Mastery Charter Schools require all students to demonstrate academic integrity and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student's own work.

Academic dishonesty, cheating, or plagiarism involves an attempt for the student to demonstrate a level of content mastery that the student does not possess.

Academic dishonesty includes, but is not limited to, the following:

Cheating

- Obtaining information from another student during an assessment
- Communicating information to another student during an assessment
- Knowingly allowing another student to copy one's work
- Offering another person's work as one's own
- Using an electronic device to solicit, transmit, or search for answers
- Taking an assessment for another student or having someone take an assessment for oneself
- Using unauthorized material during an assessment
- Having another person or company do the research and/or writing of an assigned paper or report

Plagiarism

- Plagiarism is an attempt to present the ideas, words, or creative product of another as one's own.
- Credit must be given to the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge.

Other Dishonest Conduct

- Stealing or attempting to steal an assessment and/or answer key
- Stealing or attempting to modify official academic records
- Alteration of computer and/or gradebook records
- Forgery of signatures for the purpose of academic advantage
- Sabotaging or destroying the work of others

The above policies on academic integrity apply to student use of Chat GPT and other similar artificial intelligence (AI) tools. If a student uses Chat GPT or AI while completing an assignment, they must document credit and identify sources of all material included that is not their own.

See the School Culture section below for more information on student consequences for academic dishonesty aligned with our code of conduct.

SPECIAL EDUCATION OVERVIEW

Mastery believes that all students should be supported to reach their potential. We take the necessary measures (i.e., specialized programming, services, and support) to meet the needs of individual students and to ensure that they receive a world-class educational experience regardless of disability. To this end, we have certified special education faculty, counselors, social workers, related service providers, and psychologists who provide on-going support to students who have been identified as needing special education services. Our special education program complies with

federal and state special education laws.

Step 1: Identification

Mastery identifies and refers students who might be eligible for special education services for evaluation. Screening and referral processes include initial academic placement tests, standardized reading and mathematics assessments, classroom performance, benchmark examinations, vision and hearing screenings, and the Intervention and Referral Service (I&RS). Whenever a student is referred by the I&RS Team for a multi-disciplinary team evaluation, Mastery must obtain written consent from a parent/guardian before the evaluation can be conducted. Please note that, if a parent/guardian consents to the evaluation of their student, they are agreeing to an evaluation of their student's eligibility for services, not to the implementation of special education services, which requires an additional permission.

If parents/guardians believe their student might be eligible for special education services, they should contact the Assistant Principal of Specialized Services to request a multi-disciplinary evaluation for their student. If they make an oral request for an evaluation, the school will provide them with an evaluation request form to complete within ten (10) calendar days. Upon receiving the evaluation request form, the school will issue a written response to the request within ten days. If the school agrees with the request and issues a formal Permission to Evaluate, the multi-disciplinary evaluation will occur within sixty (60) calendar days after receiving the signed Permission to Evaluate form (Summer Break is not counted for purposes of the sixty-day calendar). Once the multi-disciplinary evaluation has been completed, a multi-disciplinary team will meet with the parent/guardian to review the findings of the evaluation.

Students are eligible for special education, assistive technology, and related services if they need specially designed instruction and meet criteria under the definition of one or more of the following physical and/or mental disabilities: autism; deaf-blindness; deafness; emotional disturbance; a hearing impairment; an intellectual disability; multiple disabilities; an orthopedic impairment; other health impairment(s) (e.g., ADD or ADHD); a speech or language impairment; a traumatic brain injury; a visual impairment; or a specific learning disability in any of the following areas: basic reading skills, reading comprehension, math calculations, math reasoning, listening comprehension, written expression, or oral expression.

Step 2: Individualized Education Program (IEP) Process

If a student is identified as needing special education services, the next step in the process is to develop an Individualized Education Program (IEP). This IEP document describes the student's needs and explains the specific services that Mastery will provide to assist them in achieving academic and/or social-emotional progress in school. The IEP details the special education, related services, specially designed instruction, accommodations/modifications, and other supports the student needs to maintain steady and ongoing progress. The IEP is a living document and can be amended at any time in order to consistently reflect the needs of the student. Either a parent/guardian or the school staff can initiate the process for reconvening the IEP team to amend the service plan.

The IEP is written by a team of qualified professionals, and parents/guardians are critical members of the team. Parents/guardians are invited to attend all IEP meetings. We value parent/guardian and student input during these meetings; input allows the team to devise an IEP that will meet the student's individual academic and/or social-emotional needs. When the student turns fourteen (14) years of age within an IEP term, they will be invited to the IEP meeting to discuss post-secondary goals and transition needs.

After the IEP is written, parents/guardians will be given a Notice of Recommended Educational Placement (NOREP). By signing this document, the parent/guardian indicates their approval of the proposed program and services included in the IEP. Initial services may not begin until the NOREP is signed by the parent/guardian following the initial IEP meeting. Please note that the parent/guardian is not required to sign the NOREP at the IEP meeting. Mastery staff members encourage families to think deeply about the proposed services before signing the NOREP. We request that parents indicate their approval of services or present clarifying questions and/or changes to the IEP/NOREP within 48 hours of the IEP meeting.

Step 3: Start Services and Progress Monitoring

After the NOREP is signed, indicating approval of proposed services, the student will begin receiving the services

outlined in the IEP. Mastery uses data to monitor the academic and social-emotional/behavioral growth of all students in order to determine progress towards meeting the goals outlined in their IEP. Progress monitoring reports are sent home along with report cards.

Step 4: Transition Services

Mastery wants to ensure that all students are able to transition from Mastery into valuable post-secondary opportunities. Consideration of transition needs is required annually for all students once they reach fourteen (14) years of age. Mastery provides transition services to all special education students. This may include linking students to outside agencies and supporting students and families with the identification of post-secondary opportunities for students. When a student graduates or “ages out” of Mastery’s special education programming, the student and their family will receive a copy of the student’s *Summary of Academic Achievement and Functional Performance*. The purpose of this document is to provide the student and their family with information regarding their academic achievement/functional performance and recommendations on how to assist the student in meeting their post-secondary goals.

For more information on Mastery’s available special education services, programs, processes, and policies, please visit <http://www.masterycharter.org/policies/>.

SPECIALIZED PROGRAMS OVERVIEW

504 Plan

If a student is found to have a disability that requires accommodations in the educational environment but is not found to require specially designed instruction, they may require a 504 plan for those accommodations. If appropriate, the 504 Plan team, of which the parent/guardian is a member, will create and implement a 504 Plan. The 504 Plan will specify the appropriate accommodations or modifications needed to ensure student access to the learning environment. These services and protections for protected students with a disability are separate and apart from those services and protections applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

English Learners (ELs)

Mastery responds to the language needs of students in the process of developing academic and social English by providing English as a second language (ESL) classes. The ESL program is designed to provide English Learners (ELs) with meaningful access to the school’s educational program based on Culturally Responsive Teaching practices to create a welcoming environment.. In addition to providing language services to students, Mastery will provide interpreters for parent/teacher conferences and other school-related activities.

To identify ELs, we ask families who are new to Mastery to complete a Home Language Survey as part of the registration process. Information from the survey is used as a first-level screening to determine next steps along Mastery’s screening sequence, which begins with a phone call home and ends with a screening test using a state-approved English proficiency screener. Once we have made a determination, we mail a notification letter to the parents/guardians of the student.

In accordance with Pennsylvania state law, once a student is identified as an English Learner based on Mastery’s multiple criteria for English proficiency, parents/guardians have the right to refuse some or all English language services. Even if a parent/guardian decides to refuse English language services, the student retains their status as an English Learner. Additionally, Mastery is obligated to continue monitoring the English language proficiency (ELP) and academic progress of the student whose parent/guardian has refused services. If the student, whose parent/guardian has refused services, does not demonstrate appropriate ELP growth or maintain appropriate academic levels, Mastery must inform the parent/guardian.

Students maintain an EL classification status until they meet Mastery’s multiple criteria for exit from English language services. To exit English language services, students must demonstrate English proficiency on the federally mandated

assessment, ACCESS for ELLs, and receive teacher recommendations for exit. Once exited from English learner programming, English Learners are monitored for an additional two years. During this two-year post monitoring window, former ELs can be reclassified as current ELs based on test scores and teacher recommendations.

For more information on Mastery's EL program, please contact the Assistant Principal of Specialized Services. Parents/guardians can also review Mastery's EL policy on our website: <http://www.masterycharter.org/policies/>.

Intervention & Referral Services (I&RS) and SAP (Student Assistance Program)

Intervention & Referral Services (I&RS) and the Student Assistance Program (SAP) are two of the mechanisms by which Mastery provides student support. I&RS is designed to assist school personnel in identifying issues which pose a barrier to a student's learning and school success, such as behavioral or social concerns; medical problems; psychological issues; and alcohol, tobacco, or other drug problems. At some Mastery schools, the I&RS team also serves to identify students who may require additional academic supports. The primary goal of I&RS is to link students with the help they need in order to overcome these barriers so that they can remain in school, succeed academically, and work towards graduation and post-secondary success. Mastery I&RS team members do not diagnose students. However, I&RS teams may make referrals to outside or community agencies. The I&RS Team may also (with parent permission) refer students to an outside SAP Assessor for a behavioral health evaluation. SAP Assessment referrals take place when the team determines that the supports needed by the student are beyond the scope of services that Mastery provides. The SAP Assessor, who works for an outside community agency, will meet with the student and parent/guardian, complete a behavioral health assessment, and make an appropriate connection for services in the community. Parents, students, and any school staff member can request that a student is evaluated by I&RS for a SAP Assessment referral. It is the parents' or guardians' right to be involved in the SAP process.

EXTRA-CURRICULAR PARTICIPATION & ATHLETIC ELIGIBILITY

Extra-Curricular Participation

Mastery provides extra-curricular opportunities at each campus through a variety of clubs, activities, and comprehensive athletic programs. In order to participate in afterschool club opportunities, students and their parents/guardians must first complete and submit an *Extra-Curricular Participation Waiver*. This form may be obtained from and returned to the campus Extra-Curricular Supervisor. In order to participate in athletics, students must have an athletic physical using the PIAA form that is dated after June 1 or later. Students who participate in interscholastic sports at Mastery are also required to complete and submit additional documentation, as detailed below under "Athletic Eligibility."

