
Pennsylvania Department of Education



Commonwealth of Pennsylvania
Department of Education
333 Market Street
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Charter Annual Report
Monday, December 28, 2009
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CHARTER SCHOOL ANNUAL REPORT SUMMARY DATA

Summary Data Part I

Charter School Annual Report Summary Data 2008 - 2009

Name of School: Charter High School for Architecture and Design

Date of Local Chartering School Board/PDE Approval: July 1999

Length of Charter: 5 years - Renewed 09/08 for 5 years **Opening Date:** 9/13/1999

Grade Level: 9-12 **Hours of Operation:** 7:00 am to 4:00 pm

Percentage of Certified Staff: 85% **Total Instructional Staff:** 39

Student/Teacher Ratio: 20:1 **Student Waiting List:** 0

Attendance Rate/Percentage: 94

Summary Data Part II

Enrollment: 557 Per Pupil Subsidy: 7708.00

Student Profile

American Indian/Alaskan Native:	0
Asian/Pacific Islander:	15
Black (Non-Hispanic):	455
Hispanic:	33
White (Non-Hispanic):	54
Multicultural:	0

Percentage of Students from Low Income Families Eligible for a Free or Reduced Lunch:
48

Provide the Total Unduplicated Number of Students Receiving Special Services (Excluding Gifted) as of Previous December: 49

Instructional Days and Hours

Number of:	K (AM)	K (PM)	K (F.Time)	Elem.	Middle.	Sec.	Total
Instructional Days	na	na	na	na	na	177	177
Instructional Hours	na	na	na	na	na	1083	1083

SECTION I. EXECUTIVE SUMMARY

Educational Community

The Charter High School for Architecture + Design (CHAD) was organized by The American Institute of Architects (AIA) Philadelphia as the chapter's Legacy Project for hosting the AIA's 2000 National Conference. CHAD is located at 675 Sansom Street, Philadelphia, PA. CHAD served 577 students in grades 9 through 12 residing in the City of Philadelphia and surrounding suburbs. The school remained organized into two self-contained and self-governing Houses. The Houses are on separate floors of the school building and are managed by independent leadership communities.

As we evaluate this system and plan for the 2009-2010 school year, we have determined that the "universal" school functions should be fulfilled by a school-wide administrative staff. The school's curriculum was driven by a block-scheduling system. Students' course of study focused on the State required core subjects and the specialization component of our school - Design. As a result of a faculty and student body that are uniquely talented and an organizational system that maximizes our resources, we experience our highest college placement rate of 97%.

Mission

The Charter High School for Architecture + Design is to foster a learning community committed to providing an innovative program of study that integrates the design process with the mastery of a strong liberal arts education. The school offers each student the opportunity for success and the preparation for life-long learning and responsible citizenship. CHAD is a thoughtful academic

environment that engenders a love of learning, intellectual curiosity, and new ways of seeing, while preparing students for higher education.

Vision

Ownership:

Our vision for all students is to explore, discover, and use their voices. The responsive nature of our instructors and curriculum facilitates student development of identity and self-confidence. Curiosity guides students as they navigate through classroom curriculum, deepening their skills and sense of self. Invested in their learning, students produce work that reflects their sense of integrity and gives power to their voice. Students share and celebrate their successes with the school community. Encouraged to view their achievements with both pride and humility, CHAD students are asked to reflect on and use their achievements for further growth. In an atmosphere of high expectations and general support, students develop a rigorous work ethic that is commensurate with the strength of their voice. Our practices place CHAD students in a position to go forward as independent, responsible, and self-directed learners.

CHAD emphasizes a student's active commitment to a personal educational process.

Academic:

CHAD teachers strive to create dynamic, student-centered classrooms in which democratic principles thrive. Our fluid curriculum is authentic: it reflects the real world, responds to our students' interests and lives, and prepares them to be active, life-long learners. Our teaching is shaped by varied and valid assessments. We ask students to transform problems into possibilities. Assessments are used to inform student self-reflection and teacher instruction. Through differentiated instruction, each child is both nurtured and challenged to continually reach for and expand his or her own potential. We enrich students' intellectual growth through process and skill-oriented learning. Students are asked to be accountable for the quality and integrity of their academic endeavors. We demand active participation, clear expression, sophisticated thinking, and high-level work from the members of our community.

Design:

CHAD emphasizes the use of the design process across the curriculum as a vehicle for creative and analytical thinking. CHAD's program provides students with the opportunity to understand the design process through creative and disciplined exploration. Important to this process are studio activities that involve structured investigation, self-reflection, critique, aesthetics, historical context, and multiculturalism. CHAD builds the confidence needed to explore problems, take risks, and turn challenges into numerous possibilities. Students learn to design in response to both the user and the environment.

Shared Values

Charter High School for Architecture + Design believes that all students should be engaged in relationships that further personal and intellectual growth. This process of growing and learning is rooted in individual self-discovery, cooperation, and mutual respect. CHAD students share ideas and sharpen their skills under the guidance of a creative and dedicated faculty. Students engage one another and their teachers in a conversation that is the essence of learning.

One of the hallmarks of a CHAD education is the teachers' commitment to the personal growth of each student. At CHAD, each student has the personal support of an advisory teacher who monitors that student's progress and offers guidance in developing a rewarding academic identity. Knowing students as individuals, teachers encourage them to reflect, develop skills, take risks, and follow a passion. CHAD affirms the importance of the student-teacher-parent relationship. Students, teachers, and parents work together to create an exchange between school and home, making the student's journey of self-discovery more comprehensive.

Academic Standards

In as much as the Charter High School for Architecture + Design's (CHAD) curriculum is college preparatory, all students are scheduled for a full school day, which, in addition to instruction, may include mentoring, internship and community service.

CHAD shall award a high school diploma to every student who meets the requirements for graduation. Such requirements shall include the successful completion of courses of study for a four-year high school and which meet the standards set by the Commonwealth of Pennsylvania Academic Standards, laws and regulations.

English - 6 credits
Social Studies - 4 credits
Foreign Language - 2 credits
Physical Education/Health-1.5 credits
Computer Application-1 credit
Mathematics - 7 credits
Science - 4 credits
Design - 8 credits
Independent Reading Class-1 credit

In addition to the core credit requirements as stated above, students may also be required to complete and pass elective/workshop courses as rostered within a student's schedule.

In addition to satisfying credit requirements, students must also complete and properly document thirty (30) community service hours, per year, as approved by school officials. At the end of each year, a community service reflection project and paper will be required to earn full community service credit.

Strengths and Challenges

A key strength of the CHAD program is the design education and in and out of school experiences it provides to students. The mentoring component of our program has included the ACE Mentoring program, CHAD Builders and professional placement opportunities. These programs begin to offer students real-world familiarity. Students quickly become knowledgeable and comfortable with the professional work environment, its expectations, value system, etc. For the 08-09 school year, a full-time college advisor assisted in placing 97% of our seniors into post-secondary institutions. A full array of college

preparatory classes, including remedial work (for students who continue to need academic support) were offered. We have continued to make significant progress in Technology—surpassing our goal—and in a Portfolio Preparation Program for all students.

