

Urban Pathways K-5 College Charter School

Board of Trustees Policy

Clearance Policy For Volunteers

To ensure the safety of our students, the Board of Trustees ("Board"), of Urban Pathways K-5 College ("Charter School") has instituted a policy regarding volunteers which follows Act 15 of 2015 (the Act). Volunteers who have "direct volunteer contact," with children at a school, meaning, the care, supervision, guidance, or control of children and routine interaction with children, must have background checks. "Routine interaction" is defined in the Act as "regular and repeated contact that is integral to a person's employment or volunteer responsibilities."

Volunteers must obtain the following certifications

- Report of criminal history from the Pennsylvania State Police; and
- Child Abuse History certification from the Department of Human Services (Child Abuse)

A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is **not** required as long as: (1) the position the volunteer is applying for is an unpaid position; and (2) the volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years. Volunteers who are not required to obtain the FBI certification for these reasons must swear or affirm, in writing, that they are not disqualified from service based upon a conviction of an offense under Section 6344.

If a volunteer has not been a resident of Pennsylvania for the previous ten (10) years, but obtained their FBI certification at any time since establishing residency, they must provide a copy of the certification to the person responsible for the selection of volunteers. They are not required to obtain any additional FBI certifications.

If a volunteer has not been a resident of Pennsylvania for the previous ten (10) years, and has not obtained their FBI certification, they must obtain that certification.

Volunteers required to obtain clearances include persons who are responsible for the child's welfare or who wish to visit the school regularly to serve as volunteers and to provide for the care, supervision, guidance or control of children. All Clearance Required Volunteers should obtain their clearances and the Charter School will reimburse the cost of clearances if such clearances are obtained solely to be used at the Charter School and after the volunteer completes ten (10) volunteering days. All Clearance Required Volunteers must obtain the required certification every sixty (60)

months from the date of the individual's most recent certification. Copies of all clearances shall be provided to the Charter School.

Examples of volunteer situations requiring clearances include, but are not limited to:

- Homeroom parents
- Working with small group of students or individual students
- Driving a team/group to an activity
- Assisting in a classroom
- Recess and library volunteers
- Volunteer coaches and club advisors

Volunteers not required to obtain clearances include visitors who are not responsible for a child's welfare or are visiting the school irregularly and not providing for the care, supervision, guidance, or control of children. Although occasional visitors are not required to complete the clearances, they should continue to comply with building security policies (such as signing in before entering the building).

Examples of situations in which volunteers typically would not need clearances include, but are not limited to:

- Attending a classroom presentation or party
- Attending a school-sponsored event
- Back-to-School nights
- Parent/Teacher Conferences
- Parent guest readers
- Halloween parades
- Collecting tickets to sporting events
- Working concession stands
- Participating in "Career Day"

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

ADOPTED this day _____ of _____, 2023

President

Secretary

Urban Pathways K-5 College Charter School

Board of Trustees Policy

COMMUNITY/PUBLIC COMPLAINTS POLICY

The Board of Trustees (the “Board”) of the Urban Pathways K-5 College Charter School (“Charter School”) welcomes inquiries, suggestions and constructive criticism regarding the Charter School’s programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The Board will be responsive to parents/guardians, students, residents or community groups by maintaining an open line of communication and responding promptly to any grievances.

There will be a variety of avenues to register complaints or concerns, and to ask questions about the Charter School’s progress toward its goals. These avenues include talking with a teacher and/or administrator, sending a comment or concern via email or the school’s parent portal to the administration, addressing a concern to the Home and School Association and entering a comment during the public comment period of the regularly scheduled Board meetings. All grievances will be handled expeditiously and diplomatically, with the intention of bringing those involved in the conflict to a consensus and satisfactory resolution.

Attempts to resolve public concerns and complaints of Charter School residents shall begin with informal, direct discussions among the affected parties, following the established guidelines and Charter School organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized.

Any requests, suggestions or complaints directed to individual Board members and/or the Board shall be referred to the Chief Executive Officer (“CEO”) for consideration and action. If further action is warranted, based on the initial investigation, such action shall proceed in accordance with the established guidelines.

Guidelines

General Complaint Procedure

General complaints about Board policy and Charter School procedures, programs, operations, facilities and personnel shall be processed in accordance with the following procedure.