Participation in extra-curricular clubs, activities, and team sports is a privilege open to all, but students are expected to be in good academic standing and must meet the behavioral expectations for all Mastery students in order to remain active participants. The Academic and Culture Teams at each campus may remove a student from extra-curricular programming if they have not met established academic requirements or behavioral expectations, as outlined in the Mastery Disciplinary Code of Conduct. Additional expectations for Athletic Eligibility are outlined below. Any student who is removed from participation will be given clear, achievable goals to be met in order to rejoin their preferred extra-curricular activities.

Athletic Eligibility

Mastery students who participate in Interscholastic Athletic Competitions, and the campuses that sponsor them, must comply with the policies and bylaws set forth by the governing league. All Mastery high schools participate as members of the *Pennsylvania Interscholastic Athletic Association* (PIAA). A comprehensive handbook may be found on their website, www.PIAA.org.

Mastery provides additional guidelines that are aligned with Network-wide values and expectations. All campuses that sponsor interscholastic sports must uniformly enforce the Mastery Athletic Eligibility Policy (<http://www.masterycharter.org/policies/>). Athletic eligibility at Mastery Charter Schools is determined by a student's ability to meet the expectations set forth in the following categories. An overview of each is provided below, and full details will be provided to participating students by the campus' Athletic Director.

- a. **Attendance:** Any student who is late or absent on the day of a competition or practice will not be allowed to travel/participate in that day's competition or practice unless the lateness/absence has been excused and approved by the campus' Attendance Coordinator.
- b. **Documentation:** Prior to participating in any practice or competition, students must submit the following forms:
 - Physical Form,
 - Afterschool Participation Waiver,
 - Extracurricular Travel Permission Form, and the
 - PIAA Athletic Transfer Waiver Request Form (if applicable).
- c. **Academic Standing:** Students who do not maintain a 65% or higher in two or more classes will be subject to participation restrictions, as outlined by the Mastery Athletic Eligibility Policy.
- d. **Behavioral Standing:** Students who commit Level II/III infractions will be subject to participation restrictions, as outlined by the Mastery Athletic Eligibility Policy.

EQUAL OPPORTUNITY POLICY

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

Similarly, students shall respect the rights of other students to receive an education in an atmosphere that is conducive to learning and free from discriminatory practices. No student, therefore, shall have the right to abridge another student's rights.

To report concerns about possible violations of this policy, please contact Michael Patron (Senior Director of Compliance), 5700 Wayne Ave, Philadelphia PA, 19144, (267) 671-2888, Michael.Patron@masterycharter.org.

ATTENDANCE POLICY

Attendance and Promptness Matter!

Students are expected to be in school and on time every day. Mastery has a moral and legal obligation to ensure that all students attend school every day.

Pennsylvania's Compulsory School Attendance Law mandates that all children begin attending school by age 6 and continue attending until the age of 18. Every parent/guardian of a school-aged child is responsible for the child's attendance at school. Failure of a child to attend school has certain legal consequences for parents and, possibly, for the student.

In Pennsylvania, truancy is defined as when a child of compulsory school age is absent from school for three (3) or more days without a valid excuse. Absences without a valid excuse are considered unexcused absences. If a child is found to be truant, their parent/guardian can be convicted and incarcerated for the crimes of Corrupting the Morals of a Minor and/or Endangering the Welfare of a Child. Students aged 15 and over are held responsible by the courts for truancy and could face fines up to \$750.00, assignment to community service, and/or participation in a program designed to improve attendance.

In addition, a child who is found to be truant can have their driver's license suspended for up to ninety (90) days for the first conviction of truancy and six (6) months for any other convictions of truancy. If the child does not have a license,

the chance to apply for one can be suspended for ninety (90) days for the first offense and six (6) months for additional offenses.

Absence Notification

If a student is ill and unable to attend school, the parent/guardian must call the school during school hours. If a phone call has not been received, Mastery will notify the parent/guardian via an automated robocall or personal call.

If the student is ill with a communicable disease (e.g., chicken pox, measles), the parent/guardian should notify the school.

Categories of Absences

There are three (3) categories of absences at Mastery.

Absent – “Excused” Mastery may excuse the absences of students under certain circumstances with original documentation. Those circumstances only include doctors’ appointments, court subpoenas, or funeral notices. Please note that routine medical and dental appointments are to be made outside of school hours. Students will also be excused if they are required to leave school for the purpose of attending court hearings related to their involvement with the Philadelphia Department of Human Services (DHS) or the juvenile probation office and are required to leave school for the purposes of attending court hearings related to their involvement with these agencies.

Absent – “Excused – Parent Note” Parents/guardians and students are required to submit a written explanation of the reason(s) for an absence within three (3) calendar days of the absence. If they provide a written excuse within three (3) days of the absence, the absence will not be counted as “unexcused.” No more than three (3) parent notes per quarter will be accepted for excused absences.

Absent – “Unexcused” All absences are treated as unexcused until Mastery receives a written explanation of the reason(s) for an absence. If parents/guardians and students fail to provide a written explanation within three (3) days of the absence, the absence is permanently counted as “unexcused.” A student is considered truant once they have accumulated three (3) or more unexcused absences.

Excuse notes may be turned in to the campus on paper or emailed to the Attendance Coordinator.

Consequences for Chronic Absences and Late Arrivals

Please Note: After ten (10) consecutive “unexcused” absences, students will be dropped from Mastery’s enrollment.

Occurrences Per Year	Absences (Unexcused)	Late Arrivals (Internal interventions can occur)
1	Automated phone call home (repeat for each additional absence.)	<ul style="list-style-type: none">• Parent contact via robocall
3	Truancy notification letter The Notice of Third Unexcused Absence is sent to the parent/guardian within 10 days of the third unexcused absence, and in the language preferred by the parent/guardian	
6	Conduct student attendance improvement conference, first District Attorney (DA) referral, and initial DA warning letter	<ul style="list-style-type: none">• Warning letter regarding possible consequence of grade reduction

10	Second DA referral and family conference with DA	<ul style="list-style-type: none"> Second warning letter regarding possible consequence of grade reduction
16-25	DA/Tuancy Court Follow Up Actions	<ul style="list-style-type: none"> Late arrivals will be noted in truancy documentation for students with 10+ absences.
25+	DA/Tuancy Court Follow Up Actions Campus Truancy Reduction Meeting	

Mandatory Summer Programming for Attendance

Students who are absent 35 or more total days, excused and unexcused, will be required to complete Mandatory Summer Programming and/or attend a Retention Hearing. Students who do not successfully complete Mandatory Summer Programming may be retained.

Early Dismissal

Requests by parents/guardians for the early dismissal of students during school hours may be made in cases of emergency. Emergencies include crises within the family that cannot be managed without the student's presence. Early dismissals for private instruction in such activities as music, dancing, gymnastics, or dramatics are not granted. In addition, early dismissals for religious instruction are not granted, except on a very limited basis, as set out in state regulations.

Please make routine medical and dental appointments after school hours. Ordinary household or personal matters involving students are also to be handled outside regular school hours. When students must have an early dismissal for medical/dental appointments, and the pupil is out of school for only part of the session, the student is required to provide a follow-up note from the physician or dentist indicating that the appointment was kept.

In order to be granted an early dismissal, the parent/guardian must come, in person, to the school's main office to process the request. Early dismissals will also be granted if the student provides a valid appointment slip from a physician or the court system. Students must hand in these appointment slips during morning entry. Mastery will call the parent to authenticate the early dismissal request. Telephone requests for early dismissals will not be honored except in cases of emergency.

Parents/guardians can pick up their child from school if they are listed as a parent/guardian or an emergency contact. To pick up a child, the parent/guardian must stop by the front desk. They will be asked to present a state ID or driver's license to ensure the safety of their child.

Temporary Excusals

Principals may choose to grant temporary excusals from attendance in truly exceptional cases. To request the Principal's approval of temporary excusals, parents/guardians must provide written evidence of a severe mental/physical condition or other urgent reason prior to the accumulation of absences.

DRESS CODE

We believe that school uniforms create a sense of school pride and community while helping to build students' personal skills around professionalism and presentation. It is expected that students will come to school wearing their school uniforms in a professional manner. This means that clothing should be neat, appropriately sized, and fully cover undergarments. Pants are to be worn at the waistline.

We require students to abide by the following uniform requirements throughout the school year:

Shirt	Collared Mastery shirt (short or long-sleeved) with their school's logo and color
Pants	Solid color pants, skirts, or knee-length shorts (for elementary students only) in the school's required color, belt (if necessary)
Outerwear	Students are permitted to wear sweaters and sweatshirts (not hooded versions) with the Mastery logo. Students are not allowed to wear hats or hoods in the building. They are only permitted to wear head coverings for religious purposes.
Undershirts	Students are permitted to wear solid shirts as a layer underneath their uniform shirts.
Shoes	Closed-toe, flat-soled shoes or sneakers
Religious Garments	Over garments should be solid navy, black, gray, or white and do not require a Mastery polo to be worn over them. Religious head garments can be of any color. Izars should be worn with a uniform shirt.

Exceptions to the Uniform Policy

Competition Days: Students who participate in competitive extracurricular activities and athletics are permitted to dress in formal attire or wear their team uniform or other team apparel on game days at the discretion of the school's leadership team.

Dress Down Days: School campuses will periodically allow students a "dress down" day as an incentive for positive behavior and to celebrate positive achievements (e.g., academic achievement, school pride, and cultural diversity). Schools will provide families with campus-specific guidance around the dress code for scheduled "dress down" days. All "dress down" days should be specified on the school calendar that families, students, and staff receive.

Formal Attire for the College Seminar Program: As a part of our mission to prepare students for postsecondary success, high school students will have designated days when they will be required to wear a more formal uniform consisting of an Oxford shirt, standard uniform bottoms, and belt as a part of our college seminar program. These "dress up" typically take place during college fairs, internships, mock interviews, and college recruitment visits. Schools' College and Career Counselors will send families a schedule of when College Seminar events will take place.

SCHOOL CULTURE

Non-Violent Community

Safety is an absolute priority and necessity at Mastery. Students are not to use violence for any reason whatsoever at Mastery, while representing Mastery, or with any members of the Mastery community. Students are officially under the jurisdiction of the school from the time that they leave home in the morning until they reach home in the afternoon. Mastery will follow mandated due process procedures and determine whether the violent incident meets the definition of a Level III infraction.