CHAD developed a full-serving tutoring center devoted to intense individualized remediation. The center used the efforts of a Math and Literacy coach, along with technology and one-on-one instruction, to help students' who needed additional academic support outside of their classrooms.

Finally, another strength of CHAD is its organization (House system) and its overall school climate and environment. We reported very few incidents of serious disruption and student attendance continued to be above 90%.

Despite a significant improvement, an area of weakness is our students' ability to master the basics and meet all NCLB standards. In 08-09 we met AYP. Our students improved 68% in Math proficiency and went from 45% proficient in English to 56% in 2008-09. We expect to continue to improve significantly in 09-2010 and have addressed our teaching, remediation/tutoring and curriculum accordingly.

SECTION II. STRATEGIC IMPROVEMENT PLANNING

Strategic Planning Process

The development of CHAD's Strategic Plan has taken place over a long period of time and has involved many members of the school community. The first step in the Strategic Plan was a school-wide retreat. Attending were representatives of the Board, Faculty, Administration, students and parents. The retreat addressed CHAD's Mission Statement and overall goals. As a result of this retreat, a Strategic Planning Committee, consisting of a number of Board Members and the School's Principal, was established.

A second school-wide retreat was held. At this retreat, which also enjoyed broad participation from the school community, a "mindmap" of trends, issues and developments was developed and retreat participants identified priorities. Small groups developed their vision of a preferred future for CHAD.

A third school-wide retreat was held. Participants focused on elements of the Strategic Plan and developed specific suggestions for selected elements of the Plan. Following the retreat, a "working draft" of the Strategic Plan was developed and circulated within the School community. The Mission Statement was adopted by the Board at a subsequent meeting.

A fourth all-school retreat was held. This retreat focused on the key issue of the School's curriculum and attempted to establish priorities among the various actions that were part of the Strategic Plan's "working draft."

The retreats served as valuable input for the Strategic Planning Committee, who held the responsibility for drafting the plan. In general, the committee followed these steps in preparing the Strategic Plan.

Step 1: Collect & Review examples of Strategic Plans, particularly from other schools.

Step 2: Identify the "Elements" to be included in the Plan.

Step 3: Assess Existing Conditions Re: each element.

Step 4: Draft a Mission Statement and Identify Goals for the next 3 years for each element of the plan.

Step 5: Identify Strategies and Actions to meet the Goals.

Step 6: Prepare a Draft of the Strategic Plan.

Step 7: Circulate, Review and Revise the Draft.

Step 8: Submit Revised Draft Plan for Adoption by the Board.

The Strategic Plan (2002) and the The Strategic Plan update (2006-07) are two documents of enormous importance to CHAD and CHAD's institutional memory. The two documents taken together, form an excellent foundation for a new strategic plan, one that is conceptualized and crafted differently. This new strategic plan was executed in the 07-08 and continued in 08-09. There are 6 key elements to the plan:

- I. Academic program and Curriculum
- II. Leadership
- III. Size and scale
- IV. Faculty
- V. Facilities
- VI. Communications

Strategic Planning Committee

Name	Affiliation	Membership Category	Appointed By
Alicia Kennedy	Charter HS for Architecture + Design	Special Education Representative	Head of School
Ethan Bell	Charter HS For Architecture + Design	Administrator	Head of School
Gerald Santilli	Santilli & Thomson, LLC	Business Representative	Board
Miller, David	Drexel University	Board Member	Board of Trustees
Patricia Cirone	Charter HS for Architecture + Design	Other	Head of School
Peter Kountz	Charter HS For Architecture + Design	Administrator	Board of Trustees
Stephanie Schoening	Charter High School for Architecture + Design	Administrator	Head of School

Goals, Strategies and Activities

Goal: FACULTY COMPETENCY IN VISUAL LEARNING

Description: To continue to improve school-wide faculty competency in Visual Literacy. In addition, specific efforts were placed on developing new faculty competency in Visual Literacy by implementing Smart Boards in every classroom.

Strategy: Competency in Visual Learning

Description: Create study group on visual learning with faculty and board participation; continue to work with the Cooper Hewitt National Design Museum (of the Smithsonian Institution) on training faculty in techniques and principles of visual learning and literacy; continue to use interdisciplinary ideas/ideals (for example, American Studies) in the core disciplines of English and history.

Activity: Improve faculty competency in the Design process

Description: Professional development programs aimed at teaching the Design process and how to implement it in cross curricular contents. CHAD will continue to recruit and hire teachers who are versed in the educational techniques that support visual learners.

Person Responsible Timeline for Implementation Resources

Peter Kountz	Start: 1/1/2007	-
	Finish: Ongoing	

Status: In Progress — Upcoming

Goal: FINANCIAL EQUILIBRIUM AND OPERATING BUDGET

Description: To strengthen the overall financial stability of the school and reduce the number of operating budget constraints.

Strategy: Financial Equilibrium

Description: Board leadership and school administration will continue to work with the controller/business manager on developing new strategies for more effective oversight of the operating budget. Of special concern, is the need to develop additional sources of revenue in support of the operating budget.

Activity: Improve financial vitality

Description: Continue relationship with financial controller, increase enrollment and development in our fund-raising efforts

Person Responsible Timeline for Implementation Resources

Peter Kountz	Start: 1/1/2007	-
	Finish: Ongoing	

Status: In Progress — Upcoming

Goal: FOUR-YEAR GRADUATION RATE (for districts and schools that graduate seniors)

Description: Graduate rate will meet an 95% threshold and/or show growth.

The Charter High School for Architecture + Design graduated 97% of its 2009 class and 94% of the class will attend college.

Strategy: Graduation rate

Description:

Activity: Improve graduation rate

Description: Establish a full-time college placement advisor and department

Person Responsible Timeline for Implementation Resources

Peter Kountz	Start: 1/1/2007	-
	Finish: Ongoing	

Status: In Progress — Upcoming

Goal: GOVERNANCE AND OVERSIGHT

Description: To continue to improve the performance of the Board of Trustees, in governance, oversight, and institutional advancement.

Strategy: Board Affectivness

Description: The Board will renew its emphasis on formation and training; it will have full orientation meetings over the first half of the year and will work for the full year with an outside consultant on developing more useful operating principles on effective governance. Special emphasis will be placed on leadership and leadership development. In addition, committee structure will completely reconstituted.

Activity: Improve Board affectivness

Description: The Board engaged in an extensive retreat where all stakeholders were present and participated in a day-long study institute using materials from the National Center for Nonprofit Boards. This program was facilitated by a consultant from Resource Group RG175 who has worked with the Board for the past three years.

Person Responsible Timeline for Implementation Resources

Peter Kountz	Start: 1/1/2007	-
	Finish: Ongoing	

Status: Complete

Goal: READING

Description: At least 63% of all students will be proficient in Reading, as measured by the annual state-wide PSSA assessments.

56.2 % of students tested met the threshold.