First Level - Complaints and requests shall be addressed initially to the concerned employee, who shall discuss it with the complainant and attempt to provide a reasonable explanation or take appropriate action within the employee's authority.

As appropriate, the staff member shall report the matter and the resolution to his or her immediate supervisor.

Second Level - If the issue cannot be resolved satisfactorily at the first level, it shall be discussed by the complainant with the employee's immediate supervisor.

Third Level - If a satisfactory resolution is not achieved by discussion with the employee's immediate supervisor, a conference shall be scheduled with the CEO or designee. The supervisor shall provide to the CEO or designee a report that includes the specific nature of the complaint, brief statement of relevant facts, how the complainant has been affected adversely, the action requested, and the reasons why such action should be taken or not taken.

Fourth Level - Should the matter not be resolved by the CEO or designee to the complainant's satisfaction, or is beyond the CEO's authority, and requires Board action, the CEO or designee shall provide the Board with a complete report.

Final Level - After reviewing all information relative to the complaint, the Board shall provide the complainant with its written decision within fifteen (15) days of receipt of all such information.

The Board of Trustees shall become involved in such matters only in cases where the school administration is unable to remedy the situation. The administration will supply the Board of Trustees with a complete detailed report. The complainant shall be advised of the Board's decision and shall be allowed to participate in the next Board meeting during the public comment portion.

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Urban Pathways K-5 College Charter School

Board of Trustees Policy

PUBLIC ATTENDANCE SCHOOL EVENTS

The Board of Trustees (“Board”) of the Urban Pathways K-5 College Charter School (“Charter School”) recognizes the need to maintain the structure and safety of the Charter School during daily operations as well as events open to the public. The Board and its Administration may bar the attendance of any person at the Charter School and its events whose conduct may constitute a disruption, and further prohibit that individual from attending the Charter School and its events. The Board defines a “disruption” as a deemed disturbance or problem that interrupts or interferes with the business and activity of the Charter School, and its staff, parents, students, and surrounding community.

The Board prohibits gambling, and the possession, use or distribution of alcohol or controlled substances at the Charter School and its events. Please see Board policies regarding the Use of Facilities, Student Assistant Program and Tobacco Use for additional guidance.

The supervision by parents of their children at Charter School events is necessary for a safe and orderly atmosphere. A child under age 18 that arrives to an event unaccompanied by a parent/guardian or an adult will have their parent or guardian contacted to either be present with the child or to take custody of the child.

The CEO or designee is instructed to report at designee’s discretion incidents involving the disruption of the Charter School and its events open to the public to the local police department that has jurisdiction over the event in question, in accordance with state law and regulations. As per the Safe Schools Act (24 P.S. § 13-1303-A), the CEO shall annually, by July 31, report all incidents of violence, possession of a weapon, and use or sale of a controlled substance or tobacco by any person on school property to the Office for Safe Schools on the required form.

The Charter School recognizes that certain events require reasonable accommodations to assist disabled attendees. Those potential attendees requiring such accommodations should contact the CEO or designee at least three (3) business days in advance of the scheduled Charter School event. Requests should be made as early as possible because some accommodations require additional time to prepare/arrange.

References: 24 P.S. § 511; 24 P.S. § 775; 35 P.S. § 1223.5; Title 21 U.S.C.; 20 U.S.C. § 7183; 24 P.S. § 1302.1-A; 24 P.S. § 1303-A; 22 PA Code § 10.2; 22 PA Code § 10.22; 18 Pa. C.S.A. § 6305; 12. 43 P.S. § 953; 28 CFR § 35.136.

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

ADOPTED this _____ day of _____, 2023

President

Secretary

Urban Pathways K-5 College Charter School

Board of Trustees Policy

PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Trustees (“Board”) of the Urban Pathways K-5 College Charter School (“Charter School”) recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board Meetings. The Board also recognizes its responsibility for proper governance of the Charter School and the need to conduct its business in an orderly and efficient manner.

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for public participants to comment on matters of concern, official action or deliberation before the Board prior to official action by the Board.

To ensure that all individuals attending public meetings of the Charter School have the opportunity to observe the meeting and hear those participants who wish to address the Board, all members of the public attending all meeting shall be expected to: turn off or silence all cell phone, pagers, and other electronic devices; know that it is unlawful to disrupt public meetings and that individuals who do so may be prosecuted; and understand that the presiding officer may instruct that an individual be removed if the officer determines that the individual is disrupting the meeting.