Restorative Practices

At Mastery, we believe that true learning comes from understanding one's responsibility to oneself and to the community. Therefore, Mastery fully embraces a Restorative Practices approach. This school-wide culture system is built around strengthening and repairing respectful and trusting relationships both in the classroom and across the community. Students and staff are expected to demonstrate positive behavior, pro-social thinking, and social-emotional competencies. Students who violate our community's Code of Conduct will, at the discretion of the administration, be granted the opportunity to give back to the community they violated and repair relationships they have damaged. This concept of honoring the community and the relationships within our community is a foundation of our program and our Code.

Kindergarten through Grade 3 Rewards and Consequences

The culture system in lower elementary is structured to encourage students to make great choices. A color-coded choice

chart helps students to see how their choices impact themselves and their community. Students always start the day on “Blue-Good Day” and strive towards “Green-Wow! Great Day!”

The chart below creates a uniform language for teachers as well as a clear visual cue for students to track their progress throughout the day. The following visual cue categories are listed in order from high to low performance.

Green-Wow! Great Day! → Blue-Good Day → Purple-Official Warning → Yellow-Loss of Privilege → Red-Phone Call Home

Grades 4 through 12 Merit and Demerit System

The Merit System tracks exemplary behavior/actions. In grades 4 and up, Mastery schools employ a merit and demerit system. Merits are given for actions that are consistent with Mastery’s core values or campus specific values and norms.

1. Responsibility
2. Interpersonal Skills (Respect/Kindness)
3. Cooperation/Teamwork
4. Self-Control
5. Grit/Hard Work
6. Leadership
7. Service

The merit/demerit system enables schools to have a consistent set of expectations across all classrooms and a consistent set of consequences. Students can use their merits to earn incentives such as participation in special events and trips, acknowledgment during a Community Meeting, and the purchase of Mastery swag. Students who reach a specific number of demerits per report period can be issued a consequence such as a loss of privilege or a detention.

Mastery Disciplinary Code of Conduct

The Mastery Disciplinary Code of Conduct is designed to create a safe, respectful, and cooperative community. There are three types of infractions: Level I, Level II, and Level III. For each infraction type, we provide a range of possible consequences. In the charts below, these consequences are listed in order of severity.

Student Supports and Interventions

Students who demonstrate a pattern of disruptive behaviors (three or more Level IIs within a marking period) are provided with a Tier I Student Support Plans. Intervention options are listed below.

Prevent	Teach	Reinforce
<p>Seat or Class Change: Re-assignment of a student’s seat, class or cohort so that they are removed from distraction and in closer proximity to the teacher or positive peer role models.</p> <p>Proactive Check-ins with Positive Reinforcement: Scheduled visits to check on students during identified times of concern. Student is offered positive narration and reinforcement when they are meeting expectations during a proactive check-in.</p> <p>Break Pass: Scheduled, proactive break in accordance with set criteria (within classroom or out of class).</p>	<p>Incentivized Behavior Tracker with Replacement Behavior: Identify a new pro-social behavior the student should adopt. Allow for opportunities to role play the use of the new behavior. Identify student-led incentive the student can earn for adopting the replacement behavior.</p> <p>Use of Calming Corner or Calming Back Pack: Quiet area of the classroom equipped with soft furnishings and soothing materials to help a student de-escalate when upset. A timer should be used and should not exceed a five-minute break for the student.</p> <p>Zones Class with Dean Check-In: Weekly small group instruction course (30-45 minutes per class), facilitated by the Dean of Students, over a 6-week period. Students in the Zones classes also receive weekly check-ins with the dean.</p> <p>Restorative Conference: Conference between impacted parties to discuss the harm that was caused and ways to repair it and move forward.</p> <p>CICO with Replacement Behavior Mini-Lessons: Dean will meet with student to role play challenging scenarios and explicitly teach the student a regulation strategy to use within those moments.</p>	<p>Positive Phone Calls Home: Proactive phone call in response to a student meeting expectations</p> <p>Behavior Tracker: Document that tracks frequency with which a student exhibits desired replacement behavior and spells out the increased access to incentives student will earn as a result.</p> <p>Campus Job/Leadership Opportunity: Student is assigned a campus role that would allow student to give back to the school community and to exercise a sense of leadership and empowerment.</p>

Level I Infractions K-12

Level I Infraction Category	Consequences			
	Redirection Continuum	Inquiry	Teacher Deduction or Other Assigned Teacher Consequence	Dean Call, Conduct Referral, Culture Assigned Consequence and/or Classroom Removal
Late to Class			X	
Major Late				X
Community Infraction (per instructional block)	X	X	X	X
Disruption (per instructional block)	X	X	X	X
Insubordination (per instructional block)	X	X	X	X
Insubordination- Inappropriate Use of Technology (per instructional block)	X	X	X	X
Insubordination- Classroom Walkout (per instructional block)			X	X

Definitions of Level I Infractions

Infraction	Definition
Late to Class	Arriving to class after the start of the class period/bell without a pass or escort.
Major Late	Arriving to class without a pass or escort 10 minutes or more after the start of the class period.
Community Infraction	Community infractions include, but are not limited to, the following list: <ul style="list-style-type: none"> • outerwear and book bags are not appropriately stored; • phones, food/drink, and other distractions are visible; • the student's posture does not convey buy-in to the lesson (as defined by having one's head on their desk); • the student is out of their assigned seat without permission; • the student fails to produce materials needed for class (e.g., pencils, notebooks, books); and • The student uses profanity, sexually explicit language, or gestures (in classrooms as well as common spaces such as hallways and the cafeteria). • Out of Uniform
Disruption	Behavior in classrooms and other school building spaces that disrupts the learning environment and prevents others from learning.
Insubordination	Examples of insubordination in classrooms and other school building spaces includes, but is not limited to, the following list: <ul style="list-style-type: none"> • walking/running away from staff • refusing to cooperate with staff member requests • Refusal to surrender a cellphone
Insubordination- Inappropriate Use of Technology	Student who is using cell phone, tablet, or other electronic device while it is prohibited aligned to the campus cell phone policy. Student is visiting unapproved website or application during instructional block
Insubordination- Classroom Walkout	Student who walks out of class without permission or pass based on the school policy to use the bathroom, nurse, front office, locker, etc. OR Student who walks out of class with a single use pass who is out of class for over 10 minutes

Level II Infractions K-12

Level II Infraction Category	Consequences									
(All Level IIs that are eligible for an out of class consequence should also have a restorative action.)	Phone Call/ Detention		In-School Consequences (Loss of Privilege, or Community Service, or Detentions, and Phone Call Home)		Mandatory Parent Conference		Assignment of In-School <u>OR</u> Out of School Suspension (1-3 days), <u>AND/OR</u> Mandatory Parent Conference with Restorative Conference (OSS Grades 3-8 Only)		Disciplinary Hearing	
	K-5	6-12	K-5	6-12	K-5	6-12	K-5	6-12	K-5	6-12
Repeated Level 1 Infractions (resets per Report Period)					X	X	X	X		
Repeated Level 2 Infractions (resets per Report Period)									X	X
Academic Cheating, Plagiarism, and Forgery (referral per semester)	X		X	X	X		X	X		
Cut Class (referral per semester)	X		X	X	X	X	X	X		
Cut School(referral per semester)					X	X	X	X		
Persistent Disruption/Insubordination (referrals per semester)	X	X	X	X	X	X	X	X	X	X
Elopement (referrals per semester)			X	X	X	X	X	X		
Inappropriate Behavior to Students (referral per semester)	X	X	X	X	X		X	X	X	X
Physical Aggression (referral per year)							X	X	X	X
Provocation (referral per Year)					X	X	X	X	X	X
Inappropriate Behavior to Staff (referral per year)					X		X	X	X	X
Inciting Violence (referral per year)							X	X	X	X
Damaging and Stealing (Less than \$10) (referral per year)			X	X	X		X	X		
Presence in a Restricted Area (referral per year)			X	X	X	X	X	X	X	X
Disorderly Conduct (referral per year)					X		X	X	X	X
Inappropriate Sexual Behavior (referral per year)									X	X
Dissemination of Inappropriate or Obscene Material (referral per year)							X	X	X	X
Gambling (referral per year)			X	X	X		X	X	X	X
Possession of Incendiary Device or Material(referral per year)			X	X	X	X	X	X	X	

Definitions of Level II Infractions

Infraction	Definition
Repeated Level 2 Infractions	An accumulation of 6 Level 2 infractions in a report period. Student cannot be recommended to alt placement without evidence of Tiered Support/Intervention.
Academic Cheating, Plagiarism, and Forgery	<ul style="list-style-type: none"> Plagiarism is using, without permission, the ideas and writings of another, either word for word or in substance, and representing such as one's own. Forgery is the signing of a document in another's name. Cheating includes deceit, fraud, or deception (e.g., copying another's assignments, assisting another to cheat by lending one's own work, and giving or receiving aid during a testing period).
Cut Class	Skipping scheduled classes or rostered activities for the entire class period
Cut School	Leaving the building or scheduled school activity after entry without permission
Persistent Disruption	Repeated behavior that continually disrupts the learning environment addressed by one or more staff members, which results in a removal from class.
Persistent Insubordination	This is repeated behavior that results in removal from class that has been addressed by multiple adults. Examples of persistent insubordination includes, but is not limited to, the following list: <ul style="list-style-type: none"> continued and repeated ignoring of redirection, walking/running away from staff refusing to cooperate despite multiple requests
Elopement	Walking out of class or assigned area/activity without permission without a designated place and continued and repeated ignoring of redirection to return.
Physical Aggression	Physical contact (e.g., pushing, shoving, hitting, slapping, etc.) involving one or more offenders, where no student is physical injured that does not escalate to a physical altercation (no mutual punches are thrown).
Provocation	Argumentative words, not actions, intended to provoke a violent reaction.
Inappropriate Behavior to Students	Harassing another student through the use of profanity, name calling, horse-playing or any other disrespectful language or gestures, <i>without</i> the intent to provoke a violent reaction.
Inappropriate Behavior to Staff	This includes, but is not limited to, any non-threatening words and/or actions that are directed towards a staff member in either an overtly loud, profane, or demonstrative manner (e.g., "cursing out" a staff member or using obscene hand gestures).
Inciting Violence	Watching, recording, encouraging, or instigating a pre-fight/fight before, during, or after school or through the use of any form of social media.
Damaging or Stealing (Less than \$10)	The act of damaging, defacing, or taking of school or personal property without permission. The damage or stolen items are valued at \$10.00 or less.
Disorderly Conduct	Engaging in threatening, violent, and/or tumultuous behavior; making unreasonable noise, using obscene language, making an obscene gesture; or creating a hazardous or physically offensive condition by any act.
Presence in a Restricted Area	Knowingly entering a location of the building where the student is not allowed during the school day (e.g., teacher's lounge).
Inappropriate Sexual Behavior	Students who, on school property or at a school-sponsored event, expose or touch their own genitals, breasts, or buttocks, or those sexual parts of another person, engage in intercourse, oral sex, or simulated sex with the consent of witnesses and other participating students.
Dissemination of Inappropriate or Obscene Materials	Creation and/or distribution of material (photos, videos, etc.) that is inappropriate or obscene. Materials or behavioral displays which others would deem offensive or inappropriate in an educational setting. Includes, but is not limited to, the following list: <ul style="list-style-type: none"> Sexting videotaping someone in a place where they have an expectation of privacy, and posting videos of inappropriate student conduct to a social media site that affects the school community in a negative manner Sharing videos or images that is inappropriate or obscene via text message, "air-drop", email, chat room etc. during school hours or while at a school sponsored event
Gambling	Betting or wagering for money, favors, or fun.
Possession of Incendiary Device or Material	Possession of any flammable paraphernalia without the intent to use (e.g., matches, lighters, poppers, etc.).

