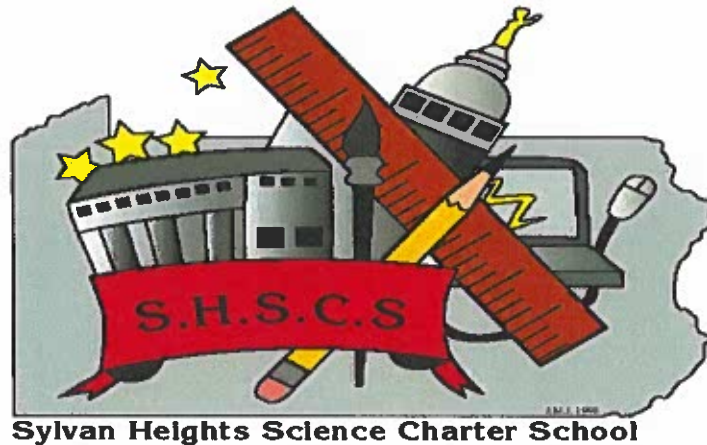


# 2020-2021 Sylvan Heights Science Charter School-wide Handbook & Student Code of Conduct



**915 South 13<sup>th</sup> Street  
Harrisburg, Pennsylvania 17104-3402**

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**Website: [www.shscs.org](http://www.shscs.org)**

*Sylvan Heights Science Charter School is an equal opportunity employer and will not discriminate in employment, educational programs or activities on the basis of race, sex, color, origin, religion, age, creed, religion, gender, gender identity, sexual orientation, ancestry, marital status, pregnancy, national origin, or disability. Inclusion of this policy in this document is in accordance with State and Federal laws including Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 and Title VI and VII of the Civil Rights Act of 1964.*

*The Code of Student Conduct was approved for implementation at the Sylvan Heights Science Charter School in accordance with the provisions of the Regulations of the State Board of Education of Pennsylvania, Chapter 12, Section 12.3 (c), effective August 31, 1998. Policies of the Board which are consistent with the Code of Student Conduct are repealed to the extent of such inconsistency.*

## **BOARD OF TRUSTEES**

President, Ed Jaroch  
Vice President, Margaret Burton Conners  
Secretary, Merita Marek  
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## **WELCOME**

On behalf of the Board of Trustees, faculty, and staff of Sylvan Heights Science Charter School or (Sylvan Heights or School), I would like to welcome you to our educational family.

We work hard to provide your children with a safe, positive, welcoming, and nurturing learning environment. We hold high expectations for our students and provide guidance and rewards for their efforts. But it is only with the help of parents that the school community can meet the high expectations we set.

Parents are very important members of the Sylvan Heights Science Charter School's community. As such, we encourage your participation in helping to make your child's school experience rich and meaningful.

The new school year holds much promise for success. At Sylvan Heights, we want all of our students to be successful. When students experience success, they will attempt to learn more challenging levels of knowledge. In addition to learning science, math, reading and computer science, our goal is also to teach our students to love learning, to persevere, and to show initiative. We will be working with each family to help their children reach academic and behavioral goals.

We invite you to share in the many exciting and rewarding opportunities awaiting your children at Sylvan Heights Science Charter School.

Best wishes for an enjoyable and productive school year. We hope you will visit us often and be an active member of our school community throughout the school year.

Sincerely,

Mrs. Susan Roth, M.Ed.  
Principal/CAO

## **MISSION**

The mission of the Sylvan Heights Science Charter School is to enhance children's lives through educational experiences that are grounded in a comprehensive, science-driven interdisciplinary program highlighting discovery and creativity.

## **VISION**

We envision Sylvan Heights to be a place where...

- All students experience success.
- Students become proficient in the sciences, English language arts, and mathematics and become prepared for their next level of education.
- The sciences are infused throughout the curriculum.
- The curriculum, programs, and services are routinely reviewed to ensure that they meet quality standards.
- Different learning styles and stages of development are recognized, and the faculty and staff helps each student progress to reach his/her maximum potential.
- The school community reflects diversity in all of its dimensions.
- The school complements the broader educational community and works collaboratively with the community to ensure students are equipped with the necessary skills for future career opportunities.
- Learning opportunities are provided to our parents and others in the community.
- The school faculty and staff is dedicated to teaching and learning in a charter school environment, which they believe in and respect.
- The school nurtures and supports the learning of faculty and staff by providing ongoing professional development opportunities.

## **SOME CORE BELIEFS**

We believe that...

- All children are entitled to a quality education in a safe, nurturing environment.
- A child's education is a shared responsibility between the family and the school.
- Successful learners demonstrate self-discipline and personal responsibility through a structured and academically challenging environment.
- The learning atmosphere promotes creativity and effective approaches to problem solving.
- Inquiry-based science and hands-on learning experiences are pathways to meet the challenges of a rapidly changing, high-tech society.
- The learning atmosphere promotes and encourages diversity.
- The Sylvan Heights community is respectful of the beliefs, ideas and values of all people.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board of Trustees (Board) recognizes that each student is entitled to equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association. For each student these rights are accompanied by certain responsibilities.

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of teachers, students, administrators and others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform to the following:

- a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Student should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- b. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school properly.
- c. Dress and groom to meet fair standards of safety and health, and to wear the uniform as adopted by the Board.
- d. Assist the school staff in operating a safe school for all students enrolled therein.
- e. Comply with Commonwealth and local laws.
- f. Exercise proper care when using public facilities and equipment.
- g. Attend school daily and be on time at all classes and other school functions.
- h. Make up work when absent from school.

### **ACCIDENT AND EMERGENCY INFORMATION**

In the event of a serious accident or illness at Sylvan Heights, parents/guardians ("parents") will be called. If we are unable to reach parents, emergency contacts will be called.

When parents register children, they must fill out a form indicating who is responsible for their child if parents cannot be reached. We ask that parents make emergency contact persons-- neighbors or relatives--aware that they may be called in case of emergency. If at any point during the school year this information should change, please notify the school immediately so that we are able to update our records.

### **ACCEPTABLE USE OF COMPUTERS, THE NETWORK, and THE INTERNET (Policy 815)**

Sylvan Heights supports the use of computers, internet, and other network resources in the school's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research, and collaboration.

Sylvan Heights wishes to allow its students to be able to access curriculum-based information and resources from the internet. The internet can provide students with access to the most recent research and the most up-to-date information on a variety of subjects.

However, the internet can also provide students with access to less than desirable information. Filtering software is in use at Sylvan Heights, but no filtering system is capable of blocking 100% of the inappropriate material available on the internet. Sylvan Heights will not permit its Internet access points to be used for illegal, obscene, or inappropriate purposes.

Student use of the internet is under the direct supervision of school staff, and students are obligated to use it appropriately. Both staff and students should conduct themselves responsibly, ethically, and politely while on-line. Inappropriate use of the internet is prohibited. Use of obscene or illegal materials, or indulging in activities in support of such activities, is prohibited. All students must sign and return an "Acceptable Use for the Network/Internet Promise" form and obtain parental permission. The parent and student will not hold the teacher or school liable for any materials retrieved from the internet. However, parents should report any suspected misuse of the Internet to the teacher or administrator.