Any member of the public may address the Charter School’s Board of Trustees at a formally scheduled public Board Meeting in accordance with the procedures and limitations of this policy.

In order to allow the Board to fairly and adequately discharge its overall responsibility, all citizens who wish to participate in a public Board meeting shall register their intent with the Board Secretary, or other designated Board member, prior to the start of the meeting and shall include the name of the participant, the topic to be addressed and group affiliation, if applicable. Anyone who has not contacted the Board Secretary may be recognized at the discretion of the presiding officer.

Requests to participate can be made via first class mail to (Address) or emailed to (Insert designated email address)

Any person attending a meeting of the Board shall have the right to use electronic recording devices under the following rules:

1. No auxiliary lighting will be permitted.
2. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay sessions of the Board.
3. Audio and video recording devices can be used from an individual's seat or from a location designated by the presiding Board officer.
4. An individual's right to record will be forfeited if there is an interference with the ability of others to observe the proceedings and all reasonable efforts have been made to attempt to correct the problem.
5. All taping shall begin when the meeting is called to order and termination of taping shall be at the time of adjournment.
6. Videotaping shall only be the proceedings and content of the meeting, and not attendees or otherwise.
7. No placards or banners will be permitted within the meeting room.

The following guidelines shall be followed for persons or groups wishing to make statements to the Board at any meeting:

1. Participants must first be recognized by the presiding officer and must preface their comments by an announcement of their name and any applicable group affiliation;
2. If questions or problems relate to issues of a personal nature, i.e. complaints about the conduct or performance of a particular Charter School employee, the Board may direct that such issues be discussed with the CEO or may go into executive session to receive presentations;
3. The agenda of Board meetings shall include opportunity for participants, without prior arrangements, to address the Board on any matter prior to the Board taking official action and at the conclusion of the business meeting;
4. Presentations and/or public comments made to the board shall be limited to a duration of three (3) minutes unless prior arrangements have been made and an extension of time has been granted;
5. The presiding officer may exercise discretion to extend the time limits;
6. Remarks on behalf of an organization or group may be presented through only one (1) speaker at each meeting, but additional representatives of the organization or group may submit written remarks to be included in the minutes of the meeting;
7. Comments on agenda items and other public comments shall be directed to the presiding officer; and
8. The presiding officer shall maintain control of all meetings and may terminate a participant's statement when it has exceeded the time limits or when it is threatening, obscene.

Persons refusing to follow the guidelines of the Board are subject to removal.

If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.

The presiding officer at each public Board meeting shall follow Board policy for the conduct of public meetings. When the presiding officer's ruling is disputed, it may be overruled by a majority of those Board members present and voting.

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ADOPTED this day _____ of _____, 2023

President

Secretary

Urban Pathways K-5 College Charter School

Board of Trustees Policy

SOCIAL MEDIA AND NETWORKING GUIDELINES POLICY

Purpose:

The Board of Trustees (“Board”) of the Urban Pathways K-5 College (“Charter School”) is committed to ensuring the safety and security of its members by establishing rules and guidelines for the use of social media by students, their families, volunteers and employees, including contracted persons, of the Charter School, as well as any guests accessing social media through the school’s communications and information systems at Charter School facilities, at Charter School sponsored activities and events, on Charter School transportation and off-school hours while engaged in private means and sites, but where postings and interactions by Charter School families, students, employees and volunteers could impact and substantially disrupt functioning of the Charter School or the reputation of the Charter School or of the individual members of the school community. The term “contracted persons” is used in conjunction with the members of the Charter School community.

While safe and appropriate use of social media is useful in education, unsafe and inappropriate use of social media both inside and outside of the Charter School is prohibited and subject to Charter School discipline and reporting to local, state and/or federal law enforcement pursuant to applicable Student or Employee Codes of Conduct, as well as to local and state child welfare agencies pursuant to the Board’s Mandatory Reporter Policy (in accordance with the Pennsylvania Child Protective Services Law, at 23 Pa.C.S. §§6301 et seq.), and to other governmental agencies as part of its duties pursuant to the Safe Schools Act at 24 P.S. §§13-1301-A, et seq.