Strategy: Reading Proficiency

Description: Remediation of students, especially 9th graders where many come to us with 7th grade skills.

Activity: Improve Reading literacy

Description: Professional developmen, tutoring center located in the school, additional support classes

Person Responsible Timeline for Implementation Resources

Peter Kountz	Start: 1/1/2007	-
	Finish: Ongoing	

Status: In Progress — Upcoming

Goal: STUDENT ACTIVITIES

Description: To improve all facets of Student Activities in both CHAD houses, especially the number of available activities and the involvement of faculty sponsors. The boys/girls basketball team, Chess Club, Pep Squad, Drum Line, CHAD Builders continued to grow and strengthen.

Strategy: Improving Student Activities

Description: Using the structure provided by the Upper and Lower houses, and under the direction of the respective Deans of Students in each of the two CHAD Houses, the student activities programs in breadth, number of activities, and range of choices will be re-evaluated and reconstituted and more direct funding will be made available.

Activity: Improve student activities

Description: Students will be offered opportunities to join and participate in extra-curricular activities, after school clubs and supervised enrichment programs that support our mission and the students' interests.

Person Responsible Timeline for Implementation Resources

Peter Kountz	Start: 1/1/2007	-
	Finish: Ongoing	

Status: In Progress — Upcoming

Statement of Quality Assurance

There is currently no data saved for this section.

Statement of Quality Assurance - Attachments

- Title 1 Addendum
- School Improvement Plan 2008-10

SECTION III. QUALITY OF SCHOOL DESIGN

Rigorous Instructional Program

Teachers received a binder containing the approved and proposed high school standards distributed by the Pennsylvania Department of Education. During staff development sessions, administrators and department chairpersons worked with faculty to review and align standards to the coursework taught. Where no standards exist, such as in Design, we have developed our own, based on the expectations of the college and universities our students will attend. During the

past school year, curriculum was revised in all instructional areas to ensure that this objective is met. Curriculum revision continued with special emphasis on Mathematics and continuing emphasis on English reading and writing.

As in the previous year, students with more ability were afforded an opportunity to receive challenging instruction in all curricular areas. We continued both formal and informal faculty after school tutoring and our new National Honor Society members provided additional tutoring support. All students have opportunities for success and each child who attends CHAD can move into more challenging instructional settings when competency has been demonstrated.

Class visitations and observations, weekly department meetings, monthly plenary sessions for all faculty ensured a seriousness of purpose to improve instructional techniques and the delivery of the curriculum. We are continuing to address individual learning styles as specifically as we can. We created student academic profiles by collecting data from standardized tests and classroom performance to help develop strategies to improve teaching and learning.

The Charter High School for Architecture Design acknowledges the need to address the performance of students who come to us with significantly deficient competencies in literacy and mathematics skills. Writing is an important part of our every day instruction and all teachers are inspired to include mathematics and reading for understanding exercises throughout the curriculum. We encouraged teachers to provide additional tutoring and have funded a program to ensure that this will happen. We are much more engaged to the importance of meeting NCLB standards and how critical it is to more fully prepare students for the tests. Thus, we are using the MAP program as a "pre-test." We have created and implemented other strategies including very specific vocabulary development. We are doing everything we can to raise student standards AND student performance on standard tests.

Many teaching strategies are used to actively engage students in the learning process. Manipulatives are used in all curricular areas and teachers are encouraged to lecture less frequently and provide instructional strategies that allow students to explore, investigate, think critically, design projects, teach others, compare and contrast, compose, invent as well as conclude and support, criticize with reason and justify positions.

CHAD continues to use the "Design Process" to inform its curriculum: (1) Identify; (2) Imagine; (3) Develop; (4) Execute; and (5) Evaluate.

Rigorous Instructional Program - Attachments

- ACT-48
- Induction Plan

English Language Learners

We have no currently enrolled students who need this support. Should such students enroll in our school, we will address their needs individually.

There are currently no supporting documents selected for this section.

Graduation Requirements

Graduation requirements for the 08-09 year are listed below.

English-6 credits

Math- 7 credits

Computer Applications — 1 credit

Soc St.- 4 credits

Science- 4 credits

Language- 2 credits

Phys Ed/Health - 1.5 credits

Design- 8 credits

Community Service — 30 hours per year

Total- 35.5 credits

Special Education

Children are referred through teachers, parents, special education staff, and regular staff to the child study team when the child is having problems learning in the general education setting. The child study team will meet to develop interventions that may include such things as extra time taking tests, tutoring sessions, repetition of basic skills, etc. for a period of at least two weeks. Parents are notified so that they may be involved in the process. During that time, students are monitored and progress is documented. The child study team then reconvenes, after this defined time, to discuss progress and decide whether or not a referral should be made for psycho educational evaluation.

Before the psycho educational evaluation is conducted, parents are contacted to obtain permission for the evaluation and to acquire pertinent background information. If an evaluation is warranted, the psychologist comes to the school to evaluate the student. Teachers' complete classroom based assessments and special education staff complete classroom observations. Parent interviews are conducted. All information is compiled into an Evaluation Report and the IEP team meets to discuss and review to determine if the student is eligible to receive special education services. If the student is found to have a disability, the IEP team compiles an Individualized Education Plan for the student at the IEP meeting.

Sometimes students need learning support classes, which focus on basic skills in both reading and math. We also have scheduled study hall classes taught by a special education teacher, which focus on test taking strategies, study skills and extra tutoring in all subjects. This instruction and support is made in the classroom to include extended time on tasks, directions, which are read aloud, practice and repetition, peer tutoring, etc. Most students come to the learning support classroom to take both standardized and school wide assessments when extended time or reading questions aloud is needed. We have a small intimate program with many opportunities for the special attention necessary to foster independence.

Special Education - Attachment

- Special Education Policies and Procedures

Special Education Program Profile - Chart I

Teacher	FTE	Type of class or support	Location	# of Students	Other Information
Alicia Kennedy	1.00	Learning Support	CHAD	44	There is no unique information to explain.
Victoria Mehl	1.00	Reading Specialist	CHAD	44	There is no unique information to explain
Athena Graeber	1.00	Learning Support	CHAD	44	There is no unique information to explain

Special Education Program Profile - Chart II

Organization	FTE	Type of class or support	Location	# of Students	Other Information
NA	NA	NA	NA	0	na

Special Education Program Profile - Chart III

Title	Location	FTE
Director of Special Education	LEA	Yes
Teacher	LEA	Yes
Teacher	LEA	Yes

Special Education Program Profile - Chart IV

IU, Public Agency, Organization, or Individual	Title/Service	Amount of Time Per Week
Steven Gummerman	School Psychologist	.25
Therapy Solutions	Speech Therapy	.25

SECTION IV. ACCOUNTABILITY

Student Assessment - Primary

Test/Classification	K	1	2	3	4	5
We are a high school	No	No	No	No	No	No

Student Assessment - Secondary

Test/Classification	6	7	8	9	10	11	12
PSSA	No	No	No	No	No	Yes	No

Measure of Academic Progress (MAP) Program	No	No	No	Yes	Yes	Yes	Yes
Terra Nova	No	No	No	No	No	No	No

Student Assessment

The most immediate imperative for CHAD continues to be to improve Math and Reading proficiency and comprehension. In all four grades (9-12), the school moved to a more aggressive daily Math and English schedule, including 80-minute instructional blocks, a changed curriculum and new departmental leadership and the appointment of additional Master Teachers in Math. We used the Measure of Academic Progress (MAP) program which we administered locally and this helped us enormously in identifying both student profiles and corrective strategies. CHAD tests ALL its students two times per school year with the MAP instruments and we are now in our third year of this initiative. Consequently, we are becoming much more sophisticated in our analysis and applications.