#### **General Computer Use**

Computers are provided for students to engage in computer-based learning, conduct research, and complete assignments. Access is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with school standards and honor the agreements they have signed.

## **General Network Use**

The network is provided for students to conduct research, complete assignments, and store data. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Network storage areas are treated like school lockers. School administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will be private. Unapproved or inappropriate material will be removed by the Principal/CAO or designee.

## **Consequences for Inappropriate Use**

Student violations of the Sylvan Heights Acceptable Use policy will be handled within the guidelines of the student discipline procedures, found throughout this handbook. Multiple offenses may result in the loss of all school computer privileges and/or school suspension.

Illegal use of the network will be reported to the appropriate legal authorities for possible prosecution.

## **ARRIVAL TIME & SCHOOL HOURS**

The school day begins at 8:30 a.m. and ends at 3:30 p.m. every day. Staff hours are from 8:00 a.m. to 4:00 p.m.

**Students are NOT permitted to arrive prior to 8:05 a.m.** The school breakfast program is available and begins serving at 8:05 a.m.

Occasionally, teachers may keep students after school to finish class work or for disciplinary reasons. If a student will be kept after school, parents will be notified.

Unless working with a teacher, waiting for a ride or a brother/sister, students are expected to leave school and go directly home at the end of the school day.

Parents should arrange for the pick-up of their student at 3:30 PM.

## **ATTENDANCE (Policy 204)**

All students are expected to report to school every day and on time. Illness is the primary excuse for absence. Students should return to school from an absence with a parent's note or doctor's excuse.

Written medical excuses are required for an absence of three (3) or more consecutive days and for ALL absences after ten (10) parent-excused absences for health reasons have been accumulated for the current school year. If a student will be absent for more than three (3) consecutive days, the parent should notify the student's teacher so that the parent can arrange to pick up assignments.

Any absence that is not verified with a written excuse note from the parent or a doctor will be recorded as an "unexcused absence." If a parent forgets to send or bring the required excuse note on the day that the student returns to school, the parent shall have five (5) days following the absence to send the written excuse note to their child's teacher. Absences for death in the immediate family (parent, grandparent, sibling) will be excused, with appropriate documentation, for up to two days. If a student needs to be absent from school for longer than two days, the parent must provide an explanation as to the extenuating circumstances.

Parents will be notified each day their child is not in school. After three (3) unexcused absences, parents will receive a notification letter.

When a student has been absent for three (3) days during the current school year without lawful excuse, Sylvan Heights staff shall provide notice to the parent (or person in parental relation who resides in the same household as the student) within ten (10) school days of the student's third unexcused absence.

The notice shall be in the mode and language of communication preferred by the parent/person in parental relation and include a description of the consequences if the student becomes habitually truant.

The notice may include the offer of a School Attendance Improvement Conference (SAIC). If the student incurs additional unexcused absences after issuance of the notice, and SAIC was not previously held, Sylvan Heights' staff shall offer a SAIC.

Should the student continue to incur six (6) or more unexcused absences after the SAIC, Sylvan Heights staff will refer the student to a school-based or community-based attendance improvement program, or the local children and youth agency.

Sylvan Heights may file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student. If this occurs, parents may be required to appear for a hearing and may be subject to a fine or the completion of an attendance improvement program.

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Sylvan Heights staff shall take action to address the student's needs in accordance with applicable law, regulations, and Board policy.

### **Tardiness**

Students' attendance and tardiness to school are recorded and reported to the Sylvan Heights office daily. All doors are locked at 8:30am.

**Students, along with their parent, arriving after 8:30AM must ring the side entrance (Revere Street) door.** The parent must print their child's name, and sign and date the tardy log. This enhances school safety while ensuring that each tardy offense is verified.

### **Early Dismissal**

Students will be dismissed at the scheduled time of 3:30 PM. Parents must send a note to the teacher about the early dismissal. Early dismissal from school should be for medical appointments only. To the extent feasible, parents should strive to schedule routine medical appointments outside of the school day. Parents must send a doctor's note verifying the early dismissal, lateness, or half-day absence within five (5) days. When an early dismissal is necessary, parents must come inside the building to sign students out at the front desk. Students will only be released to the parent of record or to persons designated on the school's emergency forms completed by the parent. Persons listed on the school's emergency form who arrive to pick up student will be required to show picture identification before the student is permitted to leave school property. If the names of the persons on the emergency form changes, it is the parent's responsibility to send a note to the school administration with the changed information.

### **Accumulated Unexcused Tardy/Early Dismissal Offenses**

Students will be issued a tardy/unlawful early dismissal letter after five (5) offenses. Seven (7) tardy/unlawful early dismissal offenses shall equate to one (1) unexcused full-day absence.

Students arriving after 10:00 AM or dismissing before 2:00 PM will be considered half-day absent.

Parents will be expected to attend a conference with a Sylvan Heights representative to discuss tardiness and unexcused early dismissals.

### **Educational Trips**

Students may take educational trips totaling no more than five (5) days per school year.

Absences due to family trips are expected to be of an educational nature, **with prior application and approval** (at least ten days prior) from the Principal. A form for this request is provided on the school website and is also available in the school office. The interactive nature of teaching and learning cannot be duplicated when missed in a classroom. When possible, prior written work will be provided by teachers. Written work may be made up upon return to school. Students will be held accountable for the skills that were presented in the classroom during the absence. This may result in a lower test score or a reduced grade if there are gaps in skills caused by the absence. We urge parents to

weigh the advantages and disadvantages of these experiences when making travel plans that may result in absence from school. For students in third and fourth grade who are required to participate in the PSSA tests, educational trips will **not** be approved during PSSA testing periods.

### **HOMEBOUND INSTRUCTION (Policy 117)**

Students who require homebound instruction due to emotional conditions must be diagnosed by a licensed psychologist, licensed social worker, or psychiatrist. A mental health diagnosis shall not be accepted from primary care physicians or general practitioners. The School, in conjunction with the mental health specialist, may devise a transition plan to assist the student in returning to school.

The School reserves the right to seek a second opinion by a licensed physician, certified psychiatrist, and/or certified psychologist of the School's choice, at School expense, if it so chooses. In the event that the School seeks a second opinion to verify the necessity for homebound instruction and the second opinion is contrary to that of the family's licensed physician, certified psychiatrist, and/or certified psychologist, the administration will be authorized to honor the opinion of the School physician, psychiatrist, and/or psychologist, and homebound instruction will not be provided. Once the student has been denied any further homebound instruction, s/he will become subject to mandatory school attendance regulations.

The Principal/CAO shall develop procedures to safeguard the privacy of each child placed on homebound instruction. The normal time offered to students for homebound instruction shall not exceed five (5) hours per week unless approved by the Board.

Homebound instruction shall be provided to students in six-week increments. Exceptions may be recommended by the Assistant Superintendent.

The Principal/CAO or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual, which shall be reevaluated every three (3) months. This reassessment requires submission of a new, updated and written recommendation from the student's licensed physician, licensed psychiatrist and/or licensed psychologist.

The homebound assignments and the homebound instructor assigned shall be at the School's sole choice and discretion. The School may utilize instruction options offered electronically, over the Internet and/or other electronic courses, as approved by the Principal/CAO or designee, to provide homebound instruction in cases where such a manner of instruction is deemed to be warranted.