Additionally, this Policy is in compliance with other Board of Trustees approved policies that are in accordance with the Pennsylvania Department of Education (“PDE”) guidelines, and the Federal Children’s Internet Protection Act (“CIPA”), Pub. L. No. 106-554 and 47 USC 254(h), which mandates that schools that receive federal technology funds must develop and implement measures and policies to prevent access to “visual depictions” that are determined to be “obscene,” “child pornography,” or “harmful to minors” as defined herein. This Policy is also in accordance with PDE’s further guidance that schools receiving certain E-rate discounts are also mandated by the Neighborhood Children’s Internet Protection Act (N-CIPA), which was passed as part of CIPA, to enforce an Internet Safety Policy (ISP) that addresses harmful or inappropriate online activities.

Nothing in this policy should be viewed as a substitute for parental supervision of minor children on the internet during school hours or after school hours when students access the Charter School's internet systems at home or at non-school locations

The CEO or designee(s) shall develop procedures to implement this policy, and may delegate to a designee(s) the right to enforce this policy.

Definitions:

Users – Any person who has signed the Acceptable Use and Internet Safety Policy and is permitted by the Charter School to utilize any portion of the Charter School's Technology Resources including, but not limited to, students, parents, employees, Board of Trustee members, contractors, consultants, vendors and agents of the Charter School. If any social media post is published using Charter School technology resources, including computing devices, mobile devices, and networks, the Charter School's Acceptable Use policy applies and is hereby incorporated by reference.

Technology Resources – includes technologies, devices and resources used to access, store or communicate information. This definition includes, but is not limited to, computers, information systems, networks, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, wireless reading devices, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications, devices and services, multi-media resources, hardware and software, including Moodle software.

Social Media – includes websites that incorporate one or more of the following. The term for "social media" is used in its broadest sense to incorporate all types of websites and applications that enable users to create and share content and/or to participate in all forms of social network by one or more means, including but not limited to mobile phones and computers.

Blogs – are web logs or journals where authors and users can post textual, audio, or video content, and where some permit others to post comments or their blogs. Some websites enable individuals to create freestanding blogs, other special interest websites use blog tolls and message forums to engage users. Non-exclusive examples would include but are not limited to Facebook and Twitter.

Media sharing – are websites where users post and share videos, audio files and/or photos as well as tag them to enable searching. Non-exclusive examples would include, but are not limited to TikTok, YouTube, Twitter, Instagram, Vimeo, Facebook and Snapchat.

Social media includes communication, collaborative sharing, and reaching students, employees and guests for educational purposes using websites, platforms, resources, or

documents. Non-exclusive examples would include, but are not limited to Google Plus, Teacher Tube.

Prohibited Communications – Communications which may not be posted through social media shall be set forth specifically in the aforesaid Guidelines and Student Code of Conduct and include, but are not limited to: (a) personally identifiable information about Charter School students, and personal and/or confidential information about Charter School employees, volunteers or guests; (b) child pornography, sexual exploitation, bullying/cyberbullying, inappropriate commercialization of childhood experiences; (c) defamatory, discriminatory and/or harassing statements and images that attack or mock an individual due to the individual’s real or perceived race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion; (d) unauthorized or false information which could damage the Charter School’s reputation, its employees, its students or their families; (e) infringement upon intellectual property, proprietary information etc.

Limited Public Forum – a government operated location where the public may comment and post online, subject to viewpoint neutral guidelines.

Non-public Forum – a government operated location where the public may not comment or post online; free expression by the public is restricted regardless of message or viewpoint.

Personal Social Media Account – a social media account, regardless of platform, which is operated by a Charter School employee or Board member for the member’s personal use, including personal professional development. A personal account is not regularly used to promote or communicate about Charter School events or activities, or the activities of students.

Charter School’s Social Media Account – a social media account, regardless of platform, that is operated by a Charter School employee or Board member in the member’s professional capacity, and that is designed to further the educational mission of the Charter School by communicating with members of the Charter School community and the general public.

Third Party Social Media Account – a social media account, regardless of platform, that is operated by a volunteer, student, parent, alumni, or other member of the public on behalf of a club, foundation, sports team, or other extracurricular group affiliated with the Charter School. Third party social media accounts are not operated by Charter School employees or Board members.