Level III Infractions K-12

Level III Infraction Category	Disciplinary Hearing Outcomes
**Theft (Less than \$100)	<p><u>Grades K-5:</u></p> <ul style="list-style-type: none"> • Additional Days of Suspension (4-10 days total) and Restorative Conference • Culture Support Plan with Restrictions and Restorative Conference • Referral to the Intervention and Referral Services Team <p><u>Grades 6-12:</u></p> <ul style="list-style-type: none"> • Culture Support Plan with Supports and Restorative Conference • Additional Days of Suspension (4-10 days total) and Restorative Conference • Alternative Placement (Philadelphia 6-12 Camden 7-12) • Expulsion <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*Expulsion is not an option for the first offense for these infractions. ** Alternate Placement is not an option for the first offense for these infractions Probation: Students who have been assigned to an alternative placement will be placed on probation for two years upon return to the home campus. Any probationary student who commits a Level III violation may face expulsion.</p> </div>
*Theft (\$100 or more)	
Bullying	
Cyber Bullying	
Sexual Harassment and Intimidation	
*Possession of Illegal Drugs, Alcohol, or other Prohibited or Controlled Substance, etc.	
*Use of Illegal Drugs, Alcohol, or other Prohibited or Controlled Substance, etc.	
Sale/Distribution of a Prohibited or Controlled Substance (including Alcohol, Tobacco, Marijuana, Electronic Smoking Device/Vape, etc)	
Arson and/ or Use of Incendiary Devices	
*Vandalism	
Reckless Endangerment	
Threatening a School Official/Student	
Instigation or Participation in a Group Assault	
*Physical Assault	
Aggravated Assault Student/Staff	
Non-Consensual Sexual Misconduct	
Possession of a Handgun, Knife, Cutting Instrument, BB Gun/Pellet Gun, Other Weapon, or Dangerous Instrument	
Burglary/ Extortion	
Possession of Pornographic Material	

Definitions of Level III Infractions

Infraction	Definition
Theft (Less than \$100)	Taking or attempting to take the property of another student or school community member or school property valuing between \$11 and \$100.
Theft (greater than \$100)	Taking or attempting to take the property of another student or school community member or school property valuing over \$100.
Bullying/ Cyber bullying (PA)	<p>Repeated intentional conduct that is directed to another student or students, in or outside a school setting, that is severe, persistent, or pervasive, and that either:</p> <ul style="list-style-type: none"> • substantially interferes with a student's education, or • creates a hostile learning environment, or • Substantially disrupts school operations. <p>Bullying occurs within an interpersonal relationship where there is an imbalance of power (e.g., one person is physically larger, stronger, mentally quicker, or socially more powerful). The conduct may be physical, psychological, verbal, nonverbal, written, or electronic.</p> <p>Cyber bullying occurs through electronic communication devices including, but not limited to, social networking, email, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, dashboards, or websites.</p>
Bullying/ Cyber bullying: Harassment, Intimidation, and Bullying (NJ)	<p>Harassment, intimidation and bullying (HIB) as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as:</p> <ul style="list-style-type: none"> • Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and that • Takes place on school property, at any school-sponsored function, on a school bus, or • off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that • A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or • Has the effect of insulting or demeaning any student or group of students; or • Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student

Sexual Harassment/ Intimidation	Unwelcome conduct of a sexual nature that can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature.
Possession or Use of Illegal Drugs, and/or Alcohol and/or other Prohibited Substance	<p>Illegal/inappropriate drug/alcohol possession/ use on school grounds or at school-sponsored event</p> <p>School administrators will report the incident to the police and provide all information concerning the matter to law enforcement authorities.</p>
Sale/Distribution of a Prohibited or Controlled Substance (including Alcohol, Tobacco, Marijuana, Electronic Smoking Device/Vape etc).	<p>Illegal/inappropriate drug/alcohol possession with the intent to sell/distribution, or other illicit activity (selling, storing, producing, or purchasing illegal substances or paraphernalia) on school grounds or at school-sponsored event</p> <p>School administrators will report the incident to the police and provide all information concerning the matter to law enforcement authorities.</p>
Arson and/or Use of Incendiary Devices	<p>The malicious burning of one's own, another's, or school property.</p> <p>Students may not possess or use fireworks or the paraphernalia needed to explode them on school grounds or during school activity.</p>
Vandalism	Intentional or reckless damage to, or attempt to damage, the property of another or the causing of damage while committing an act contrary to this code or the law.
Reckless Endangerment	<p>Reckless behavior that could cause injury, including, but not to limited to, the throwing of objects (e.g., tables, chairs), refusing to follow staff directives during a crisis incident, and the pulling of fire alarms. Includes, and is not limited to, terroristic threats, communication/act to commit violence, terrorize, evacuate building, or otherwise cause serious public inconvenience or safety risk.</p> <p>Depending on the nature of the incident, law enforcement officials may be informed.</p>
Threatening School Official(s) or Student	<p>Physical, verbal, written, or electronic threat and/or intimidation used to unlawfully place another person in fear of bodily harm through verbal threats, without displaying a weapon or subjecting the person to actual physical attack.</p> <p>This behavior can include, but is not limited to, stalking (i.e., secretly or stealthily pursuing another and/or spying on or watching another person, with or without the intent to harm, frighten, or coerce).</p>
Instigation and/or Participation in Group Assault	Initiation and/or participation, by verbal, written, or physical act, of a simple or aggravated assault by multiple persons on one or more other persons.
Physical Assault	Physical assault involving one or more members of the school community that escalates into mutual punching, wrestling, knocking down, and/or damaging/destroying property.
Aggravated Assault Student/Staff	An unlawful physical attack by one member of the school community upon another that may result in serious bodily injury
Non-Consensual Sexual Misconduct	<p>Attempting or carrying out a non-consensual sexual assault with another person.</p> <p>Depending on the nature of the incident, law enforcement officials may be informed.</p>
Possession of a Handgun, Knife, Cutting Instrument, BB Gun/Pellet Gun, other weapon or dangerous implement.	<p>Possession of any object, device, instrument or replica of, which, in its inherent and functional purpose is intended to be a weapon on school property or at a school-sponsored event.</p> <p>Firearms, weapons, and dangerous instruments include, but are not limited to any firearms (whether loaded or not), cap guns, pellet guns, BB guns, knives, box cutters, cutting instruments, nunchucks, mace or household items intended to be or used to cause harm. This list does not include ordinary instruments, such as pencils.</p> <p>School administrators will report the incident to the police and provide all information concerning the matter to law enforcement authorities in accordance to our MOUs.</p>
Burglary/ Extortion	Students who obtain money, property, or services from another student and/or school community member by express or implied threat of force or putting the victim in fear
Possession of Pornographic Material	The possession, sharing, or production of any known obscene or sexually explicit material in the school environment.

Description of Mandatory Parent Meetings (MPCs)

During a Mandatory Parent Conference (MPC), the Dean of Students and relevant staff members meet with the student's parent or guardian to review infractions and to develop support plans. The Dean of Students serves as the point of contact for connecting students with challenging behaviors to the appropriate supports. Students with repeated Level I, Level II, and Level III infractions are provided with additional resources and supports. For students in grades K-2, MPCs are used in place of out-of-school suspensions.

Parents/guardians receive both written and verbal communication of the date and time of the scheduled Mandatory Parent Conference, as well as an explanation of the student infraction. If a parent fails to report for the MPC, the student cannot be denied access to school and will be assigned an appropriate consequence based on the infraction type.

Student Interventions

During a Mandatory Parent Conference, the Dean of Students recommends intervention supports. Intervention supports include, but are not limited to, the following list.

- community service,
- creation of a behavior contract,
- creation of safety plans,
- loss of privilege,
- lunch and/or after-school detention,
- parent conferences,
- preferential seating,
- proactive check-ins,
- reflective essay,
- referral to the school-based Intervention and Referral Services team,
- referral to School Therapeutic Services (STS),
- referral to the Student Assistance Program,
- restorative conferencing,
- student behavior trackers, and
- use of classroom-based "Calming Corner."

DUE PROCESS: DISCIPLINE

Disciplinary Hearings

Disciplinary hearings serve as Mastery's "informal hearings" as described in Pennsylvania's School Code. Disciplinary hearings are designed to bring forth all relevant information regarding disciplinary and academic problems facing the student. Disciplinary hearings also provide an opportunity for students, their parents/guardians, and school officials to discuss the incident involving the student and strategies for avoiding future problems.

The outcomes of such a hearing may include:

- additional days of suspension (up to 10 days) and a behavior contract for the student illustrating the full range of possible consequences, including expulsion;
- an invitation to rejoin the community with mandatory or voluntary disciplinary and/or academic intervention;
- a transfer to a disciplinary placement or alternative placement; and
- a recommendation to the Board for expulsion, which would result in the mandatory attendance of the student and parent/guardian at a formal expulsion hearing. See "Expulsion" below for further information.