The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.

Instructors shall be required to submit periodic reports which reflect the time spent and content covered during the homebound instruction period.

The Principal/CAO reserves the right to withhold homebound instruction when any one (1) of the following occurs:

- The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
- A parent/guardian or other adult in authority is not present with the student during the hours of instruction.
- The condition of the student precludes any benefit from such instruction.
- Other reasons determined and/or approved by the Principal/CAO or designee.

The parent/guardian will assure that the student is at home and available for instruction per the time previously arranged by the homebound teacher. Should it be necessary to cancel a homebound instruction session, it is the parent/guardian's responsibility to promptly notify the instructor in advance.

A student on homebound instruction will not be permitted to visit school property, except for educational purposes as previously approved in writing by the Principal/CAO or designee. A student on homebound instruction shall not be

eligible to participate in co-curricular and/or extra-curricular activities sponsored by the School during the period of such instruction.

The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.

Any student receiving approved homebound instruction shall be counted as present on attendance registers during the period when homebound instruction is offered.

Students on homebound instruction will receive periodic and final grades. All such achievement shall be placed upon the student's permanent record by the School.

### **HOMELESS STUDENTS (Policy 251)**

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status.

**Homeless students** are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and includes:

1. Students who are:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - b. Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - c. Living in emergency, transitional, or domestic violence shelters; or
  - d. Abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
4. Migratory students who qualify as homeless because they are living in circumstances described above.

The School Counselor shall ensure outreach and coordination with:

1. Local service agencies and other entities that provide services to homeless students and families.
2. Other school districts on issues of prompt identification transfer of records, and transportation.
3. School staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Act.
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

Homeless students shall be provided services comparable to those offered to other students including, but not limited to:

1. Transportation services.
2. School nutrition programs.
3. Educational programs for which the homeless student meets the eligibility criteria, such as:
  - a. Service provided under Title I or similar state or local programs.



- b. Programs for English Learners.
  - c. Programs for students with disabilities.
  - d. Programs for gifted and talented students.
4. School uniforms, school supplies, outerwear, footwear, and other related items if needed.

### **BIRTHDAYS & CLASSROOM PARTIES**

To preserve the learning environment in the classroom, and in complying with Sylvan Heights' Student Wellness policy (Policy 246), birthday parties will not be permitted, including sugary treats, gifts, and balloons. Parents may make arrangements with their child's teacher to bring in a healthy snack to share with the class. Unless all classmates are invited, birthday invitations are to be distributed outside of school.

### **BULLYING AND CYBERBULLYING (Policy 249)**

Sylvan Heights strives to provide a safe, positive learning climate for students. It shall be the policy of the School to maintain an environment in which the objectives of positive peer interactions are reinforced daily while stressing that bullying and extortion are not tolerated.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Bullying** includes but is not limited to, physical intimidation or assault; oral or written threats; teasing, putdowns, or name calling that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive environment; threatening looks, gestures, or actions; psychological cruelty, such as spreading rumors of false accusations; shunning the individual; and **cyberbullying** via any form of electronic communication. **Cyberbullying** may also constitute the crime of cyber harassment and as such may be subject to criminal prosecution. Where appropriate, the Board directs that instances of bullying or cyberbullying be referred to law enforcement.

It shall be a violation of Policy 249 for any student to bully another student on school grounds, during the time traveling to and from school, or at any school related event on or off of School grounds.

If a student or parent becomes aware of an act of bullying, s/he should report it to a staff member or the Principal/CAO for further investigation.

Upon learning about a bullying or extortion incident, the principal or designee shall promptly interview the students involved and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; the review of school records; and identification of parent and family issues.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Consequences for students who bully others will be subject to disciplinary action that may include counseling, parent conference, detention, suspension or other consequences as provided in the Student Code of Conduct.

Sylvan Heights shall adopt proactive measures to prevent bullying. Such measures may include a daily motto, a school-wide no-bullying contract, a bullying prevention team, rewards for positive student behavior or such other practices as the Principal may deem appropriate. The principal shall report periodically to the Board on the School's bullying prevention efforts.

Sylvan Heights recognizes that both the complaining student and the alleged bully/extorter have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with Family Education Privacy Rights Act (FERPA) and any discovery or disclosure obligations. As limited by FERPA protections, the principal or designee may inform the complaining student/parents of the outcome of the investigation.

Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

### **FLAG SALUTE AND THE PLEDGE OF ALLEGIENCE**

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

- Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag.
- Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

### **SCHOOL-WIDE BEHAVIORAL EXPECTATIONS**

#### **Positive Behavioral Interventions Support (PBIS)**

Sylvan Heights has joined many schools across the nation in adopting PBIS, which is a research-based, school-wide disciplinary framework aimed at increasing academic achievement and improving behavior for all students. With PBIS, behavioral expectations are taught as any academic subject matter.

As part of this framework, all students will be taught prosocial skills (how to get along with one another) through Second Step and other lessons. School staff will encourage prosocial behaviors daily. Students' progression toward behavioral goals are monitored, assessed, and recognized. Student successes are celebrated.

The PBIS framework teaches appropriate social behavior as a preventative measure which will support students' acquisition of knowledge and skills. If PBIS is not fully successful in stopping a student's negative behavior, consequences will be assigned for student misconduct.

### **SECOND STEP**

Success in school is not just about reading and math. It is also about knowing how to learn and how to get along with others. We use the Second Step program to teach these critical skills.

- **Skills for Learning:** Students develop skills to help themselves learn, including how to focus their attention, listen carefully, use self-talk to stay on task, and be assertive when asking for help with schoolwork.
- **Empathy:** Students learn to identify and understand their own and others' feelings. Students also learn how to take another's perspective and how to show compassion.
- **Emotion Management:** Students learn specific skills for calming down when experiencing strong feelings, such as anxiety or anger.
- **Problem Solving:** Students learn a process for solving problems with others in a positive way.
- **Bullying Prevention:** Students learn how to recognize, report and respond to bullying behaviors.

At Sylvan Heights, we demonstrate **P.R.I.D.E.** in everything we do by being **Prepared, Respectful, Involved, Dedicated and Encouraging.**

### **CLASSROOM CONDUCT**

*In the classroom, we demonstrate our P.R.I.D.E. by being:*

- **PREPARED** for our learning...

- Being where you need to be
  - Using listening skills (eyes watching, ear listening, voice quiet, bodies still)
  - Returning completed homework
  - Being in proper school uniform
- **RESPECTFUL** to others and of property...
    - Using appropriate language
    - Using manners (please, thank you, may I?)
    - Working as a team
    - Keeping hands, feet and belongings to self
    - Waiting your turn to speak
    - Carefully handling school equipment and materials
    - Pushing our chairs in when we leave our seat
- **INVOLVED** in our learning...
    - Following directions the first time they are given
    - Asking for help when we don't understand
    - Keeping our area clean
- **DEDICATED** to our learning...
    - Giving our best effort
    - Trying even when things are hard
    - Being positive
    - Using time wisely
    - Telling the truth
    - Admitting mistakes
- **ENCOURAGING** to others...
    - Being helpful
    - Accepting differences
    - Using problem solving steps to solve problems in a positive way
    - Using empathy skills
    - Sharing

Generally, the classroom teacher addresses behavior problems. Positive interaction between the teacher and student is encouraged to establish more appropriate means to deal with specific concerns. In most instances, the Principal/CAO will respond to those matters which are more serious or repetitive. If you are ever uncertain about a particular policy or procedure, call the school office for clarification. Do not wait to ask questions until after an incident has occurred.