At CHAD, we understand and enthusiastically endorse the value of the NCLB assessments because the assessments present ambitious goals, goals which we can embrace without having to "teach to the tests." Because of what we are learning from PSSA and MAP results, we have begun to make radical adjustments in our curriculum and in the time we spend in the classroom with our students.

Because CHAD is a school of two Houses, we are able to monitor academic progress and status much more carefully; we have intervention and tutoring programs; we have a Wednesday "check-in Day" in all classes which allows us to identify the difficulties/struggles of individual students. Most of all, we have become acute observers and we are quick to intervene when we even "sense" difficulty for an individual student. Academic profiles are created through measurable data which drives our instruction and allows us to develop individualized student educational plans.

Student Assessment - Attachment

- PSSA test results 2009

Teacher Evaluation

Recognizing that the teacher is the single most important factor in the educational process, teacher evaluation is a priority. Teachers are evaluated and reviewed on overall competency and pupil progress, as demonstrated by formal full-period assessments, written mini-observations and student portfolios (when appropriate). All teachers have received the following documents:

Basic Professional Responsibilities

Instructional Techniques in classroom management, teacher/pupil relationships and general instruction

Classroom Evaluation Form (narrative)

Post-Observation Conference Form

Mini-Evaluation Form

Levels of Thinking Chart

Learning Pyramid

Annual Summary

Growth Plan prompts

For 2008-09, CHAD faculty were reviewed by the Principal and Head of School. The goal was constructive review and specific forward progress, using "Growth Plans." The foundational elements were six: **(1) Teaching CRAFT; (2) Teaching KNOWLEDGE of discipline; (3) Teaching TRAINING and EXPERIENCE; (4) Teaching CHARACTER and SERVICE; (5) Teaching BEHAVIOR (s); and (6) Teaching CERTIFICATION.**

Peter Kountz - CEO/Head of School

Stephanie Schoening - Principal

For 2008-09, the Senior administrators (above) met regularly with the Faculty Development personnel and mentors and discussed assigned readings on the six rubrics (above) and how to lead the Peer Review teams. In a number of ways, the whole process was quite successful in that we have seen progress, we have seen appropriate departures of faculty members who do not meet our standards, and we have put other faculty on a "need for improvement" notice. Additionally, by building and nurturing faculty teams for grade sets (Lower House- grades 9 & 10); Upper House - grades 11 & 12), we have been able to focus much more on--and support-- individual student success.

Teacher Evaluation - Attachment

- Evaluation form

SECTION V. GOVERNANCE REQUIREMENTS

Leadership Changes

At the start of the 2008-2009 school year, Anthony Bracali's term as Board President expired, and President Elect, David Miller rotated into the position. The terms of the board members are on a rolling basis to ensure that the board is able to maintain a balance of experienced members and new members. The Immediate Past President remains on the board for a minimum of year to guarantee a smooth transition.

There were no changes made in leadership to the school administration.

Board of Trustees

Name of Trustee	Office (if any)
Anthony Bracali	Immediate Past President
John Hayes, Jr.	Treasurer
Donald Matzkin	
Deeadra Idokogi	Parent

David Miller	President
Patricia Wilson Aden	
Tania Nikolic	Vice President
Jeffrey Krieger, AIA	
Daniel DiMucci	
Theodore Landsmark	
Robert Fenza	
Shelly Beekley	Secretary
Mary Alcaraz	
Lance Rothstein	
George Manos	
Kelly Lee	
Susan M. Poglinco	
Jeffrey C. Lew,	Ex-officio
Marguerite Anglin	Ex-officio

Professional Development (Governance)

All board members receive a training manual and in-service training as necessary from the Head of School, the school business administrator, the school solicitor, and members of the senior administrative staff. The Executive Committee of the Board of Trustees meets monthly with the Head of School to ensure all expectations are being met including fiscal responsibilities. During these meetings, all concerns and needs are aired and a strategy for resolution(s) is articulated.

Additionally, the board participated in an all school reading of, Whatever It Takes: Geoffrey Canada's Quest to Change Harlem and America, by Paul Tough. Almost 90% of CHAD students are from economically impoverished households and/or neighborhoods. How they think, how they act, how they feel, how they eat, etc. has a lot to do with their improvement. Canada's, Harlem Children Zone, is the first deliberate, strategic and comprehensive effort to address impoverishment as a barrier to education and learning. CHAD felt that all of us who teach, care for and, in some way, have responsibilities for our students should read and discuss Whatever It Takes because it had so much to teach us and so many ideas and programs we could envision for CHAD.

All board meetings are advertised in advance as required by the Sunshine Law in the *Philadelphia Daily News*.

Coordination of the Governance and Management of the School

The Board of Trustees has a good relationship with the School District of Philadelphia. Regular communication with the Charter School Office ensures that all expectations are met and concerns addressed. The chartering school district is invited to visit CHAD each year and these visits have cemented a positive and constructive relationship.

Board of Trustees Meeting Schedule

The Board of Trustees will meet at CHAD on the fourth Tuesday of every other month at 5:00 pm. All items to be included on the monthly agenda or resolutions to be adopted must be submitted via email to Pcirone@chadmail.us one week in advance of the scheduled Board meeting (preceding Tuesday).

Coordination of the Governance and Management of the School - Attachment

- 09-10 Board Calendar

Community and Parent Engagement

The Board of Trustees plans and delivers strategic planning retreats each year with representative from all vested parties. Presently, three parents are full voting board members as per the Board by-laws. Monthly parent meetings are held with school personnel and the president of the parents' association attends board meetings and provides a report to the full board.

SECTION VI. FINANCIAL RESPONSIBILITIES

Major fund-raising activities

The school conducts fundraising through out the year culminating with a major event at graduation. Similar fundraising is planned for the current school year.

Fiscal Solvency Policies

The Board of Trustees has adopted financial policies and procedures which include the topics - budgeting, accounting practices, procurement, contracts, internal control, cash management, grants management, time and attendance, contracted services, etc.

The school's budget, adopted in accordance with the timetable prescribed by the Commonwealth, serves as a blue print for financial decision making during the fiscal year. The budget provides for the educational, building and administrative needs of the school community and also includes a reserve for contingencies. All purchases and personnel decisions are reviewed for budgetary funds available prior to the issuance of a contract or purchase order.