Charter School’s Social Media Accounts

The Charter School’s social media accounts must remain professional, and consistent with the educational mission of the Charter School at all times. The operators of the

Charter School's social media accounts are responsible for the content on the social media accounts that they manage.

Account Ownership

The Charter School's social media accounts are owned by the Charter School, and operated by Charter School employees or Board members on behalf of the Charter School. The Communication coordinator or designee(s) shall maintain a list of all social media accounts operated by the Charter School, along with a list of credentials to access the accounts.

Photos, Videos, & Livestreams of Students

The Charter School's social media account operators may post photographs, videos, and livestreams of students engaged in the educational process or at school-related events unless the student's parent/guardian has declined to sign the Charter School's media release form. The operators of the Charter School's social media accounts are responsible for complying with this provision.

Social Media Content

The Charter School's [Facebook, Twitter or Instagram] page(s) are provided for the school community and are not intended to be a public forum(s). The purpose of the page(s) is to inform the community about school events, activities, announcements, and accomplishments. All postings will comply with the Family Education Rights and Privacy Act ("FERPA") rules and regulations (20 U.S.C. § 1232g; 34 CFR Part 99) and the page(s) will be monitored regularly by [INSERT TITLE OF THE DESIGNEE RESPONSIBLE FOR SOCIAL MEDIA CONTENT].

All comments posed on the page(s) will be reviewed and may be deleted at the Charter School's discretion in a manner that does not discriminate against speech based on viewpoint and is consistent with the page's purpose. The Charter School will delete comments that include any of the following:

- Profane, vulgar language, obscene or sexually explicit comments;
- Sexual content or links to sexual content;
- Content that is threatening, intimidating, hostile, offensive, or that promotes, fosters, or perpetrates discrimination based on race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Conduct or encouragement of illegal activity;
- Comments not topically related to the Charter School social media post being commented upon;

- Spam or links to other sites;
- Promotion of particular services, products, or political organizations without prior written approval from the Charter School;
- Infringement on copyrights or trademarks;
- Confidential, personally identifiable or otherwise sensitive information pertaining to the Charter School, its students, employees or guests;
- Information that may compromise the safety, security or proceedings of the Charter School or any criminal or civil investigations;
- Defamatory comments; and
- Any content not otherwise specified herein that violates Federal, state or local laws.

Any questions concerning the operation of the Charter School’s social media page(s), or to report an inappropriate comment, contact **[INSERT CONTACT INFORMATION FOR DESIGNEE]**.

The Charter School Logo and Link

The Charter School’s logo shall not be used on websites or social media pages that are not owned or related to the Charter School or in forums/discussion boards to express or imply the official position of the Charter School without the expressed, written permission of the Charter School’s CEO or Designee. Also, no personal social media pages shall provide a link directly to the Charter School’s website or social media pages without the expressed, written permission of the Charter School’s CEO or Designee.

Tagging

The Charter School’s social media account operators may tag the social media accounts of educational applications, products, and services, so long as the Charter School and its employees do not receive financial or other tangible compensation for the tag.

The Charter School’s social media account operators shall not tag individual students using their social media usernames or handles, but may tag other adult members of the Charter School community.

The Charter School’s social media accounts shall not be used to communicate directly with students. One-to-one communication with a student shall be limited to electronic resources provided by the Charter School such as email or classroom management applications.

Copyright

The copyright for all content posted to Charter School’s social media accounts must be either owned by the Charter School, licensed by the copyright owner, or not subject to

copyright protection. The operator of a Charter School social media account is responsible for ensuring compliance with this provision.

Retweets / Reposts

The Charter School's social media accounts may highlight social media posts by others by retweeting or reposting their messages, so long as the retweet/repost follows the guidelines defined in this policy.

Personal Social Media Accounts

Charter School employees may not use personal social media accounts to communicate privately (via direct message or private chat) with students concerning any school business. One-to-one communication with a student concerning any school business shall be limited to the electronic resources provided by the Charter School such as email or classroom management applications.

Charter School employees are urged to exercise extreme caution before communicating with students via social media about non-school matters. Such electronic communication may cross professional boundaries in violation of the Pennsylvania Code of Professional Practice and Conduct for Educators, and the Educator Discipline Act. Charter School employees are urged to maintain strict professional boundaries on social media, and to protect against even the appearance of impropriety.