Steps to ensure due process include:

- notifying parents/guardians in writing regarding the reasons for the hearing;
- providing parents/guardians with sufficient notice of time and place for the hearing;
- providing a student with the right to question any witnesses present at the hearing and to produce witnesses on their own behalf; and
- allowing for the review of teacher narratives, grades, attendance, and disciplinary records during the hearing.

In-School Suspensions

Students may be assigned in-school suspensions as a result of disciplinary action. Due process includes the following steps.

- Students will be informed of the reasons for the in-school suspension and given an opportunity to respond before the in-school suspension becomes effective.
- Parents/guardians will be informed of the in-school suspension.
- When the in-school suspension exceeds ten (10) consecutive school days, a disciplinary hearing with the Principal shall be offered to the student and the student's parents/guardians prior to the eleventh school day.

Suspensions

A suspension is a student's exclusion from school for a period of one (1) to no more than ten (10) consecutive school days. Kindergarten, first, and second grade students may not be suspended unless another person suffers serious bodily injury as a result of their actions. Suspensions may be assigned by a member of the Culture Team. Students have the responsibility to make up exams and work missed while suspended and shall be permitted to complete assignments within Board-determined guidelines. Due process includes the following steps.

- Prior to a suspension, the student must be informed of the reasons for the suspension and given an opportunity to respond, with the exception of circumstances which pose a threat to the health, safety, and/or welfare of the school community.
- When the student is suspended, the parent/guardian shall be notified immediately in writing.
- When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity to participate in an informal hearing ("disciplinary hearing") consistent with Pennsylvania law. The school shall offer to hold the informal hearing within the first five (5) days of the suspension, and notice of the hearing will be given to the parent/guardian. Disciplinary hearings enable the student to explain the circumstances surrounding the event for which the student is being suspended or to show why they should not be suspended. All relevant information regarding the event for which the student may be suspended will be presented, and the school and parents/guardians will discuss strategies for avoiding future offenses. At the hearing, the student has the right to question any witnesses present and to speak and produce witnesses on their own behalf.

Expulsions

An expulsion is exclusion from school by the Board of Trustees for a period exceeding ten (10) consecutive school days and may result in permanent expulsion from the school rolls. Since an education is a statutory right, students shall be afforded due process if they are to be excluded from school. A Board decision is required to expel a student. To ensure a fair Board hearing, Mastery's Board of Trustees has designated Board Hearing Examiners to represent the Board in discipline matters. Hearing Examiners make a recommendation to the Board. The Board ultimately decides whether a student will be expelled. Due process includes the following steps.

- Expulsions require a prior formal hearing (see below).
- Students shall be suspended from school prior to the hearing and decision of the Board for a period of up to ten (10) consecutive days. The student shall be placed in their regular class after the ten (10) days except if it is determined, after an informal hearing, that a student's presence in their regular class would constitute a threat to the health, safety, or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension.
- A student may not be excluded from school for longer than fifteen (15) consecutive school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with an alternative education, which may include home study.

Expulsion Hearing Requirements

A formal hearing is required in all expulsion actions. The hearing is conducted by a Hearing Examiner who is appointed by the Board. The Hearing Examiner solicits evidence from the school, the student, and parents/guardians to gather the facts surrounding each incident. Based on these facts, the Hearing Examiner writes a report. The report states whether the student has violated the Disciplinary Code of Conduct and recommends a disciplinary outcome for the student, ranging from a dismissal of the case to a permanent expulsion.

The report is presented to the Board of Trustees at its next meeting. The Board has the power to adopt, modify, or reject the report made by the Hearing Examiner. A majority vote of the Board confirming the recommendation of the Expulsion Hearing is required to expel a student.

Parents/guardians will be notified once the Board has made its decision, informed of the legal right to appeal at that time, and informed of any timelines governing such appeal.

The following due process requirements shall be observed.

- Notification of the charges shall be sent to the student's parents/guardians by certified mail.
- At least three (3) days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, including hearing procedures and notice that legal counsel may represent the student, shall be included with the notice. The student may request the rescheduling of the hearing when they demonstrate good cause for an extension.
- The hearing shall be held in private unless the student or parents/guardians request a public hearing.
- The student may be represented by counsel, at the expense of the parents/guardians, and may request that parents/guardians attend the hearing.
- The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses. The student also has the right to request that the witnesses appear in person and answer questions or be cross-examined. Additionally, the student has the right to testify and present witnesses on their own behalf.
- A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
- The proceeding shall be held within fifteen (15) school days of the notification of charges unless mutually agreed upon by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - laboratory reports are needed from law enforcement agencies;
 - evaluations or other court or administrative proceedings are pending due to a student invoking their rights under the Individuals with Disabilities Education Act; and
 - delay is necessary due to the condition or best interests of the victim in court cases involving sexual assault or serious bodily injury.
- Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

If Expelled: Students who are under seventeen (17) years of age are still subject to the compulsory school attendance law following an expulsion and shall be provided an education. The initial responsibility for providing the required education rests with the student's parents/guardians through placement in another school, tutorial or correspondence study, or another educational program approved by the Principal. Within thirty (30) days of action by the governing board, the parents/guardians shall submit to Mastery written evidence that the required education is being provided as described above or that they are unable to do so. If the parents/guardians are unable to provide the required education, Mastery shall, within ten (10) days of receipt of the notification, make a provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals with Disabilities Education Act. In the case of non-compliance with the approved educational program, Mastery may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education.

Students with Disabilities or Section 504 Services and Disciplinary Actions

Students who have been identified as eligible for special education services and/or Section 504 services have additional protections within the student discipline process.

Prior to a Disciplinary Change of Placement for a student with a disability, the IEP team must conduct a Manifestation Determination Meeting. The general purpose of the manifestation determination review is for the IEP team to determine whether the behavior for which the child is being disciplined is directly related to their disability or if the school failed to implement the student's IEP. If it is related or if they did fail to implement the IEP, then the school cannot proceed with the proposed disciplinary change of placement.

A disciplinary change of placement occurs if:

- the school removes the student from their educational placement for more than ten (10) consecutive school days; or
- the school removes the student from their educational placement on several occasions that add up to more than fifteen (15) school days; or
- the school moves the student to a Disciplinary School; or
- the school expels the student.

Except in the case of students with Intellectual Disabilities, the school can remove the student from their educational placement for up to ten (10) days without having to hold a manifestation determination review. During these first ten (10) days, the school does not have to provide the student with regular education or special education and related services unless it would provide those services to a non-disabled student in the same situation.

Additionally, under very specific conditions (weapons, illicit substances, or serious bodily harm), the school may unilaterally remove a student for up to forty-five (45) days.

BULLYING POLICY

The Mastery Charter Bullying Policy is designed to create a safe, respectful, and cooperative community. Bullying is never acceptable at Mastery Charter. All bullying actions are taken seriously. Even the most minor bullying actions are considered precursors to potential greater violations and are, therefore, prohibited.

Bullying is defined as aggressive behavior intended to result in physical or emotional harm to another student that occurs repeatedly over time. Bullying typically occurs when there is an imbalance of power in a student relationship. Such behaviors include but are not limited to an individual or group carrying out:

- physical aggression (e.g., hitting, kicking),
- threats (e.g., verbal, written, stalking/following),
- verbal aggression (e.g., name-calling, teasing),
- slander/libel (e.g., rumor spreading, gossip), and
- cyberbullying (slander/libel via email, texting, blogging, websites, chat rooms, etc.).

In addition, any collaboration with an individual carrying out any of the above is also considered an act of bullying.

Complaint Procedures

Students who have been bullied or witnessed bullying are required to report such incidents to a Dean or Assistant Principal of School Culture. In the event that these administrators are not available, students can report incidents to other school administrators. All reports of bullying will be investigated thoroughly. If the investigation confirms the allegations, the parties involved will receive interventions and face consequences. Consequences are aligned under the "Level III Infractions" section of the Student-Parent Handbook.

SUBSTANCE ABUSE POLICY

Drug and alcohol abuse prevents students from achieving their potential. For this reason, Mastery has a Student Assistance Program (SAP) for students experiencing problems with drugs and alcohol. SAP personnel will provide appropriate referrals to counseling/support services for students.

Any student at Mastery exhibiting behavioral symptoms indicating alcohol and substance abuse will be given a drug/alcohol test (parents/guardians will be notified whenever a test is issued). Symptoms may include intoxication, slurred speech, an unsteady walk, impaired coordination, slowed reflexes, an odor, a physical expression, brief intense euphoria, repetitive physical mannerisms (e.g., lip chewing, constant grinding of teeth, and constant scratching), violence, a blank expression, sexual promiscuity, nausea, and an elevated heart rate.

If a student tests positive, the counselor will refer the student to the Student Assistance Program (SAP) for counseling/supportive services. Parents/guardians are responsible for seeking outside treatment for their child. Mastery must receive a treatment plan and regular updates from the outside treatment agency. To ensure Mastery's receipt of regular updates from the outside treatment agency, parents/guardians must sign a limited release of information form. The SAP coordinator or school social worker can provide the release/exchange of information form.

The student will be re-tested sixty (60) days from the day of the initial testing date. If the student's test is negative, they will adhere to treatment recommended by the SAP team and outside treatment center. If the student tests positive for the second chemical analysis, they will be scheduled for a disciplinary hearing and potentially assigned to an alternative placement program.

LOCKER USE POLICY

Lockers are provided for the use of students but remain the property of the school. Students may not use a locker to store a substance or object which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

Students are required to:

- keep their lockers locked at all times;
- avoid sharing lockers, switching lockers, or using any locker other than the one assigned to them; and
- notify the administration when a lock is lost or a locker is malfunctioning.

SEARCH POLICY

Mastery holds the right to search any and all lockers, bags, and clothing. Prior to a locker and/or bag search, students shall be notified and given an opportunity to be present unless school officials have reason to suspect that the locker and/or bag contain/possess materials that pose a threat to the health, welfare, and/or safety of students and staff.

Parents/guardians and students should be aware of the following.