The business office provides interim financial reporting for the board of trustees and CEO on a monthly basis. The Controller meets with the school administrative team regularly and attends all board and finance committee meetings. Through careful monitoring of expenditures and revenues the school is able to assure that all expenditure and revenue categories remain within budget.

Accounting System

The accounting system is Quickbooks and is loaded with the State Chart of Accounts. Transactions are posted by the Business Manager's Office staffed by experienced school business administrators. A trial balance, statement of revenue and expenditures and a statement of disbursements are prepared monthly. Reports are generated in compliance with State requirements

Preliminary Statements of Revenues, Expenditures & Fund Balances

Preliminary Statements of Revenues, Expenditures & Fund Balances - Attachment

- Revenue and Fund Balance

Audit Firm, Date of Last Audit, Auditor's Opinion, and Any Findings Resulting From the Audit

The school's auditing firm is Citrin Cooperman. The last audit is dated February 11, 2009 for fiscal year 2007-2008 and has a clean unqualified opinion with no findings. It is impossible to submit an audit for 2008-2009 by August 1, 2009. We expect to have the 2008-2009 report available by December 31, 2009.

Audit Firm, Date of Last Audit, Auditor's Opinion, and Any Findings Resulting From the Audit - Attachment

- CHAD Annual Audit Report 2007-2008

Citations and follow-up actions for any State Audit Report

The school has not been audited by the State Comptroller's Office.

SECTION VII. FACILITY RESPONSIBILITIES

Acquisition of Facilities, Furniture, Fixtures, and Equipment During the Last Fiscal Year

Charter High School for Architecture & Design leases a facility at 675 Sansom St. All furniture and equipment was purchased after obtaining quotations from various vendors. During the school year 2008-2009, the school purchased computers totaling \$21,000 and classroom furniture totaling \$23,000.

Future Facility Plans and Other Capital Needs

The school's overall strategic plan, recommends relocating to floors 2, 3, 4 & 5 within the building located at 105 South 7th Street. This will be completed by August 31, 2009. The school expects to lease the 1st floor of the building to offset debt service cost.

SECTION VIII. HEALTH AND SAFETY RESPONSIBILITIES

Compliance With Health and Safety Requirements and Maintenance of Health and Immunizations Records for Students

CHAD takes appropriate steps to ensure that students, employees and guests are safe when in school. All fire safety requirements are met and fire drills are held monthly as required by city ordinance and state requirements. A schedule of fire drills held may be found in the office of the Assistant Head of School. Fire drills are overseen by a four-person Security staff. Yearly city inspections are held by city officials and CHAD meets or exceeds city expectations.

All student health records are kept in a secure location in the nurse's office and strict guidelines are followed to ensure that all students comply with physical examination and immunization requirements. Evidence that CHAD has submitted the Request for Reimbursement is included in the CHAD 2007 Audit Report.

Compliance With Health and Safety Requirements and Maintenance of Health and Immunizations Records for Students - Attachment

- Wellnes program/Evidence of Submission

Current School Insurance Coverage Policies and Programs

For medical Insurance the school offers the following plans in accordance with Act22 to employees:

- Personal Choice,
- Keystone Health Plan,
- United Concordia Dental Plan
- Wage Continuation
- Life Insurance

Please see attached certificate for other liability insurances:

- Worker's Compensation
- General Liability
- Corporate Officers Error and Omissions
- Contents Insurance

Current School Insurance Coverage Policies and Programs - Attachment

- Insurance Cert

SECTION IX. ADMINISTRATIVE NEEDS

Quality of Teaching and Other Staff

Staff turnover is generally low. 30 of 33 teachers returned for the 2008-2009 school year. All were offered contract. Most teachers choose to stay because they are valued and supported and the school is a hospitable place to work.

Total certified staff for 2008-09 was 87%. In this number, one teacher has an Emergency Permit to teach Spanish.

Quality of Teaching and Other Staff - Attachment

- PDE 414-09

Student Enrollment

All students who express an interest in the design program and other curricular offerings are encouraged to submit applications to demonstrate their interest in our school. The school complies with state and charter school law. Each year we advertise a lottery date. Rolling admission continues until we reach full enrollment. Students who desire to attend, after full enrollment has been met, are placed in a "waiting pool" and are offered acceptance based "slots" they may become available.

We finished the 2008-09 school year with the following:

Grade 9 - 149 students
Grade 10 - 142 students
Grade 11 - 122 students
Grade 12 - 135 students

Over the course of the year we had 11 students who dropped from our roles:

Grade 9 - 2 students dropped
Grade 10 - 0 students dropped
Grade 11 - 2 students dropped
Grade 12 - 7 students dropped

As students dropped/vountarily left, we filled the spot with students in our waiting pool. For example, when a sophomore student left, we place a sophomore student in the slot.

No expulsions for the 2008-2009 school year were reported.

Kindergarten is not offered.

There are currently no supporting documents selected for this section.

Transportation

In the 2008-2009 school year, we continued our participation with Philadelphia School District's plan of offering free public transportation transpasses to eligible students.

Food Service Program

The Philadelphia School District manages our lunch program, which does participate in the Free and Reduced Lunch program.

Student Conduct

An effective instructional program requires an orderly environment in which students and employees know and abide by reasonable standards of socially acceptable behavior and respect the rights, person and property of others. All students in the school are entitled to share in its educational and related programs to the extent of their abilities without regard to race, color, gender, sexual orientation, national origin, religion or handicap. Every student is expected to behave at school and in school-related activities in accordance with public laws, school rules and lawful directions of assigned staff, and to deal fairly and courteously with fellow students, staff and the public.

Staff members of CHAD having authority over students shall have the authority to take such reasonable actions as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of CHAD and when such conduct interferes with the educational program of the school or threatens the health and safety of others.

CHAD prohibits the use of corporal punishment as a disciplinary measure. Corporal punishment shall be defined as punishment applied to the body of the offender.

The CHAD Lower and Upper House Leadership teams will develop specific and unique House policies, procedure, and rules to support CHAD's Code of Conduct.

Expectations for Student Behavior: The Code of Good Conduct

In order to create an environment for positive student development and achievement that enhances learning and leads to success in school, we have established a number of Expectations for Student Behavior. These expectations may be divided into two categories — those that apply to academic endeavor and those that apply to student behavior. Compliance with these expectations will foster positive and productive behavior that will enable the student to fulfill his/her own potential. In the area of student behavior, failure to comply with these expectations may result in disciplinary action.

Demonstrate respect for people and property

Students are honest, courteous and polite.

Students respond courteously to instructions and/or requests from staff members.

Students respect school property and the property of others.

Students accept the rights of others to their opinion.

Students settle differences peacefully.

Students use appropriate language at all times.

Students display good sportsmanship at school-related functions.

Students participate in the maintenance and cleanliness of school facilities and property.

Take responsibility for their own behavior and learning

Students come to school prepared to learn.

Students recognize that schoolwork and academic development is the primary purpose.

Students complete all homework, class work and exams.

Students make personal choices based on reasonable decision-making processes.

Students accept constructive criticism and disagreement when necessary and appropriate.

Students comply with all school rules.