Charter School employees and Board members shall not post personally identifiable and otherwise confidential information from educational records on their personal social media accounts. Personally identifiable information includes information that could indirectly identify a student through linkages with other information.

Charter School employees are strongly encouraged to utilize privacy settings on personal social media accounts to ensure that a professional boundary is maintained between the employee and students and parents.

The Charter School does not actively monitor personal social media accounts for its employees. Nonetheless, should the Charter School administration or Board's attention be brought to a personal social media post that demonstrates insubordination, immorality, cruelty, unlawful discrimination, other unlawful act(s), or that impedes the efficient and effective operation of the Charter School, the employee may be subject to disciplinary action. Similar directives and consequences apply equally as well to professional and paraprofessional personnel contracted by the Charter School.

Third Party Social Media Accounts

Third party social media accounts are not operated or controlled by the Charter School. These accounts are privately created and maintained, and are not actively monitored by the Charter School.

Third party social media accounts may not use the Charter School's logo, unless given express written permission by the CEO or designee(s).

The Charter School encourages the operators of all third party social media accounts to be good-faith ambassadors of the Charter School, and to operate these private social media accounts in a manner that represents the Charter School in a positive light.

Consequences for Violation of this policy

Employees that violate this policy may be subject to disciplinary action, up to and including dismissal. This applies to professional and paraprofessional personnel contracted by the Charter School. Violations of this policy may result in termination of employment.

Responsibilities

To the extent consistent with applicable state and federal laws and reasonably practical, the Charter School Technology Manager shall be responsible for the management of the Charter School's system's technology protection measures (or "Internet filters") to block of filter Internet, and other forms of electronic communications, and access to inappropriate information. Technology protection measures shall only be disabled pursuant to the direction of the CEO or designee to the extent allowed by applicable law and regulation, for bona fide research or other lawful purposes of an adult as determined by the CEO or designee. The development of procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the CEO of the Charter School or designee.

In accordance with annually distributed "Social Media and Networking Guidelines Procedures & Consent Form," teachers shall educate students about appropriate and safe online behavior, monitor online behavior when in the Charter School facility or at Charter School sponsored events and activities or on school transportation and to report any inappropriate behavior to Charter School Administration for disciplinary measures in accordance with the Student Code of Conduct. Teachers shall explain and model appropriate use of the Internet for students through the Charter School's information technology and communicating with alumni on social media.

Students' Responsibilities shall be set forth in the "Social Media and Networking Guidelines Procedures & Consent Form," and shall include, but not be limited to:

Students should not reveal personally identifiable information about themselves or other persons on social media.

Students shall be directed not to meet in person anyone they have met on the Internet.

Students shall be encouraged to promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.

Students shall be encouraged to treat other people how they would want to be treated when using social media.

Parents' Responsibilities shall also be set forth in the "Social Media and Networking Guidelines Procedures & Consent Form," and shall include, but not be limited to:

Parents are primarily responsible for transmitting social values and norms to their children and discussing with their children what material is and is not acceptable for their children to access through the Charter School's information technology with the aforesaid Guidelines as a reference tool.

Parents are exclusively responsible for monitoring their children's use of the Internet when the Charter School's Internet systems are accessed from home or a non-school location. Parents take the responsibility for their children's behavior on social media in accordance with the aforesaid Guidelines and the Charter School Student Code of Conduct as to prohibited communications both inside and outside of the Charter School facility and at Charter School sponsored events and activities.

Employees' responsibilities shall be set forth in the annually distributed "Social Media and Networking Guidelines Procedures & Consent Form," and shall include, but not be limited to:

Safe and appropriate use of social media both in the Charter School facility and at Charter School sponsored events and activities in accordance with the aforesaid Guidelines and the Charter School Employee Human Resources and Benefits Guide.

Safe and appropriate use of social media outside of the Charter School facility and when not engaged in Charter School sponsored activities or events in accordance with the aforesaid Guidelines and the Charter School Employee Human Resources and Benefits Guide.

Such safe and appropriate use includes, but is not limited to:

Educational purposes unless approval by the CEO to use social media websites for a related educational purpose;

Not posting Charter School students' personally identifiable information or any student photos on personal or professional social media;

Not contacting and/or enrolling prospective, current or former students through social media; and

Preventing exposure or Charter School students to prohibited information on social media.