### HALLWAY TRAVEL

*In the hallway, we demonstrate our P.R.I.D.E. by:*

- Returning to class quickly and quietly
- Running, tripping, pushing is prohibited
- Listening for directions
- Removing our hat when inside the building
- Respecting people, property and hallways
- Following directions of the adults who supervise
- Keeping our hands and feet to ourselves HALL (Hands at your side, all eyes forwards, lips are locked, low speed)
- Using quiet and controlled voices ONLY if an adult speaks to us
- Maintaining physical space in line
- Walking on the right side of the hallway
- Keeping our hallways clean
- Going directly to destination and right back
- Greeting others appropriately

## **SCHOOL BUILDING**

*In the classrooms, we demonstrate our P.R.I.D.E. by:*

- Entering a room only if assigned to be there and/or a teacher or aide is present for supervision
- Being responsible for our own belongings
- Following teachers or aides to assigned rooms or designated areas
- Using quiet and controlled voice
- Being escorted by teachers or aides to assigned classrooms or designated areas
- Having a hall pass when not escorted by a teacher or aide
- Removing our hats
- Removing any outside jackets in the building during the school day
- Making-up work missed because of absences. Students may request that homework be provided after a 3-day absence.

## **RESTROOMS**

*In the restrooms, we demonstrate our P.R.I.D.E. by:*

- Refraining from playing inside the rest room, including restroom stalls
- Keeping the rest rooms clean and neat by proper use

## **CAFETERIA**

*In the cafeteria, we demonstrate our P.R.I.D.E. by:*

- Being prepared to line up when directed
- Making healthy food choices
- Keeping our hands, feet and belongings to ourselves
- Using manners
- Having polite conversations using appropriate language
- Waiting quietly and patiently
- Using inside voices. No loud talking, yelling, or horse-play
- Not tossing our food or squashing our milk containers
- Eating our own food
- Staying seated and raising our hand for help
- Keeping our area clean by throwing away our trash
- Following directions
- Walking, not running
- Going through the lunch line one at a time
- Leaving all food and drinks in the cafeteria unless we have been given special permission
- Being sensitive to the food choices and needs of others
- Picking up food, wrappers, etc. in our area and cleaning our tabletops
- Sitting according to our assigned seating plan
- Being courteous, considerate, and respectful of others at all times
- Remaining in the cafeteria until dismissed

## **BUS**

*On the bus, we demonstrate our P.R.I.D.E. by:*

- When being dismissed from classrooms, going to the assigned waiting areas
- Walking quietly to the bus when directed
- Staying seated on the bus. Only the bus driver may grant permission to leave the bus
- Traveling on assigned buses unless they have a note stating that the parent or parent's designee will pick them up
- Showing respect for the bus driver
- Obeying all other rules as posted or given by the bus driver

## OFFICE

*In the office, we demonstrate our P.R.I.D.E by:*

- Having required materials ready to conduct our business
- Entering quietly and waiting to be recognized
- Speaking in an appropriate volume
- Promptly conducting our business
- Recognizing the needs of others
- Using manners and appropriate language
- Not coming into the office to relay something that happened in the classroom. The information should be reported to the classroom teacher or to the person in charge of the activity.

## PLAYGROUND RULES

*On the playground, we demonstrate our P.R.I.D.E. by:*

- Lining up promptly when recess is over
- Wearing appropriate clothing and footwear
- Staying away from classroom windows and doors
- Keeping our hands and feet to ourselves
- Showing positive sportsmanship by including others
- Following the playground rules
- Leaving stones, tanbark and snow on the ground
- Cleaning off our shoes/boots before entering the building
- Reporting any broken equipment
- Using equipment safely
- Staying active for at least half of the time
- Playing fairly
- Being visible to teachers at all times
- Enjoying our recess
- Using Second Step problem solving steps to handle conflicts
- Using Second Step strategies to calm down
- Taking turns
- Including everyone in games and starting a new game if/when there are 3 or more kids waiting to play

**Playground equipment must be used for its intended use only. Playground equipment rules are as follows:**

- Wrestling, karate, tackling, football, and play fighting are not permitted. (NO contact sports)
- Slide-down only, one at a time, in a seated position.
- Playground balls: keep on the blacktop. Only school provided playground balls are allowed.
- Jump ropes may only be used for jumping.
- Students are expected to kindly share playground equipment.

Favorable things to do at recess include: basketball, jump rope, four square, and hopscotch.

Students are expected to use courtesy and to be respectful toward others. Students should use "Second Step" approach whenever possible to resolve conflicts. The Problem Solving STEPs include:

- Say the problem (without blame),
- Think of solutions (safe and respectful),
- Evaluate consequences (what would happen if...),
- Pick the best solution (make your plan).

**Fighting is never tolerated.**

## RECESS EXCUSES

All students will be expected to participate in outdoor recess activities and physical education classes unless the

school has a written note from a doctor requesting that the student not go outside or participate in physical education classes. Parents may request their child be kept indoors for a day or two following an illness by sending a note to the school nurse. Any request beyond two days must come from a doctor. During cold weather, students should be dressed warmly, including hats, scarves, and mittens/gloves.

**GENERAL DISCIPLINE PROCEDURES FOR ALL STUDENTS (Policy 113.1, 218 and 233)**  
**(STUDENT CODE OF CONDUCT)**

1. It is the intent of Sylvan Heights Science Charter School that student behavior in all school environments is exemplary and conducive to learning. Under no circumstances will any misbehavior that will detract from the educational activities of the students who do want to learn be accepted.
2. Although disciplinary procedures will vary for individual cases, the following general procedures will be followed:
  - a. Repeated misbehavior in a classroom resulting in a student's need to leave the classroom will result in a conference with the parent and teacher.
  - b. Repeated misbehavior in the School, other than in the classroom, will result in a meeting between the parent and school authorities.
3. **Behaviors requiring corrective action:**
  - a. These are non-negotiable behaviors which may require automatic suspension on the first offense.
    - i. Throwing chairs and other materials.
    - ii. Acts that endanger student and others (tripping, aggressively pushing a child, etc.)
    - iii. Striking teaching faculty or staff
    - iv. Biting
    - v. Intentional destruction of property
    - vi. Intent to do bodily harm
    - vii. Physical injury to others caused by kicking, scratching, and/or slapping
    - viii. Fighting
    - ix. Indecent behavior
    - x. Use of profanity

**Guidelines for Corrective Action**

- a. First Stage - Student is removed from the classroom and taken to the Principal or designee. Incident is documented in the student's record; parent is informed. Resources are offered to the parent(s).
- b. Second Stage - Student is suspended for the following day. Parent conference is held to discuss the concern. Resources are offered to the parent(s). At this point, administration may decide to guide the development of intervention strategies to resolve the issue.
- c. Third Stage - Student is expelled from school. Parent conference is held. Recommendation for referral services should be sought by parent(s).