Students accept the consequences of their actions.

Use time and other resources responsibly

Students attend school regularly and punctually.

Students attend all classes regularly and punctually.

Students use books and other equipment appropriately.

Share responsibilities when working as members of a group

Students cooperate, contribute and share the work of the group.

Students accept and assume leadership when appropriate.

Students listen to the points of view of others.

Meet the unique requirements of each class

Students participate actively in class work.

Students follow class rules and procedures.

Students bring to class textbooks, clothing, and other materials necessary for participation.

Students observe rules for safe handling of class equipment and materials.

Students observe the rules of Computer Ethics & Internet Use

Equal Opportunity / Nondiscrimination / Sexual Harassment

CHAD requires equal educational opportunity for all students enrolled in the educational programs and activities 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 handicap.

The school shall promote a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with school goals and with equal opportunities for students.

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.

Harassment / Intimidation:

All individuals of CHAD shall have the right to a learning environment that is free of intimidation, harassment, and hostility from students and/or employees. The forms of prohibited harassment may include, but are not limited to, the following:

- A. Verbal harassment, such as derogatory comments, jokes, slurs, or threats;
- B. Physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement;
- C. Visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, gestures, or symbols.

Any individual who is found to be responsible for harassment or other prohibited discriminatory conduct shall be subject to appropriate discipline. The severity of the disciplinary action will be based upon the circumstances of the infraction, and may result, among other things, in suspension or expulsion.

Sexual Harassment:

The school recognizes that harassment on the basis of sex is a violation of both federal and state discrimination laws and that these laws apply to employees and

students. The school will provide a learning environment free from sexual harassment and will not tolerate such conduct on the part of any student and/or employee.

Definitions:

A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made a term or condition of an individual's education.
2. Submission to or rejection of such conduct is used as the basis for academic decisions affecting such an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive education environment.

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

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

If comments, gestures, or actions from any employee or student, including teachers, supervisors or members of management, are perceived to be offensive a complaint should be filed with the Head of School or the Head of School.

The administration will promptly investigate any complaints of sexual harassment, and will take appropriate corrective action when deemed necessary. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

Any individual who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances of the infraction and could include termination of employment or suspension or expulsion from school.

Firearms, Weapons, and dangerous Instruments:

CHAD prohibits the possession and/or use of firearms, weapons, deadly weapons or dangerous instruments on school property, on a school vehicle, at any school function, or while en route to or from school, or any school function.

The Head of School shall make the final determination that a particular object is a dangerous instrument in any case where there is a question.

A student found or observed on any school property, on a school vehicle or at a school-sponsored event in possession of a firearm, weapon, deadly weapon or dangerous instrument shall be reported to the Head of School/designee immediately. The Head of School/designee shall immediately inform law enforcement officials. The school administrator reporting the incident to the police shall provide the law enforcement officials with all known information concerning the matter, including the identity of the pupil involved and notices that a violation of the Criminal Code may have occurred.

Any pupil found engaging in any of the foregoing prohibited activities will be subject to suspension and/or exclusion from school pursuant to existing laws of the Commonwealth (Act 26).

Assault:

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

Plagiarism:

Plagiarism is the act of claiming the work of another as one's own. Such action on the part of students is unacceptable and will not be tolerated at the charter high school for architecture design. Plagiarism can be in written or creative art work.

Suspected cases of plagiarism shall be brought to the attention of the Head of School. Once plagiarism has been confirmed, the student and his/her parents/guardians shall be notified of the findings. Depending upon the situation, the opportunity for the students to redo the assignment as well as the assignment of a grade shall be left to the discretion of the teacher.

Search & Seizure:

CHAD acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers and cabinets for such storage.

All lockers and locks are and shall remain the property of the school.

CHAD reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety, sanitation and good order of the school.

In the presence of another person a student's person and possessions may be searched by the school Head of School or his/her representative provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Substance Abuse:

CHAD recognizes that substance abuse and the misuse of alcohol are serious social problems that have far-reaching implications for both the user and the entire community. CHAD is committed to the prevention of drug and alcohol abuse and accepts the responsibility for instructing pupils in the nature of these substances.

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

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

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

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

CHAD reserves the right to require or recommend that a student commits to a drug testing and/or a rehabilitation program.

***Definition:** For the purpose of this policy, "substance" shall mean alcoholic beverages, anabolic steroids, controlled dangerous substances as defined in Section 2 of P.L. 1970, c. 266 (C.24: 21-2) or any chemical or chemical compound which releases vapors or fumes causing a condition of

intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in Section 1 of P.L. 1965, c. 41 (C.2A: 170-25:9), and any prescription drugs except those for which permission for use in school has been granted. (Refer to the school policy on the use of medications.

Use & Possession of Tobacco:

CHAD recognizes that smoking presents a health hazard, which can have serious consequences, both for the smoker and the nonsmoker. Smoking is not be permitted anywhere in the school.

The use of tobacco is defined as the possession and/or use of any cigarette, pipe, cigar, chewing tobacco, snuff or related tobacco product and/or

paraphernalia. Smoking means the burning of a lighted cigarette, pipe, cigar, or any other matter of material that contains tobacco.

Students shall not use or possess any product containing tobacco while on school property or at a school-sponsored event. School functions shall be defined as (a) on school property (b) at any place where an interscholastic and/or athletic contest is taking place; (c) during the course of any field trip; (d) during the course of any trip or activity sponsored by CHAD or its authorized agents; or (e) upon school transportation vehicles at any time.

Student Use of Pagers, Beepers, Cell Phones, & Other Electronic Devices:

The use of electronic devices by school personnel where supportive of the general welfare and the instructional program of the school is endorsed. The use of cell phones, beepers, etc. by students has been found to be disruptive. Therefore, the use of electronic devices by students on school premises is prohibited. CHAD authorizes the Head of School to develop and enforce regulations to prohibit use of electronic devices by students.

67 students were involved in 67 suspensions and 2 students were expelled.

STUDENT DISCIPLINE and **BEHAVIOR**

ATTEND SCHOOL AND ALL CLASSES REGULARLY

Regular attendance and punctuality are essential traits for a very successful student. It is the responsibility of each student to attend school daily and be punctual at all times. Absences and lateness become a part of student records. Post-secondary schools as well as prospective employers seek these records. In addition, the Commonwealth of Pennsylvania has specific rules and regulations regarding compulsory attendance and unlawful absence.

State law establishes conditions under which students may be excused from attending school. In keeping with these statutes and recommendations of the State Department of Education, students may be temporarily excused from school attendance for the following reasons:

- a. Illness
- b. Quarantine
- c. Weather so inclement as to endanger the health of the child or make roads impassable
- d. Domestic service emergency permit
- e. Observance of a major religious holiday
- f. Other exceptional reasons with the approval of the administration

Absences

Students that are chronically absent will be assigned to our summer credit completion program according to the # of days absent:

14-17 Two weeks

18-24 Three weeks

25-30 Four weeks

Parents/guardians of students absent more than 30 days will be notified that their child has been removed and dismissed from enrollment.