- The school maintains a record of every locker number and every lock combination.
- The school assumes no responsibility for loss of students' personal property.
- Random "locker sweeps" and bag searches are conducted periodically throughout the year.
- Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding. At least two (2) staff members will be present when searching a student's locker, bag, or person.
- Person searches will be limited to shoes, outerwear, pockets, and pat-downs, unless performed by the police. Some campuses may require all students, staff, and visitors to enter through a metal detector and pass all personal belongings and bags through a scanner.

STUDENT TECHNOLOGY POLICY

Mastery Technology Mission

The technology mission of Mastery Schools is to develop, provide, and support appropriate use of technology in an effort to promote learning, increase student achievement, and build technological skills that lead to postsecondary success.

Mastery Technology Goals

- Teach students to use technology safely and responsibly.
- Seamlessly integrate technology into the teaching and learning process while ensuring the use of technology adds value to learning.
- Ensure proficiency of International Society of Technology in Education's (ISTE) Standards as a means of college and career readiness.
- Provide greater access to educational opportunities and differentiated instruction by utilizing access to technology for anytime, anywhere learning.
- Improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.
- Integrate digital tools for students to develop products demonstrating their learning and understanding.
- Provide greater access to digital content in a variety of formats and modes.
- Reduce our environmental footprint by becoming less reliant on paper and other consumable resources.

Technology and Business Equipment

All Mastery technology devices and business equipment ("Mastery Equipment") must be used in a manner that protects the information and data on the equipment and the equipment itself. Mastery students are fully responsible for the issued Mastery Equipment when taken off campus.

Students are responsible for taking appropriate precautions to prevent loss, theft, or damage to Mastery Equipment. In the event that it is stolen, damaged, or misplaced, students are responsible for reporting the loss to their school immediately.

In the event of damage to Mastery Equipment, students are responsible for all or part of the repair or replacement cost and may be subject to discipline in the event of negligence. Mastery will retain ownership of all Mastery Equipment, including but not limited to computers, phones, and tablets. All technology and equipment must be returned to Mastery at the end of the class or project for which the technology was issued.

Laptops and Desktops

Use of Mastery Equipment must conform to all use and etiquette policies. Use is restricted to authorized Mastery students. Use of Mastery Equipment for personal purposes should be within the standards of good judgment and common sense and as required through the terms and conditions of applicable software license agreements.

Care for Mastery Equipment is the student's responsibility, including taking appropriate precautions to prevent loss, theft, or damage. Loss of, theft of, or damage to a laptop or desktop must be reported to the school as soon as it is discovered.

Limited Rights of Use

Use of Mastery Equipment is a privilege, not a right. When necessary to protect and ensure the operability, integrity, security, and reliability of Mastery's resources, students may be denied access to Mastery's technology or network.

Materials created by students using Mastery's technology are the property of Mastery, and Mastery retains the right to review, edit, and/or delete any material created by students.

Security

Mastery technology used by students may contain tracking and monitoring software that may provide Mastery with information concerning the student's use of the technology including Internet activity, documents and files, and emails or other communications.

Mastery retains the right to enable the location tracking and image taking function at any time, including if the technology equipment is lost, stolen, or not returned.

Mastery will provide content filtering to help protect students from inappropriate content at all times while using Mastery Equipment. Mastery uses third party services to filter or block inappropriate content. As a result, Mastery is not responsible for any inappropriate content that may inadvertently or mistakenly pass through the third party content filter.

No Expectation of Privacy

Any issued Mastery Equipment is not for personal use. Students have no expectation of confidentiality or privacy with respect to any communication or access made through Mastery's technology, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Mastery may, without prior notice or consent, log, supervise, access, view, monitor, and record use or access of Mastery technology (including reviewing files, e-mails, voicemail messages, and other materials) at any time. By using or accessing Mastery's technology, students agree to such access, monitoring, and/or recording of their use.

Monitoring will be limited to student use of Mastery technology and the technology itself. At no point will students be viewed or recorded using the technology via remote video or image capture.

Responsibility for Use and/or Misuse

Mastery is not responsible for any information that may be lost or damaged (including being rendered unavailable) by use or access of Mastery Equipment, including the Internet and e-mail.

Mastery denies any liability or responsibility for communications made by any student using Mastery equipment, technology or business equipment.

Please also note that Internet communications can be a source of entry and computer system corruption by malware, computer viruses, or hackers seeking to modify, destroy, or gain access to data. This is something to take seriously, as it poses a threat to students' personal information, Mastery records, confidential records and data, and the integrity of our computer systems.

Internet and E-mail Etiquette

Mastery Schools provides its users the privilege of access to the Internet, including websites, resources, content, and online tools. Access to the Internet will be restricted to comply with Children's Internet Protection Act (CIPA) regulations and school policies.

- Mastery students shall ensure that all communication through Mastery's technology is conducted in a professional and courteous manner. The use of suggestive, vulgar, or obscene language or imaging is prohibited.
- Mastery students shall not reveal private or personal information of their own, other Mastery students, or their families through school e-mail or technology without clear and specific approval from their school.
- Students should share messages and documents only to those students with a specific need to know.
- Students should avoid sending e-mail to large groups and e-mail distribution lists.
- Students should avoid sending messages with large file attachments (long videos, etc.)
- E-mail and document privacy cannot be guaranteed. For security reasons, messages and documents transmitted through the Mastery system or network infrastructure are the property of Mastery and are subject to inspection. Students should also be aware that deleted messages and documents can and will be inspected and retained, if deemed necessary.

Computer, Device, and Internet Use

- Mastery students who identify or perceive an actual or suspected security problem shall immediately alert their schools.
- Mastery students shall not reveal their account passwords to others or allow any other person to use their accounts. Similarly, students shall not use other students' accounts.
- Any and all use of technology assets is subject to monitoring by Mastery, and access to the Mastery network shall be revoked for any student with a history of security problems.
- All terms and conditions as stated in this document are applicable to all students of Mastery. Any student violating these policies or applicable local, state, or federal laws while using the Mastery network shall be subject to loss of network privileges and any other disciplinary actions deemed appropriate.

Cyberbullying

Cyberbullying including, but not limited to, harassing, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment. All use of technology and Mastery Equipment must conform with prohibitions against harassment, intimidating and bullying.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person will result in disciplinary action in accordance with the Mastery Schools Code of Conduct and immediate loss of privileges. In some cases, cyberbullying can be a crime. Users should remember that online activities may be monitored.

Digital Citizenship

Students must follow the six (6) principles of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, and other sources. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request the use of software and media that others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these materials in a manner that violates their licenses.

STUDENT CHROMEBOOK & COMPUTER POLICIES

Ownership and Responsibilities

Selected students at Mastery Schools will be issued Google Chromebooks for use in school and at home.

Mastery retains sole ownership and right of possession of the Chromebook. Chromebooks are lent to students for educational purposes and only for a specific class, project, or program. Mastery administrative staff and faculty retain the right to collect and/or inspect Chromebooks and to view, edit, and/or delete any documents, files, or communications created on the Chromebook at any time via remote access.

Students and their parents/guardians are reminded that use of Mastery technology is a privilege and not a right. Everything done on any Mastery computer, network, or electronic communication device may be monitored by school administrators and faculty.

Students and their parents/guardians are responsible for reviewing the Mastery **STUDENT TECHNOLOGY POLICIES** included in the **STUDENT-PARENT HANDBOOK**.

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Comply with Mastery Student Technology Policies
- Bring your device to school every day fully charged. Do not bring your charger to school.
- Treat your device with care and never leave it in an unsecured location.
- Keep your device in a protective case or backpack when traveling.
- Promptly report any problems with your device to your school.
- Do not remove, damage, or modify the device serial number or any identification tags.
- Do not apply stickers to, write on, or alter the physical structure or appearance of the device.
- Do not eat or drink near your device.
- Do not attempt to install or modify the operating system or software on the device.
- Keep your device clean using only approved computer and screen cleaners.
- Do not lend your device to anyone, including other students or members of your family.

Security

Mastery Equipment used by students may contain tracking and monitoring software that may provide Mastery with information concerning the student's use of the technology including Internet activity, documents and files, and emails or other communications.

Mastery retains the right to enable the location tracking and image taking function at any time, including if the technology equipment is lost, stolen, or not returned.

Mastery will provide content filtering to help protect students from inappropriate content at all times while using Mastery technology equipment. Inappropriate content will be filtered while students are in-school as well as outside of school.

Mastery uses third party services to filter or block inappropriate content. As a result, Mastery is not responsible for any inappropriate content that may inadvertently or mistakenly pass through the third party content filter.

Issue and Return

Student Chromebooks will be issued to students with one charger. Students are expected to leave the charger at home and bring the Chromebooks to school fully charged every day.

All Chromebooks will be collected at the end of the school year or when a student transfers out of Mastery. If a Chromebook/device and accessories are not returned, the parent/guardian will be held responsible for the full cost of the property not returned.

Repair and Damage

If Mastery Equipment is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration and fill out the **Damaged/Lost/Stolen Device Report**.

If a device is lost, stolen, or damaged as a result of irresponsible behavior, the parent/guardian may be responsible for the full replacement cost. Further, the parent/guardian may be responsible for the full replacement cost of the device if any lost or damaged device is not reported to Mastery personnel within three (3) calendar days of missing the device.

In the event that Mastery Equipment is lost, stolen, or damaged, the device user will be assessed a fee for the repair or replacement of the device up to and including the full replacement cost of the device.

In the event that the power adapter and/or cable are lost, stolen, or damaged, the device user will be responsible for a replacement fee up to and including the full replacement cost of the charger.

Students who transfer out of or graduate from a Mastery school must return all Mastery technology, along with any other issued accessories, at the time they withdraw from the school. Any fees collected as part of this initiative will not be refunded.

Students withdrawing from a school must return all Mastery Equipment to the school or pay the full replacement fee prior to the school releasing any official records (report cards, transcripts, etc.).

Graduating seniors must return all Mastery Equipment to the school or pay the full replacement fee in order to receive their diploma or participate in commencement service.

Repair and Damage Fees

Fee	Amount	Notes
Initial Technology Fee	\$0.00	Mastery Equipment will be loaned to students with no initial charge to the family.
Damaged, Lost, or Stolen Chromebook	\$100	Fee must be received prior to the issuance of a new device
Lost or Damaged Power Cord/Charger	\$20.00	Fee must be received prior to the issuance of a new cord/charger.