Depending on the age of the student and other factors, the Principal may use his/her discretion in the use of corrective actions, including additional suspension days.

#### 4. Exclusions from School (Suspensions and Expulsions)

Exclusions from school may be affected by suspension or expulsion.

- a. "Suspension" shall mean the exclusion from school for an offense for a period of up to ten (10) school days.
  - i. Suspensions may be given by the Principal or designee.
  - ii. No student shall be suspended until the student and parent(s) have been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
  - iii. The parent(s) shall be notified immediately in writing when the student is suspended.
  - iv. When the suspension exceeds three school days, the student and parent shall be given the opportunity for an informal hearing.
  - v. Students shall have the responsibility to make up work missed while being disciplined by exclusion.
- b. "Expulsion" shall mean exclusion from school for an offense for a period exceeding ten (10) school days, and may be mean permanent expulsion from the school rolls.
  - i. All expulsions require a prior formal hearing.
  - ii. During the period prior to the hearing and decision of the Board of School Trustees in an expulsion case, the student can be suspended, but shall first be informed of the reasons and given an opportunity to respond.
  - iii. The student may be suspended from school for more than ten (10) school days if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.
  - iv. Student and parent(s) shall be advised of this process and their rights to obtain legal counsel.
- c. The following types of offenses are designated by the Board of Trustees of the Sylvan Heights Science Charter School as offenses which could subject a student to exclusion from school (suspension up to ten (10) days or expulsion, which may be permanent):
  - i. A flagrant or persistent misbehavior on school property, in school vehicles or buildings, including but not necessarily limited to fighting, stealing, excessive tardiness, leaving school grounds without permission, disorderly conduct, violation of this Student Code of Conduct, and any other school regulations, interfering with the rights of others and/or the orderly administration of the school.
  - ii. Misbehavior with respect to school property, including, but not necessarily limited to entering a school building without proper authorization, and defacement or destruction of school property. Repair costs for damage caused by vandalism or misconduct shall be paid by the person(s) and/or legal parent or guardian of the student causing the damage.
  - iii. A criminal act, as defined in the Pennsylvania Crimes Code, committed on school property, vehicles or buildings.
- d. For disciplinary exclusions that constitute a change in educational placement, the School shall first determine whether the student's behavior is a manifestation of the student's disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a

manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement.

- i. A pattern exists when:
  1. The series of removals totals more than ten (10) school days in a school year;
  2. The student's behavior is substantially similar to the student's behavior in previous incidents that resulted in a series of removals; and
  3. Additional factors exist, such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another.
- ii. A Notice of Recommended Educational Placement (NOREP) shall be issued to the parent/guardian, along with the notice of procedural safeguards, prior to removing the student from his/her current placement in accordance with law and regulations.

**e. In-School Suspensions**

- i. Disruptive students may be removed from the regular program and assigned to an in-school suspension.
- ii. Students are required to complete academic assignments while on in-school suspension.
- iii. Students shall be informed of the reason(s) for in-school suspension and given an opportunity to respond before the in-school suspension becomes effective.
- iv. Communication to the parent(s) or guardian shall follow the suspension action taken by the School.

**f. Hearings**

A formal hearing is required in all expulsion actions. This hearing may be held before the Board of Trustees, a duly authorized committee of the board, or a qualified hearing examiner appointed by the Board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire Board of Trustees is required to expel a student. The following due process requirements are to be observed with regard to the formal hearing:

- i. Notification of the charges shall be sent to the student's parent(s) or guardian by certified mail – Sufficient notice of the time and place of the hearing must be given.
- ii. The hearing shall be held in private unless the student or parent requests a public hearing.
- iii. The student has the right to be represented by counsel.
- iv. The student has the right to be presented with the names of witnesses against the student and upon request, copies of any existing statements and affidavits of those witnesses.
- v. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- vi. The student has the right to testify and present witnesses on his or her own behalf.
- vii. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled at the student's expense, to a copy of the transcript.
- viii. The processing must be held with all reasonable speed.
- ix. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.



In those instances where an informal hearing is required, an informal hearing with an appropriate School official will be held to enable the student to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parent(s) or guardian to meet with the principal to discuss ways by which future offenses can be avoided. The following due process requirements are to be observed in regard to the informal hearing.

- x. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- xi. Sufficient notice of the time and place of the normal hearing shall be given.
- xii. A student has the right to speak and produce witnesses on his or her own behalf.
- xiii. The Board of Trustees shall schedule the informal hearing within the first three (3) days of the suspension, and if said hearing is postponed at the request of the student or parent(s), or if the student fails to attend, the suspension may be continued.

**g. Confidential Communication**

- i. Use of a student's confidential communications to School personnel in disciplinary proceedings is governed by statutes and regulations appropriate in the proceeding.
- ii. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

**h. Student Exposure to Drugs**

It is a violation of Sylvan Heights policy for any student, on School property, vehicles and buildings, or during School activities, to be under the influence of any controlled substance, to use, possess, possess with intent to deliver, control, sell, deliver, distribute or traffic in any controlled substance, "look alike drug" as herein defined, drug paraphernalia, or any pill, capsule, powder, liquid or other substance of whatever form or texture (including, but not limited to, stimulants or depressants) which may adversely affect the health, safety or welfare of any student.

- a. For purposes hereof, the term "controlled substance" shall have the same definition it has in The Controlled Substance, Drug, Device and Cosmetic Act, Act of April 14, 1972, P.L. 233, No. 64 as amended, 35 P.S. 780- 101, et set.
- b. The term "look alike drug" means any pill, lozenge, capsule or other tablet or substance which has been manufactured, packaged or re-packaged in a manner normally used for the illegal delivery of controlled substances, but contains non-prescription or non-controlled substances
- c. The term "possession" means having on a student's person or in a place within the student's reach or control, or in a car, locker, desk, book bag, handbag or other container or article which is within the exclusive control of the student.
- d. The term "delivery" means placing in another student's possession, transferring possession, actual or constructive, to another, whether or not for a price.

It is understood that medication issued on the advice of a physician and used by the authorized person is not subject to the above conditions. School administrators and employees have an affirmative duty to initiate the following procedures when there is a suspicion that a student is in violation of the above drug policy, either in School or during a School-related activity. Whenever such suspicion comes to the attention of an employee, the employee shall immediately notify the Principal who, in turn, shall follow the due process procedures of the School, notifying the Board of Trustees or designee.

If after investigation it appears to the Principal or designee that a student has been under the influence of any controlled substance or has used, possessed, possessed with intent to deliver, controlled, sold, delivered, distributed,

or trafficked in any controlled substance or look-a-like drug, the Principal or designee is authorized to immediately suspend the student pending a hearing before the Board or a committee of the Board of Trustees. As soon as practical thereafter, the Board or a committee of the Board of Trustees shall, upon reasonable notice, hold a due process hearing. The Board of Trustees, based upon evidence disclosed at the hearing, may suspend the student for such additional time as the Board in its discretion shall determine, or may expel the student permanently. Other violations not involving a controlled substance or look-a-like drug may result in a suspension and/or Board hearing.