-

Latenesses

Students will be required to attend a morning detention from 7:00-7:45 a.m. if they are late to advisory class (8:00 a.m.). The detention will be assigned for the next school day. If a student misses an assigned morning detention, s/he will be assigned a second detention to make-up.

Cut two morning detentions	1 day suspension
	Parent/Administrative meeting
10 latenesses	1 day suspension
	Parent/Administrative meeting
	Attendance contract
20 latenesses	Suspended indefinitely
	Possible expulsion

False Notes for Lateness/Absence/Early Dismissal

In the event that a student presents a falsified note for an early dismissal, the early dismissal will not be granted. If the student is absent from class due to a falsified note, the procedures for class

cutting will be followed. In addition the following action will be taken for falsifying a parental or teacher note:

First Offense	Parent Conference and detention
Second Offense	Saturday School and Attendance Contract
	Parent Conference
	Suspended indefinitely

Truancy

First Offense	Parent Notification
Saturday School	
Second Offense	Parent Notification
Truant Officer Notification	
Expulsion	

Any test/quiz class work missed due to truancy will result in a grade of "0" with no make-up.

Leaving School Grounds without Permission

During the regular school day, students are not permitted to leave school property for any reason without authorization from the Head of School, assistant Head of School, or school nurse. Violation of this rule will result in the following action:

First Offense	Parent Notification
	Saturday School
Second Offense	Parent Notification
	Expulsion

Cutting Class

Students are expected to attend all classes, study halls, lunch periods, assembly programs, meetings, etc. which are scheduled during the regular school hours. Failure to attend any of the

above will be considered a class cut. Each class cut will be considered an offense. In the event of a class cut, the following actions will be taken:

First Offense	Two detentions Parent Notification
Second Offense	Parent Notification Parent Conference Attendance Contract Probation
Third Offense	Suspended indefinitely Loss of credit

Late to Class

First Offense	Teacher warning
Second — Third Offense	Detention with teacher Parent Conference
Fourth Offense	Parent Notification Suspended indefinitely/Possible Expulsion

Cutting Detention

First Offense	Make up detention Parent Notification
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Second Offense	Make up two detentions
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	Parent conference
Third Offense	Suspended Indefinitely/ Possible Expulsion

DEMONSTRATE RESPECT FOR SELF AND ALL OTHERS

Misconduct in the Classroom

Students are expected to follow the rules that individual teachers have established for student conduct in their classrooms to facilitate each student’s learning experience. No student’s behavior should be permitted to disturb the learning of others, or disrupt orderly classroom processes. Teachers may handle classroom related discipline problems using all resources at their command.

When a teacher feels that a student’s behavior has become disruptive, the following actions are indicated:

First Offense	Conference, detention with the classroom teacher Parent notification
Second Offense	Detention with classroom teacher Parent notification
Third Offense	Parent Conference Expulsion

Throwing Food or Objects

Any student caught shooting or throwing any object anywhere in school or on school property will be assigned detentions, parent conference or suspension, depending upon the circumstances. Any injury resulting from the throwing or shooting of objects may be considered an assault and will be dealt with as such.

Misconduct Outside the classroom

First Offense	Parent Notification Detention
Second Offense	Parent Notification Refer to Assistant Head of School
Third Offense	Parent Notification

Expulsion

Students Sent from Class

Students sent from class must report directly to the Assistant Head of School's office. A referral must be written and a home contact made by the teacher. One or more of the following may occur: detention, Parent Conference, or suspension. If a student is sent from two classes in a day, the parent will be contacted and the student may be sent home that day and shall return with a parent/guardian the next day.

Smoking or Chewing Tobacco on School Premises, during any school activity or on the way to or from school is prohibited. The school Tobacco Control Act (145) defines possession or use of tobacco products or smokeless tobacco by a student in a school building as a summary offense. The student may be sentenced to pay a fine up to \$50 and to pay court cost, or be assigned to an adjudication alternative. This applies to a person between the ages of 6 and 21 who is enrolled in school.

Tobacco means a lighted or unlighted cigarette; cigar, pipe, or other lighted smoking product and smokeless tobacco in any form.

First Offense Three days suspension

Parent conference

Second Offense Parent Conference

Complaint signed with Municipal Court

Expulsion

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Lighting Matches/Lighters, Possession of Cigarettes, Cigars, Pipes, and Chewing Tobacco during any school activity or on school grounds.

First Offense Three Detentions

Parent Notification

Second Offense One day suspension

Parent Conference

Complaint signed with Municipal Court

Expulsion

Obscene or Vulgar Language or Possession or Production of Obscene Material

First Offense	Parent Notification
	Parent Conference
	Detention
Second Offense	One day suspension
	Parent Notification
	Parent Conference
	Counseling
Third Offense	Expulsion

Inappropriate Language

Obscene language means any language, spoken or written, and graphic representation or gesture, which is foul, filthy, indecent or lewd.

Abusive language means any language, spoken or written, which constitutes a harsh or unfair attack, or which is disrespectful, though not necessarily obscene, or which consists of racial, religious or ethnic epithets which may clearly be inflammatory.

Inappropriate language means any language, which, though not necessarily obscene or abusive, is offensive to generally, accepted community standards.

First Offense	Two Detentions
	Parent Notification
Second Offense	Parent Notification
	Parent Conference
	Expulsion

Student Assault

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any school employee, student, or any other person in any of the following circumstances: on the school grounds, off the school grounds at any activity, function or event, and/or traveling to and from school.

Student Assault/Battery on Student/Fighting/Horseplay

Assault means any apparently violent attempt to harm another, any willful offer to do so, without actually doing harm.

Battery means the unlawful use of force on a person without consent.

- a) Additional days suspension, and/or
- b) Expulsion
- c) Filing of criminal charges, as deemed appropriate by the school.

Harassment

Harassment means any behavior, which is repeatedly and persistently annoying. This may include any type of verbal/physical bullying or technologically exchanged messages. The following action will be taken for use of harassment:

Any Offense	Student/Assistant Head of School conference with Parent
	Suspension for up to three days

Repeated or serious violation may result in other action, including, but not limited to:

- a) Additional days suspension, and/or
- b) expulsion
- c) Filing of criminal charges, as deemed appropriate by the school

Sexual Harassment

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical contact of a sexual nature, the following action will be taken for sexual harassment:

First Offense	Parent conference
	Expulsion

Sexual Offenses

Sexual offenses include actual or attempted rape, sodomy, child molestation, indecent exposure, sexual intercourse, obscene phone call, and any other

inappropriate behavior as it relates to this topic.

The following action will be taken for these offenses:

Lewd/Bizarre Behavior

First Offense Three days suspension

Parent Notification

Parent Conference

Behavior Contract

Second Offense Five day's suspension

Police Notification

Parent Notification

Expulsion

Gambling

First Offense Two detentions

Parent Notification

Second Offense Parent Notification

Parent Conference

Third Offense Expulsion

Possession or Use of Alcohol or Controlled Dangerous Substance within the Drug Free School Zone During any School Activity: or while participating or attending any school-sponsored activity, or on the way to or from school.