Repossession

If the user does not fully comply with all terms of this agreement, the Mastery Schools Student Technology Handbook, and the Mastery Schools Acceptable Use Policies, school administrators shall be entitled to declare the user in default and come to the user's place of residence to take possession of the Mastery Equipment.

Handling and Care of the Device

Users should take the following measures to ensure proper handling of their devices:

- Keep the device in the school-issued case.
- Keep devices and cases free of any writing, drawing, stickers, or labels that are not applied by Mastery Schools.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

Power Management

It is the user's responsibility to recharge the device's battery so that it is fully charged by the start of the next school day.

- Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the

entire time it takes to charge the device.

- All classwork missed because of uncharged batteries must be made up on the student's time.
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.

Transport

Users should follow the guidelines listed below concerning the transport of devices:

- The user should transport the device in its protective case and sleeve.
- The user should not leave the device in a vehicle for extended periods of time or overnight.
- The user should not leave the device in an unattended vehicle.
- The user should never remove the sticker or hard case from the Chromebook

Electronic Mail Acceptable Use Policy

All student Electronic Mail (email) accounts are property of **Mastery Schools** ("Mastery"). Email activities must comply with the acceptable use policies defined in the **Mastery Student Technology Handbook** ("Technology Handbook") and outlined in the **Mastery Student-Parent Handbook** ("Student Handbook"). The student and parent/guardian accept all responsibility to understand these policies.

The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Account user names and passwords will be provided to parents so that they can monitor the account and communicate with teachers. The use of the Mastery email system is a privilege.

Use of the email system will align with the Student Policy in the **Student Handbook**. Communication through the email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. The student's email account will remain active after graduation. Students should not share their passwords.

Messages posted on the email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of Mastery's email is permitted, provided that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools. Electronic mail from the Mastery system can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.

The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned without written consent of the Chief Information Officer. The account may be revoked if used inappropriately.

Student email accounts will be terminated or suspended if the student is dismissed from Mastery, or commits infractions outlined below:

1. Use the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities
2. Use the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts
3. Use the computer networks in a manner that:
 - a. intentionally disrupts network traffic or crashes the network;
 - b. degrades or disrupts system performance;
 - c. uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - d. steals data or other intellectual property;
 - e. gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - f. gains or seeks unauthorized access to resources or entities;
 - g. forges electronic mail messages or uses an account owned by others;
 - h. invades privacy of others;
 - i. posts anonymous messages;
 - j. possesses any data which is a violation of this Policy; and/or

- k. engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Students must report any unusual activities, such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like, to the school's technology contact for action. Students are prohibited from forwarding chain letters, jokes, or graphics files.

Students will not identify their home telephone numbers or home addresses in any email correspondence.

Electronic mail sent or received by the system is not confidential. The administration reserves the right to retrieve the contents of user mailboxes, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failure.

System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to Mastery's operation.

When issues arise, Mastery will deal directly with the student, school administration, and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

As it deems necessary, Mastery may contract with outside agencies to operate the student electronic mail system. If this arrangement is made, all parts of this statement remain in force.

The Mastery Technology Department is responsible for ensuring the efficient use of the electronic mail system. The interpretation of appropriate use and future revisions of this guideline are the responsibility of the Chief Information Officer.

If necessary, Mastery, at its discretion, may close the accounts at any time. Any updates or changes to this electronic mail agreement by the Board or administration will be in effect.

Chromebook Q&A

The following information is provided by Google.

What devices can I connect to a Chromebook?

Chromebooks can connect to USB storage, mice, keyboards, external monitors, projectors, headsets, and microphones.

Can the Chromebook be used anywhere at any time?

Yes, if the user has a WiFi signal to access the web, all features of Chrome are available. There are a limited number of Google apps and Chrome web apps that work offline, including Google Docs.

How does Google protect the user's privacy?

Google apps is governed by detailed privacy policy and security measures with Mastery Schools and has reviewed and is satisfied they appropriately protect the privacy of its users of these tools. Like Mastery Schools, Google is obligated to comply with FERPA regulations. Additional information about G Suite security and privacy may be found at <http://www.google.com/apps/intl/en/edu/privacy.html>.

What assurances has Google given Mastery Schools that they will not collect data on my child?

CUSD G Suite for Education is compliant with the Family Educational Rights and Privacy Act (FERPA) and Children's Online Privacy Protection Act (COPPA).

How does G Suite for Education and Mastery Schools protect student privacy?

Google is a Student Privacy Pledge Signatory. The Student Privacy Pledge will hold school service providers accountable to:

- not sell student information;
- not behaviorally target advertising;
- use data for authorized education purposes only;
- not change privacy policies without notice and choice;
- enforce strict limits on data retention;
- support parental access to, and correction of errors in, their children's information;
- provide comprehensive security standards; and
- be transparent about collection and use of data.

Additionally, there are no ads in G Suite for Education.

Who has access to my child's account?

The G Suite Terms of Service agreement with Mastery Schools contractually ensures that our institution (students, faculty, and staff) are the sole owners of their data. Google will only access content stored on apps when an administrator from Mastery Schools grants Google explicit permission to do so. One example would be to investigate inappropriate use.

Do Chromebooks come with Internet Filtering Software?

Yes. Chromebooks are filtered both in and out of district on any network to remain in compliance with the Children's Internet Protection Act (CIPA).

Is there antivirus built onto the Chromebook systems?

It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

What is the battery life?

Chromebooks have a rated battery life of 6-8 hours.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- | | |
|------------------------------------|-----------------|
| • Gmail (including Inbox by Gmail) | • Groups |
| • Calendar | • Keep |
| • Classroom | • Sheets |
| • Contacts | • Sites |
| • Drive | • Slides |
| • Docs | • Talk/Hangouts |
| • Forms | • Vault |

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

- | | | |
|----------------------------------|-------------------------------|-----------------------------|
| • Blogger | • DoubleClick DART Enterprise | • Google Alerts |
| • Chrome Management | • DoubleClick for Publishers | • Google Analytics |
| • Chrome Web Store | • DoubleClick Search | • Google Bookmarks |
| • DART for Publishers | • FeedBurner | • Google Books |
| • DoubleClick Campaign Manager | • Fusion Tables | • Google Chrome Sync |
| • DoubleClick Creative Solutions | • Google AdSense | • Google Custom Search |
| | • Google AdWords | • Google Developers Console |

- Google Domains
- Google Earth
- Google Finance
- Google Groups
- Google In Your Language
- Google Map Maker
- Google Maps
- Google My Business
- Google My Maps
- Google News
- Google Partners
- Google Payments
- Google Photos
- Google Play
- Google Play Console
- Google Public Data
- Google Scholar
- Google Search Console
- Google Shopping
- Google Takeout
- Google Translator Toolkit
- Google Trips
- Google Voice
- Individual Storage
- Location History
- Merchant Center
- Mobile Test Tools
- Panoramio
- Partner Dash
- Play Books Partner Center
- Project Fi
- Spaces
- Web and App Activity
- YouTube
- YouTube CMS
- YouTube Promoted Video

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

How does Google use this information?

In G Suite for Education **Core Services**, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent:** Google will share personal information with companies, organizations, or individuals outside of Google when it has parents'/guardians' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- **With Mastery Schools:** Because they are school-managed accounts, G Suite for Education accounts give administrators access to information stored in them.
- **For external processing:** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons:** Google will share personal information with companies, organizations, or individuals outside of Google if it has a good-faith belief that access, use, preservation, or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request;
- enforce applicable Terms of Service, including investigation of potential violations;
- detect, prevent, or otherwise address fraud, security or technical issues; and
- protect against harm to the rights, property or safety of Google, Google users, or the public, as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

PHOTOGRAPHY & VIDEO PERMISSION

From time to time, photographs or videos may be taken of students for Mastery public relations publications, professional development of staff, or other school-related purposes. Additionally, students' school-related work may be displayed in a school building in conjunction with displays of other students' work. These photographs, videos, and school-related work (which are not considered student records) will be used/displayed in a manner designed to ensure that confidential information about the child's educational program will not be revealed. Parents/guardians provide consent in the enrollment and re-enrollment packets. Parents/guardians who had provided consent in this packet and currently object to the use of their child's photograph, the videotaping of their child for our professional development program, the posting of their child's name or image on our district website, and/or the display of their child's work by the district in any manner should contact their child's Principal.

NOTIFICATION OF RIGHTS, POLICIES, & PROCEDURES

Child Abuse Reporting Policy

Summary: All Mastery employees are mandated by the Commonwealth of Pennsylvania to report suspected child abuse. They are required to make a report when they have reason to suspect that a student is being physically abused, emotionally abused, neglected, or sexually abused. When teachers suspect child abuse, they are required to notify the Commonwealth's child abuse hotline, either via telephone or online. Following the report, staff members are required to notify the school social worker, who is the Mastery staff member responsible for following up on child abuse reports. After a call to Childline is made, the school social worker may choose to alert the parents/guardians that a report was made or may choose to *not* alert them, depending on the circumstances. There is no law requiring parental notification of reports of suspected child abuse. All school staff members are mandated to keep confidential any discussions regarding suspected child abuse; however, the school social worker may share some information with staff members on a need-to-know basis only if this information will benefit the student, the employees, and the institution.

Contact: School Social Worker

Information: Parents/guardians may contact their child's school to request additional information regarding Mastery's child abuse reporting procedure.

Education for Homeless Children & Youths

Summary: Mastery shall ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education as provided to other children and youth in accordance with the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

Contact: School Social Worker

Information: The McKinney-Vento Homeless Assistance Act can help provide school stability for the student if the student **(1)** does not have a permanent home and is staying with friends or family because they lost housing; **(2)** is living in a shelter, including transitional programs; **(3)** is staying in motels because they cannot get their own home; and **(4)** is

living on streets, in a car, van, tent or other nonpermanent structure. Under this law, we are required to promote school stability and continuity by working to ensure that students remain in the school in which they were enrolled at the time of placement when it is in their best interest.

If a dispute arises over school selection or enrollment,

- a. the student shall be immediately enrolled at the Mastery school, pending resolution of the dispute;
- b. the parent/guardian of the student shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent/guardian or student to appeal the decision;
- c. the student or parent/guardian shall be referred to the homeless liaison (School Social Worker) who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute; and
- d. in the case of an unaccompanied youth, the homeless liaison (School Social Worker) shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

Parents/guardians may contact their student's school to request additional information regarding Mastery's procedures for homelessness.