The Principal or designee thereof shall have the sole duty and authority to inform local or state law enforcement agencies or to invite participation or assistance of any other public agency in the investigation or resolution of any problem involving drugs.

## **Student Smoking/Possession of Tobacco and the Laws of Pennsylvania**

- a. The School prohibits smoking and/or possession of tobacco by students on or in all School properties of the School.
- b. "Tobacco" as used herein shall include tobacco products such as, but not limited to, chewing tobacco, snuff and other smokeless tobaccos.
- c. "Smoking" includes possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment.
- d. Offenses:
  - i. Students who are first-time offenders, shall receive written notice of the existing tobacco/smoking laws of Pennsylvania and regulations. A copy of the School policy will be provided to the parent(s) or guardian(s) of the offender. A first-time offense will result in a three (3) day out-of-school suspension.
  - ii. Second and third offenses will result in five (5) and ten (10) day suspensions respectively. Informal hearings must be held in these instances.
  - iii. Professional School personnel should carry on intensive programs of education designated to make students fully informed of the hazards of smoking.

### **i. Discipline of Students Misbehaving on School Buses**

The drivers of all school buses or other vehicles transporting public or non-public students will fill out bus conduct reports on students who are violating the rules of proper bus behavior.

The reports will be signed by the driver and submitted to the administrator of the school which the student attends.

Copies of the report will be distributed to the parents and the driver after the administrator has met with the student. The form indicates the violations as well as the action taken by the administrator. The administrator should retain one copy of the form.

Procedures to be followed by Sylvan Heights will be as follows:

- a. First discipline reports - student should be advised, on report, that a recurrence will result in suspension of bus privileges.
- b. Second discipline report - notification to parent(s) with warning.
- c. Third discipline report- 1 day of suspension of bus privileges.
- d. Fourth discipline report - three (3) days suspension of bus privileges
- e. Fifth discipline report - five (5) days suspension of bus privileges
- f. Sixth discipline report - ten (10) days suspension of bus privileges or permanent loss of bus privileges
- g. Fighting on the bus - automatic five (5) days suspension of bus privileges

The bus drivers are the school's representatives on the bus and their judgment will be respected in evaluating the conduct report.

### **j. Alcoholic Beverages**

The possession of and/or consumption of any malt, brewed, or liquor beverage on School property, in the School, on

buses owned or under contract to the School, at School-sanctioned functions, is prohibited. Students found violating this prohibition will be immediately suspended. A violation of this prohibition may result in a hearing before the Board of Trustees with the recommendation for expulsion.

For the purposes of this section, the terms "possession" and "consumption" shall include being intoxicated or under the influence of alcohol or exhibiting any of the common signs thereof including, but not limited to, slurred speech, glassy eyes, bloodshot eyes, impaired coordination, or the odor of alcohol on the breath.

#### **k. Corporal Punishment**

The Board prohibits the use of corporal punishment. Reasonable force may only be used, in accordance with the School Code, by teachers and school authorities under the following circumstances:

- a. to quell a disturbance,
- b. to obtain possession of weapons or other dangerous objects,
- c. for the purpose of self-defense, and
- d. for the protection of persons or property.

Corporal punishment administered by any professional employee in violation of the conditions of this section shall be regarded as insubordinate conduct on the part of the professional employee.

#### **PROCEDURE FOR COOPERATING WITH POLICE**

Criminal acts, as defined in the Pennsylvania Crime Code, shall be reported to the appropriate police department. Police are authorized to question students during school hours under the following conditions.

- a. The School notifies the student's parent(s)/guardian and receives the approval; and
- b. A School administrator or counselor is present while the student is being questioned.

#### **WEAPONS (Policy 218.1)**

Sylvan Heights prohibits the possession of weapons on school property or at any school-related activity, and requires that anyone who has knowledge of the possession or existence of a weapon in a prohibited place make an immediate report thereof to a school administrative or professional employee.

The following shall constitute a violation of this section:

- a. Possession of a weapon in a prohibited place.
- b. Failing, neglecting, or refusing to immediately report to school staff the knowledge of someone's possession of, or existence of, a weapon in a prohibited place.

#### **Definitions**

- a. "Weapon" - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, object which has the appearance or characteristic of a weapon, and any other tool, instrument, or implement capable of inflicting serious bodily injury. A weapon shall also include any explosive, pyrotechnic or incendiary device such as a smoke bomb, firecrackers, etc. Possession of spray mace, pepper spray, and/or other noxious chemical is not defined as a weapon in this section. Its inappropriate use, however, may be subject to disciplinary action
- b. "Possession" - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's possessions; or under the student's control while on school property, on property being used by the School, at any School function or activity, at any school event held away from the School, or while the student is coming to or from School.

## **Discipline**

Any student, who violates this section, as determined by preliminary investigation, shall be subject to discipline depending upon the nature of the offense as follows:

Possession of a firearm, look-alike, or replica of a firearm, in a prohibited place

- a. immediate suspension for a period of 10 consecutive school days, an offer of an informal hearing, and prompt formal hearing before the Board of Trustees or a committee to consider expulsion of the student.

Possession of a weapon other than a firearm, look-alike, or replica of a firearm, coupled with a threat by the student to use such weapon to inflict bodily harm on another person

- a. immediate suspension for a period of 10 consecutive school days, an offer of an informal hearing, and prompt formal hearing before the Board of Trustees or a committee of the Board of Trustees to consider expulsion of the student.

In the case of a student with a disability, including a student for whom an evaluation is pending, the School shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

The Principal/CAO or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect as soon as practicable. The Principal/CAO or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident.

## **FIRE & EMERGENCY DRILLS**

Fire drills are conducted monthly. All students should proceed in a quick, quiet, and orderly fashion during evacuation of the building. Fire exits are indicated in each room, and there is an assigned route for leaving the building. When the fire alarm rings, students should follow the assigned route which will take them far enough from the building so as not to interfere with emergency personnel. Class groups shall stay together in these assembly areas to enable teachers to account for each student. A signal will indicate when students are to return to the building.

### **Procedures:**

*Students are to:*

- Line up quickly and quietly to exit the building
- Walk swiftly and quietly to the designated area outside the building, following the route assigned
- Remain quiet when standing outside
- Return to the classroom quietly

Additionally, severe weather drills are conducted annually.

## **ENTRANCE AGE**

All children entering kindergarten must have reached their fifth birthday on or before the first day of September.

## **FAMILY ADVISORY COMMITTEE**

The Family Advisory Committee meets monthly and serves as a liaison between the families and the school; assists with public relations and publicity; and leads many of the in-school fundraising efforts.

If you are interested in joining, please attend our next monthly meeting! This is an excellent way to fulfill the school's volunteer hour expectations.

## **FIELD TRIPS**

Field trips are planned as additional education experiences for our students. Permission forms will be sent home prior to a field trip. These forms must be signed and returned for students to take part in any field trip. Parents will receive advance notice and information about upcoming field trips. Occasionally, teachers will contact parents to assist in supervising a field trip. To be permitted to volunteer during field trips, chaperones are required to submit a report of criminal history from the Pennsylvania State Police, Child Abuse History Clearance from the Department of Human Services, results of a tuberculosis test, and a fingerprint-based federal criminal history (FBI Clearance). Please refer to our Volunteer Policy (Policy 916) and our Volunteer Handbook.