Safe Schools Act and Mandatory Report Duties

The Charter School shall comply with the Safe Schools Act reporting requirements and all Charter School staff and volunteers are Mandated Reporters regarding child abuse as defined in the Pennsylvania Child Protective Services Law for purposes of reporting. Therefore, the Charter School may be required to report certain communications posted to social media to local, state or federal law enforcement, local and state welfare agencies and/or other state or federal governmental agencies.

Training

The Charter School shall provide training for employees, volunteers, and Board of Trustees, and instructional sessions for students to educate them about the importance of how to appropriately use social media, and how to comply with the requirements of this policy, and any administrative procedures and/or guidelines developed to implement this Board Policy.

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ADOPTED this ____ day of _____, 2023

President

Secretary

Urban Pathways K-5 College Charter School

Social Media and Networking Guidelines Procedures & Consent Form

PURPOSE

These Procedures are a necessary source of guidance for Charter School families, employees and volunteers with regard to use of social media both in the Charter School facilities, at Charter School sponsored activities and events, on school transportation and while engaged in off-school hours on private means and sites but where postings and interactions by Charter School families, students, employees and volunteers could impact and substantially disrupt functioning of the Charter School or the reputation of the Charter School or of the individual members of the school community. While safe and appropriate use of social media are useful in education programming, unsafe and inappropriate use of social media both inside and outside of the Charter School is prohibited and subject to School discipline, as well as reporting to local, state and/or federal law enforcement, local and state child welfare agencies and to other governmental agencies in accordance with applicable law.

RESPONSIBILITY

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

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

SOCIAL MEDIA AND NETWORKING WITHIN THE CLASSROOM

General Guidelines

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

iii. Be sure not to plagiarize and to give credit where it is due. If you are re-posting photos, videos, poems, music, text, artwork, or other copyrightable material, take the extra step of identifying the creator of the materials to the extent reasonably possible. Be aware that photographs taken by professional photographers cannot be scanned and used on the Internet without the photographer's permission – even if they are photographs of you and for which you paid. It is often possible that payment may be required for the photographer for “digital rights” to photos.

iv. You may not place copies of the Charter School's trademarks, logos, or symbols on a website, blog, or web page without prior written approval from Charter School.

6. **Profiles and Identity**

i. Remember your association and responsibility to the Charter School in online social environments. If you identify yourself as a Charter School student or employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students, and consistent with the image, purpose, and mission of Charter School. Remember how you present yourself online should be comparable to how you represent yourself in person.

ii. Be cautious in how you create your profile, bio, avatar, etc. For your personal safety, no identifying personal information, such as full names, addresses, or phone numbers should appear on blogs or wikis or other social media and networking websites.

iii. When uploading digital pictures or avatars that represent you, make sure you select a Charter School-appropriate image. Also, remember not to utilize protected images.

7. **Social Bookmarking**

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

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

Disclaimers

1. When posting to social media, be sure to make it clear that the information is representative of your views and opinions and not that of the Charter School.
2. Charter School employees, students, and parents must include disclaimers within any postings to social media in which they either identify themselves or are likely to be identified as affiliated with the Charter School that the views and opinions are their own and not that of the Charter School. An example disclaimer states, "The postings on this site are my own and do not necessarily represent the Urban Pathways K-5 College Charter School's positions, strategies or opinions."
3. Posting a standard disclaimer does not, by itself, exempt Charter School employees, contracted personnel, students, and parents from personal responsibility when posting on social media or online forums.

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

Personal Responsibility

1. Charter School employees, including contracted personnel, and students are personally responsible for the content they publish online. Be mindful that what is published will be public for a long time, so protect your privacy along with the privacy of Charter School, its students, and families. Once materials are published online, they may be out of your control.
2. Online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face and should be carried out consistent with the standards applied at the Charter School and in furtherance of the Charter School's mission. Do not participate in spreading false or unsubstantiated rumors or false information.
3. Remember that social media resources are an extension of your classroom. When posting on social media, what is inappropriate in a classroom should be deemed inappropriate online.