Grievance Procedure

The grievance procedure, described below, is available to parents/guardians or students who are dissatisfied with an action of a Mastery employee or school policy.

1. Address the issue directly to the party concerned.
2. If the matter is not resolved, address the concern to the Principal. The Principal will direct academic issues to the Assistant Principal of Instruction or Specialized Services and disciplinary issues to the Assistant Principal of School Culture. The Principal is the final decision maker regarding concerns or grievances related to the grading of individual assignments.
3. If the matter is still not resolved, the concern can be addressed to the Regional Schools Officer. Depending on the nature of the matter, the Regional Schools Officer may ask the Executive Chief of Schools to decide the matter. The Regional Schools Officer will respond within ten (10) school days.
4. If the matter is still not resolved, the concern can be addressed to the CEO. The CEO will respond within ten (10) school days.

Special Education

Summary: Mastery complies with all applicable special education law. Mastery will provide each protected student with a disability, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as a protected student with a disability, the student must be of school age with a physical or mental disability that substantially limits a major life activity or prohibits participation in or access to an aspect of Mastery's school program.

School Contact: Assistant Principal of Specialized Services

Information: Mastery's overview of special education services can be accessed at <http://www.masterycharter.org/policies/>, or parents/guardians can request a copy at the front desk of their student's school. This overview contains details on the following topics:

- how to request Mastery's special education services and programs;
- Mastery's systematic screening activities (required under the federal Child Find mandate) that we use to identify, locate, and evaluate students with disabilities;
- the *Procedural Safeguard Notice*, which informs parents/guardians of their rights related to their student with a disability and is provided during annual meetings with the Assistant Principal of Specialized Services; and
- Section 504, which ensures that eligible students receive services regardless of their disability.

Notification of Rights Under the Protection of Pupil Rights Amendment

Summary: Parents/guardians can refuse to have their student participate in certain types of surveys and physical examinations. Mastery lets parents/guardians know when their children are scheduled to participate in surveys or physical examinations. To request that their student opt out of surveys or non-emergency physical exams, parents/guardians must contact the Principal.

Contact: Principal

Information: Federal law affords Mastery students and their parents/guardians certain rights regarding their participation in surveys, the collection and use of student information for marketing purposes, and participation in certain physical exams. Please visit <http://www.masterycharter.org/policies/> for more information regarding the specific rights, or request a copy of the policy at the front desk.

Parents' and Students' Privacy Rights to Student Information and Education Records

Summary: Mastery usually has to seek permission in order to release student records. However, there are times when Mastery is allowed to release student records without students' or parents'/guardians' permission. Parents/guardians who do not want the release of their student's records must contact the Principal.

Contact: Principal

Information: Mastery is generally required to obtain parents'/guardians' permission or consent before we may release any information from the student's education record. Under federal law, a student receives this right when the student reaches the age of eighteen (18). This includes access to a student's records by others, as well as the right to deny parental access to their records. However, information from a student's education record may be released, **without** consent, to certain parties, including the military, school officials, and state and local authorities. Visit <http://www.masterycharter.org/policies/> for a full list of parties.

Additionally, Mastery can release the following directory information, **without** consent: the **student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance**. However, Mastery must inform students prior to the release of directory information and allow students a reasonable amount of time to request that the school not disclose directory information pertaining to them.

If parents/guardians want to request that Mastery NOT disclose their child's directory information, they should write and sign a letter to the school containing the statement below.

I have read this statement of my privacy rights to information in my education record and request that Mastery NOT disclose any personally identifiable information from my student's education records, including what is called "directory information," without my prior written consent to any outside person or organization except where the disclosure is to the financial funders and supporters of Mastery. I recognize that Mastery relies on the financial funding and support provided by outside organizations for the operation of the school.

Pupil Privacy Rights: Confidentiality of Personally Identifiable Information

Summary: Mastery protects the confidentiality of personally identifiable information. Parents/guardians are allowed to review their child's permanent record or other educational records upon request. See the policy below regarding disclosure of personal information.

Contact: Principal

Information: Mastery's full confidentiality policy can be accessed at <http://www.masterycharter.org/policies/>. Parents/guardians can also request a copy at the front desk of their student's school.

Students & Student Services – PA School Code

Summary: Chapter 12 of the PA School Code refers to specific services that students are entitled to receive as well as policies regarding students in school. Examples of items included in Chapter 12 are attendance, student responsibilities, school rules, student hearings, and confidential communications. Mastery’s handbook includes the majority of the Chapter 12 provisions.

Contact: Michael Patron (Compliance and Regulatory Officer), 5700 Wayne Ave, Philadelphia PA, 19144, (267) 671-2888, Michael.Patron@masterycharter.org

Information: To review Mastery’s policies that are not addressed in the handbook (including corporal punishment and freedom of expression), please visit <http://www.masterycharter.org/policies/>, or request a copy at the front desk.

Teacher Qualifications

Summary: Parents/guardians have the right to know the qualifications of the teachers instructing their child.

Parents/guardians have the right to request the following information about each of their child’s classroom teachers:

- whether the teacher meets the state qualifications and licensing criteria for the grades and subject they teach;
- whether the teacher is teaching under emergency or provisional status because of special circumstances;
- the teacher’s college major, whether the teacher has any advanced degrees, and the field of discipline for the certification or degree; and
- whether paraprofessionals provide services to their child and, if so, their qualifications.

Contact: Director of Human Resources, 5700 Wayne Avenue Philadelphia, PA 19144, (215) 866-9000.

Information: Mastery’s full Teacher Qualification Policy can be accessed at <http://www.masterycharter.org/policies/>, or parents/guardians can request a copy at the front desk of their child’s school. Parents/guardians will receive a copy of this policy at Back to School Night.

Title I: Parental Involvement Policy

Summary: Title I is a federal program designed to provide a high-quality education to all students. One goal of Title I is to increase parental involvement within schools. Mastery provides a variety of activities and venues for parents/guardians to become involved in the school.

Contact: Michael Patron (Compliance and Regulatory Officer), 5700 Wayne Ave, Philadelphia PA, 19144, (267) 671-2888, Michael.Patron@masterycharter.org

Information: Examples of parental involvement activities include, but are not limited to, the following list.

- Back to School Night (held in September)
- School Carnivals or Block Party – Schools host events for families at the beginning of the school year.
- Parent Association Meetings – The Parent Association provides parents/guardians with the opportunity to support their school by planning and raising funds for student celebrations, academic support, and community pride-related activities.
- Parent Action Team – Mastery’s Parent Action Team organizes and prepares parents/guardians to advocate for broader school reform. Parent representatives from each Mastery campus meet monthly.
- Parent Teacher Conferences – Twice a year, parents/guardians meet with their children’s teachers to review report cards and discuss their children’s academic progress.
- College and Career Preparation Meetings.

Additionally, parents/guardians sign the “Whatever It Takes Pledge,” which serves as a compact among parents/guardians, students, and Mastery Charter Schools. For a copy of the full parental involvement policy, please visit <http://www.masterycharter.org/policies/> or request a copy at the front desk. Parents/guardians will receive a copy of this policy at Back to School Night.

Title IX Notice and Complaint Procedure

Summary: Mastery complies with Title IX regulations and does not discriminate on the basis of sex in its education programs and activities. All questions regarding Title IX and its implementation within Mastery Schools may be referred to Mastery's Title IX Coordinator, Michael Patron (Senior Director of Compliance).

Contact: Michael Patron (Compliance and Regulatory Officer), 5700 Wayne Ave, Philadelphia PA, 19144,
(267) 671-2888, Michael.Patron@masterycharter.org

Information: Mastery's full Title IX Notice and Complaint Procedures can be accessed on this page:
<http://www.masterycharter.org/policies/>.

Transgender and Gender Non-Conforming Youth Policy

Summary: When a student or a student's parent or guardian, as appropriate, notifies the school administration that the student will assert a gender identity that differs from previous representations or records, the school will begin treating the student consistent with the student's gender identity.

Contact: Principal

Information: Mastery's full Transgender Policy can be accessed on this page: <http://www.masterycharter.org/policies/>.

WHATEVER IT TAKES PLEDGE

SCHOOL PLEDGES

- **Do Whatever It Takes** to support each student's achievement.
- **High Expectations** for every student. Expect the best of each student because we believe they can succeed.
- Be A Community that is Safe, Orderly, and Positive – an environment that promotes student success.
- **Provide High Support** for all students, especially those who are falling behind or struggling emotionally.
- **Communicate** frequently with parents/guardians about their child's successes and struggles.
- **Partner with Parents/Guardians** to ensure that every student succeeds and reaches their highest potential.

STUDENT PLEDGES

Whatever It Takes:

- I will do whatever it takes to be successful.

Choose to Be Here:

- I will attend school every day on time and prepared.

Work Hard:

- I will work hard and remain focused on my academic achievement.
- I will complete all homework nightly.
- I will ask for help when I need support, don't understand, or feel I am falling behind.
- I will attend academic support during and after school hours when I am requested to do so.

Be A Citizen & Leader of The School Community:

- I will abide by the Mastery Disciplinary Code of Conduct.
- I will be an active member of the school community and support my peers.
- I will follow our school community's rules outlined in the Student-Parent Handbook.
- I will celebrate success.
- I will accept the consequences of my actions.

PARENT/GUARDIAN PLEDGES

Whatever It Takes:

- I will do whatever it takes to ensure my child's success.
- I will communicate regularly with my child's teachers and attend parent-teacher conferences.
- I will notify Mastery when my address, telephone, or email information changes.
- I will ensure that my child attends school every day on time and prepared to learn.

High Expectations:

- I will hold my child to the highest expectations because I know that they can succeed at the highest levels.
- I will ensure that my child completes their schoolwork and homework nightly.
- I will support and encourage my student to seek out and attend academic support programming during and after school hours.

School Community:

- I recognize that I am an important member of the Mastery school community and will participate in and support the community as we collectively work to support our children's success.
- I will support the school community's rules outlined in the Student-Parent Handbook.
- When my child struggles, I will work in partnership with the school to reinforce the community's rules and Code and support my child's personal growth and development.
- I will celebrate our children's success.