## **FREE AND REDUCED LUNCH PROGRAMS**

Sylvan Heights participates in the National School Lunch Program and the School Breakfast Program. Breakfast and lunches are prepared off-site by the Nutrition Group, meet Federal nutrition standards and requirements, and are offered free to all students. All foods and beverages available during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

## **GUM CHEWING**

Gum is not permitted on School grounds.

## **HEALTH AND MEDICATIONS**

Parents need to bring special health concerns to the attention of teachers, the school nurse, and the school office. The nurse is at SHSCS daily for two (2) hours over the lunch period (11:00 AM-1:00 PM) to provide health services to students and staff. During this time, s/he is available to discuss health concerns with parents.

***It is extremely important to keep accurate and complete emergency contact sheets.*** This includes: ensuring that the name of the student's physician, and any special health concerns (such as epilepsy, asthma, allergies, etc.) are always up to date. If a contagious condition or illness is suspected, the nurse will notify the parents, and the student will be sent home from school.

Sylvan Heights recognizes that parents have the primary responsibility for the health of their children. Although the school recommends that medication be given at home, it realizes that the health of some students requires that they receive medication while in school. When medication absolutely must be given during school hours, the following procedures must be followed:

### **PRESCRIPTION AND NON-PRESCRIPTION (OVER THE COUNTER) MEDICATION** **(Policies 210 and 210.1)**

The parent must provide the school nurse with an "Authorization for Medication during School Hours" form filled out completely, including the signatures of both the physician and the parent. Parents may request this form from the school nurse's office. (Form is also available for downloading on the Sylvan Heights website).

- Only medications that are to be administered between 11:00 am and 1:00 pm will be given in school except for emergency medications. Medications that a student receives at times other than between 11am and 1pm must be given at home.
- The medication must be brought to school in the original container from the pharmacy and the label must match the information on the "Authorization for Medication during School Hours" form. This requirement also applies to inhalers.
- The parent is responsible for picking up the student's medication if it is discontinued, the student is transferred to another school, or at the end of the school year.
- All medications must be **hand delivered to the school by the parent**. Under no circumstances will a student be permitted to carry to or in school any type of medications (prescription or over the counter) such as Advil, Tylenol, cough drops, eye drops, and the like.
- **No student is permitted to carry and self-administer asthma medications.**
- The medication will be for school use only. When getting the prescription filled, the parent must request a separate container labeled for school use only with the information above. If a student uses an inhaler to treat asthma, parents should also request a doctor's prescription to obtain a spacer for school use.

## **Health Screenings**

Health screenings consist of the following:

- Vision
- Hearing
- Height
- Weight

These screenings are done based on state guidelines and requirements. If parents do not want their student to participate in this program, parents must notify the Principal.

## **HOMEWORK**

Homework is assigned as an extension of the daily school program. It is expected that parents will provide a home environment that encourages and supports student learning. Each night, a parent and child should:

- Use an adequate, quiet, well-lighted place to study.
- Read for at least 15-30 minutes
- Memorize math facts
- Talk about the school day
- Review papers sent home
- Make sure the child gets adequate sleep each night (8-10 hours minimum)

Examples of other homework assignments a student may have are:

- Making-up work after an absence
- Reviewing individual math fact or sight word flash cards
- Practicing basic skills in math, language arts, or reading
- Collecting or reading materials for writing reports
- Gathering news and other current information from newspapers and magazines
- Completing special projects

## **IMPROPER CONDUCT TOWARD SCHOOL EMPLOYEES (Policy 104)**

It is the policy of the Board of Trustees to provide an educational environment free from all forms of intimidation, hostility, offensive behavior, sexual harassment and unlawful discrimination.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability.

Harassment is a form of discrimination based on protected classifications consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance.

Such behavior on the part of a student directed toward any employee of Sylvan Heights is prohibited and may result in disciplinary action, including expulsion.

## **INCLEMENT WEATHER**

If you are not sure if there will be school due to bad weather, please tune to television WHP 21, WGAL 8, WHTM 27, or WPMT 43. **We follow the Harrisburg School District schedule for snow delays and closings.** Announcements of school closings will be made as early as possible. Notice of school delays and closings will also be posted on the school website ([www.shscs.org](http://www.shscs.org)) and Class DoJo.

Sylvan Heights has an **alert system** for notifying parents of school safety issues, closings, delays, or other time-sensitive information. Alerts will be sent via text messaging, email, or voice, based on your preferences.

## **LOST AND FOUND**

Lost and found articles are turned in at the main office. Wallets, jewelry, **cell phones** and other valuable items are kept in the office or with the student's teacher. Students should check the "Lost and Found" to recover lost items in the Multi-Purpose Room. It is important to:

- Encourage students to be responsible for their own personal property
- Label all personal articles
- Leave all valuables and money at home

## **PERSONAL PROPERTY AT SCHOOL**

Students should **not** bring extra money, radios, toys, iPods, CD players, hand-held electronic devices, trading cards, collectibles, or other such objects to school or on the bus. These items can be easily lost, broken, or stolen. Sylvan Heights cannot assume responsibility for their loss or breakage. If such items are brought to school, they will be held in the main office until a parent can pick them up. Repeated offences will result in items kept until the end of the current school year.

Cell phones must be turned in to the classroom teacher daily before classes begin and can be picked up immediately prior to dismissal. **Students are not permitted to have cell phones in the classroom at any time** and are strongly discouraged from bringing cell phones to school.

## **REPORT CARDS AND CONFERENCES**

Report cards are distributed four times during the year. In addition, two (2) formal Parent-Teacher Conferences are scheduled following the first and second marking periods to discuss student progress. If other conferences are required, they will be scheduled by parents and teachers as needed. Report cards are distributed to parents at the two (2) formal conferences. Progress reports are sent home midway between marking periods. Third and final marking period report cards are mailed to parents following the end of the marking period.

## **SCREENING AND EVALUATIONS OF STUDENTS WITH DISABILITIES (POLICIES 113 and 113.3)**

The child find process is the means for determining those students who are in need of special education services. The purpose of Policy 113 is to provide assistance to multidisciplinary evaluation teams as they assess each student who is referred for an evaluation to determine if he/she is a student with a disability and in need of special education services.

The Principal/CAO or designee shall ensure that the following public awareness activities occur concerning programs and services for students with disabilities who attend Sylvan Heights:

1. Directly or through the Capital Area Intermediate Unit, publish once annually a written notice, in a newspaper or other media with circulation adequate to notify parents throughout the Harrisburg area, of child find activities, and available special education services and programs, of the manner in which to request services and programs, and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities in accordance with state and federal law. Public awareness activities will include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.
2. Post on the Sylvan Heights website as well as in this Handbook a list of the available special education services at Sylvan Heights as well as the process for requesting them, as outlined below.
3. Display conspicuously in the School building the information described in Policy 113.

### **Outreach**

The Principal or designee shall ensure that the following outreach activities occur concerning programs and services for students with disabilities who attend Sylvan Heights: Directly, or through the Capital Area Intermediate Unit, Sylvan Heights will offer parent and family training and information activities, and publicize the availability of such activities to all parents.