A student shall not possess, use, transmit, sell, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, anabolic steroids, marijuana, alcoholic beverage, intoxicant, any controlled substance of any kind, nor shall a student possess look alike drugs or drug paraphernalia, or abusable substances such as inhalants (including gases, solvents, butane, propane, and adhesives) or misuse of any solvent (Paint thinner, paint, white-out, etc.) on the school grounds, off the school grounds at any activity, function or event, or on the way to or from school. The inappropriate and /or illegal use of prescription and over-the-counter drugs shall be prohibited. Prescription medication for student use shall be allowed only

under the supervision of the school medical personnel or the Head of School with written orders from a licensed physician. The following action will be taken for cases involving controlled substances:

Any Offense Parent Notification

Police Notification/Complaint signed

Expulsion

Damage, Destruction, or Theft of School Property and Property of Others

Vandalism means any act of intentional or reckless damage to the property of another or an attempt to damage the property of another, or the causing of damage while committing an act contrary to this code or to the law. For the purpose of this code, property means all school property, whether on or off school premises, and all personal property, either on school premises, or off school premises while the owner is engaged in school business.

Destroying School Property and Property of others will result in, this includes defacing property:

First Offense Parent Notification

Parent Conference

Restitution

Second Offense Expulsion

Arson

Means the malicious burning of another's property.

Any Offense Expulsion

Filing of criminal charges. Restitution will be sought.

Stealing Property/Larceny

Theft means the withholding or removal of property without the owner's consent.

Larceny means the unlawful taking and carrying away of personal property without the consent of its lawful possessor.

First Offense	Three day suspension
	Parent Conference
	Restitution
	Police Notification
Second Offense	Expulsion
	Filing of criminal charges

Pulling Fire Alarm/Setting Fires

Any Offense	Expulsion
	Police Notification
	Restitution for any fines

Vandalism

Any act of intentional or reckless damage to the property of another, or an attempt to damage the property of another, or the causing of damage while committing an act contrary to this code or to the law.

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Any Offense	Expulsion
	Restitution, clean up, or repair by the student

Violations of Authority

A student shall not fail to comply with directions of administrators, teachers, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

Discipline to be determined as appropriate

Insubordination

Any refusal to follow a reasonable directive of a staff member acting within his/her authority. The following action will be taken for insubordination:

Any Offense 5 day suspension

 Parent Notification

 Possible expulsion

Repeated or serious violation of this regulation may result in other action, including, but not limited to a

Expulsion

Plagiarism

Any act of using, without acknowledgement, the ideas, writings, or inventions of another, either word for word or in substance, and representing them as one's own, i.e., failure to use quotation marks, footnotes, or bibliography to indicate material used directly or substantially from other sources in written or oral reports.

First Offense A failing mark will be given for that assignment

 Notification of Parent

Second Offense Expulsion

Cheating

Any attempt to mislead by deception, or to obtain by fraud or deception, with the intent to gain by doing so i.e., copying assignments from other, however acquired, lending one's own work for the purpose of aiding another to cheat; giving or receiving aid during the testing period.

Each Offense Failing mark will be given for that assignment

 Parent notification

 Possible expulsion

Suspension-

During the duration of the suspension from school, students are not permitted to participate in and/or attend any school-sponsored event. A parent/guardian will be required to meet with the appropriate CHAD staff to reinstate a student back into CHAD's high school program.

Expulsion- If a student is expelled from CHAD s/he may not participate in any CHAD function (including, but not limited to: Proms, Dances, Social Events, First Fridays, Senior Show) for up to

one full year from the time of expulsion. In addition, students that are expelled from CHAD may not come back onto school grounds for the duration of one full year from the time of expulsion.

NOTE: CHAD Administration reserves the right to edit the content of the CHAD Student Handbook. CHAD administration reserves the right to apply administrative judgment to individual cases of student misconduct.

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Student Conduct - Attachment

- Student Handbook/Code of Conduct 2008-09

Signature Page

Assurance for the Operation of Charter School Services and Programs

School Year: 2008

The Charter High School for Architecture and Design within Philadelphia IU 26 assures that the charter school will comply with the requirements of 22 Pa. Code Chapter 711 and with the policies and procedures of Pennsylvania Department of Education (PDE). PDE will specify, in writing, policies and procedures to be followed. Requests for any deviations from these regulations, policies, and procedures must be made in writing to PDE. The charter school assures:

1. There are a full range of services, programs and alternative placements available for placement and implementation of the special education programs in the charter school.
2. The charter school has adopted a "child find" system to locate, identify and evaluate children who are thought to be a child with a disability eligible for special education residing within the charter school's jurisdiction. "Child find" data is collected, maintained, and used in decision-making. Child find process and procedures are evaluated for effectiveness. The charter school implements mechanisms to disseminate child find information to the public, organizations, agencies, and individuals on at least an annual basis.
3. The charter school has adopted policies and procedures that assure that students with disabilities are included in general education programs and extracurricular and non-academic programs and activities to the maximum extent appropriate in accordance with an Individualized Education Program.
4. The charter school will comply with the PA Department of Education annual report requirements including special education information.
5. The charter school follows the state and federal guidelines for participation of students with disabilities in state and charter school-wide assessments including the determination of participation, the need for accommodations, and the methods of assessing students for whom regular assessment is not appropriate.
6. The charter school assures the Pennsylvania Department of Education that funds received through participation in the medical assistance reimbursement program, ACCESS, will be used to enhance or expand the current level of services and programs provided to students with disabilities in this local education agency.

This assurance must be signed by the Board President and the Chief Executive Officer for the charter school to operate services and programs.

Board President

Date

Chief Executive Officer
2008 - 2009 Annual Report for Pennsylvania Charter Schools

Date

Verify that all DATA reports to PDE are complete

YES _____ **NO** _____

Assurance for Compliance with the Public Official & Employee Ethics Act

The original Public Official and Employee Ethics Act (the "Ethics Act") was amended and reenacted in 1989 by Act 9 of 1989 and in 1998 by Act 93 of 1998. (See Act 9 of 1989, 65 P.S. §401, et seq. and Act 93 of 1998, Chapter 11, 65 Pa.c.s. §1101 et seq.) The Act provides that public office is a public trust and that any effort to realize personal financial gain through public office is a violation of that trust. The Act was passed to strengthen the faith and confidence of the people of the Commonwealth in their government. The Act established the State Ethics Commission to administer and enforce the provisions of the Act and to provide guidance regarding the standards established by the Act.

The Charter High School for Architecture and Design assures that it will comply with the requirements of the Public Official and Employee Ethics Act (the "Ethics Act") and with the policies, regulations and procedures of the Pennsylvania State Ethics Commission. Additional information about the "Ethics Act" is available on the Ethics Commission's website at: <http://www.ethics.state.pa.us/ethics/site/>

The assurance must be signed by the Chief Executive Officer and Board of Trustees President of the charter school.

There is currently no contact information saved.

Signature Page - Attachment

- Assurances and signature page