4. The lines between public and private, personal, and professional are blurred in the digital world. By virtue of being identified as a Charter School employee, including contracted personnel, or student online, you are now connected to students, parents, and the school community. You should ensure that content associated with you is consistent with your responsibilities at the Charter School.
5. When contributing online, do not post confidential student information. Such posting is a violation of FERPA and Charter School policy.
6. Materials and information posted to social media should ONLY be posted to online forums that provide protection against general public access and have tools in place to limit access only to identified or invited persons.
7. Use of student time for social media and networking activities should have an articulated and defined educational and instructional purpose consistent with the Charter School's mission and purpose.

Requests for Social Media and Networking Websites

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

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

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

Codes of Conduct

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

1. Harassing, threatening or discriminatory comments will be deemed inappropriate and you may be subject to discipline even if the Charter School's name, or names of Charter School employees, students, and parents, are not mentioned.
2. You may not transmit, retrieve, download, or store messages or images that are offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate on a Charter School computer and/or in a school environment.
3. Know and follow the Charter School's Handbooks. All the rules that apply to your behavior while at the Charter School also apply when online. Charter School policies prohibiting violations of laws and harassment apply equally to social media and networking activities.
4. Obey the law. Do not post any information or conduct any online activity that may violate applicable local, state, or federal laws or regulations.

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

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

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

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

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

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

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

Off-Campus Communications between Employees and Students

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

The Charter School has provided the employees and students with the means to communicate electronically concerning school matters. Therefore, unless given prior permission by the CEO, online interaction between employees and students is only allowed in Charter School-sponsored course websites, Charter School email, and other Charter School-sponsored online spaces. Interactions on Charter School-sponsored online spaces should be sufficient for online communications between Charter School employees and students.

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

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

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

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

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

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

text and picture messaging is expected to conform to all Charter School guidelines and policies.

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

DISCIPLINE

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

**Acknowledgement and Consent Form
2023-2024**

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

Name: _____

Date: _____

Urban Pathways K-5 College Charter School

Board of Trustees Policy

PARENT AND FAMILY MEMBERS ENGAGEMENT POLICY FOR TITLE I REQUIREMENTS

PURPOSE:

The Urban Pathways K-5 College Charter School (“Charter School”) will develop, jointly with teachers, principals, program administrators, and parents and family members of participating children, a Title I Parent and Family Members Engagement Policy. This policy shall be incorporated into any Charter School consolidated application for selected programs funded under Every Student Succeeds Act (ESSA).

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

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

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

The Charter School, as an LEA, welcomes the participation of parents and family members in support of student learning and recognizes that parental and familial

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

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

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

- (1)** how the Charter School will monitor students' progress in meeting the challenging State academic standards by –
 - (A)** developing and implementing a well-rounded program of instruction to meet the academic needs of all students;
 - (B)** identifying students who may be at risk for academic failure;
 - (C)** providing additional educational assistance to individual students the Charter School determines need help in meeting the challenging State academic standards; and
 - (D)** identifying and implementing instructional and other strategies intended to strengthen academic programs and improve Charter School conditions for student learning;

- (2)** how the Charter School will identify and address any disparities that result in low-income students and minority students who may be taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers;

- (3)** how the Charter School will carry out its responsibilities if identified by the State for comprehensive support and improvement by meeting in partnership with stakeholders (including principals and other Charter School leaders, teachers, and parents), to locally develop and implement a comprehensive

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

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

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

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

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

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

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

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

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

WRITTEN POLICY:

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

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

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

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

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

B. Reservation of Funding

In general

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

Parent and family member input

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

Use of funds

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

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

- Collaborating with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
- Engaging in any other activities and strategies that the Charter School determines are appropriate and consistent with the Charter School's parent and family engagement policy. (20 U.S.C. §6318(a)(3)(D))

Parental comments

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

C. Policy involvement

The Charter School shall:

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

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

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

(4) provide parents of participating children--

(A) timely information about programs under this part;

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

(C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (20 U.S.C. §6318(c)(4)); and

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

D. Shared responsibilities for high student academic achievement

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

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

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

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

E. Building capacity for involvement

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

(1) shall provide assistance to parents of children served by the Charter School, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children (20 U.S.C. §6318(e)(1));

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

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

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

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

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

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

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

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

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

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

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

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

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

F. Accessibility

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

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

ADOPTED this _____ day of _____, 2023

President

Secretary