Directly or through the Capital area Intermediate Unit, Sylvan Heights will provide periodic training to its staff concerning the identification and evaluation of, and provision of special education programs and services to, students with disabilities.

### **Screening System**

The Principal/CAO or designee shall establish a system of screening to accomplish the following, and, whenever practicable, the system thus established shall use existing building-level supports, services, and processes:

1. Assessment at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.
2. Use of such assessments to provide additional instructional opportunities for students not achieving at the proficient level or otherwise not performing based on grade-appropriate standards in core academic subjects, including but not limited to use of alternate instructional strategies, opportunities for extended learning time, and ongoing assessment of student response.
3. For students who are not performing based on grade-appropriate standards in core academic subjects, a determination that the performance deficit is not the result of a lack of English language proficiency or cultural differences.
4. For students who are not responding to the core program of reading or math instruction, provision of scientifically-based instruction in regular education settings, delivered by qualified personnel, as indicated by observations of routine classroom instruction, with repeated, formal assessments of achievement and progress conducted at reasonable intervals, the results of which shall be provided to the parents of the student.
5. For students with behavioral concerns, completion of a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty and, based thereon, implementation of group or individual positive behavior interventions and strategies, and if necessary, a functional behavior assessment (FBA).
6. Provision of peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum.
7. Completion of hearing and vision screening in accordance with 24 P.S. § 14-1402, for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education.
8. Identification of students who may need special education services and programs prior to referral for a special education evaluation.

### **Rights Preserved and Waiver of Pre-Evaluation Screening**

The screening activities shall not serve as a bar to the right of a parent to request a multidisciplinary team evaluation at any time.

When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, the Principal or designee may opt to initiate a multidisciplinary team reevaluation without completion of the screening process. Whenever an evaluation is conducted without a pre-evaluation screening, the activities described in Policy 113 shall be completed as part of that evaluation whenever possible.

Sylvan Heights shall comply with requirements of state and federal laws and regulations when conducting evaluations. A student shall be assessed in all areas of suspected disability.

### **Services**

The following special education services are available to students at Sylvan Heights:

- Speech therapy

- Hearing and vision screenings
- Counseling
- Special education resource and itinerant services
- Occupational/physical therapy

At some time during the school year, it may be beneficial for teachers and parents to request the help of these specially trained people. Written permission from a parent is needed for some of these services.

***Be sure to visit the Sylvan Heights' website special education links for more information and policies regarding services for students with special needs.***

### **STUDENT COMPLAINT PROCESS in RELATION TO DISCRIMINATION AND TITLE IX SEXUAL HARASSMENT (Policy 103)**

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the Principal/Chief Academic Officer (CAO) or designee, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this section is encouraged to immediately report the matter to the Principal/CAO or designee.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to Policy 103 for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted and documented.

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Pupil Services Coordinator as the School's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 915 South 13<sup>th</sup> Street, Harrisburg, PA 17104

Email: jnordai@shscs.org

Phone Number: (717) 232-9220

### **STUDENT PICTURES**

In the fall, all students will have the opportunity to have their pictures taken by a professional photographer. Advance notification of picture day and price lists will be given to parents and students.

### **STUDENT RECORDS (Policy 216)**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the students' educational records. These rights include the right to:

1. Inspect and review their child's education records within 45 days of the day Sylvan Heights receives a request for access. Parents should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the Parent of the time and place where the records may be inspected.
2. Request an amendment of their child's education records that the parent believes are inaccurate or misleading. If Sylvan Heights decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in their child's education records, except

to the extent that FERPA authorizes disclosure without consent.

- a. An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Sylvan Heights as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Sylvan Heights has contracted to perform a special task serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - c. Upon request, Sylvan Heights discloses educational records without consent to officials of another school or school district in which a student seeks or intends to enroll.
4. File a complaint with U.S. Department of Education concerning alleged failures by Sylvan Heights to comply with the requirements of FERPA. The name and address of the Office that administers FERPA:

Student Privacy Policy Office  
U.S. Department of Education 600 Independence Avenue SW  
Washington DC 20202-4605

### **STUDENT WELLNESS (Policy 246)**

The Board recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

#### **Nutrition Education**

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences. Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives, including reinforcing lifelong lifestyle balance by linking nutrition education and physical activity.

#### **Physical Activity**

Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals, and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education. Physical activity breaks shall be provided for students during classroom hours.

#### **Physical Education**

A sequential physical education program consistent with curriculum regulations and Health, Safety, and Physical Education academic standards shall be developed and implemented. All School students must participate in physical education.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

#### **Other School Based Activities**

Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: fifteen (15) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

Meal periods shall be scheduled at appropriate hours, as defined by the School.

Students shall have access to hand washing or sanitizing before meals and snacks.

Nutrition content of school meals shall be available to students and parents/guardians.

The School shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for students by communicating relevant information through various methods.

## **TELEPHONE CALLS**

### **Calls for Faculty/Staff**

If parents wish to talk their child's teacher, please call and leave a message with the school office or DoJo or email the child's teacher directly. Teachers will respond to messages during their planning time.

During the school day, the receptionist will take a parent's number and notify the staff member to return the parent's call.

### **Messages for Students**

If parents have reason to contact a student while that student is in school, they must do so by first contacting the office. In all non-emergency cases, a message will be given to the student as soon as possible. In case of serious emergencies, the student will be called to the telephone.

## **TRANSPORTATION**

For Harrisburg School District residents, Harrisburg School District contracts with a transportation agency to provide bus transportation to students that reside more than one and a half (1.5) miles from school. Parents are responsible for students on the way to and from the bus, as well as at the bus stop. For safety, video and audio surveillance systems are used on school buses.

### **Transportation Changes**

To ensure the safety of all students, when temporary changes in transportation are required, it is imperative that parents send a written note or DoJo message on the day of the requested change. ***No phone calls will be accepted to make a transportation change.*** All transportation changes must be approved by school administration.

### **Walking Students**

Sylvan Heights Science Charter School students are not allowed to walk to or from school without adult supervision. For the safety of our students, there will be no exceptions to this procedure.

## **Dress and Grooming (Policy 221)**

### **Regular Uniform**

Jumpers, shorts, skirts, and long pants must be solid navy, gray, black, or khaki/tan. Such clothing must be plain, without logos, stripes or designs of any kind, or text.

Collared shirts/blouses must be solid gray, black, white, navy, light blue or light pink. Such clothing must be plain, without logos, stripes or designs of any kind, or text.

Students are not permitted to wear coats, hats, hooded sweatshirts, or other outerwear during school hours. Instead, students may wear sweaters or non-hooded sweatshirts if they feel the need to wear additional layers of clothing. Sweaters and non-hooded sweatshirts must be solid navy, gray, black, white, or khaki/tan.

Only closed-toe shoes are permitted to be worn at school for health and safety purposes. Such shoes must be solid black, navy, brown, gray, or white. Shoelaces must also be solid black, navy, brown, gray, or white. Socks and tights must be solid white, black, gray, or navy. Headbands and other hair accessories must also be solid white, black, gray, navy, or light blue. Jewelry is to be kept to a minimum.

### **Physical Education Uniform**

Physical education uniforms are sweatpants or shorts, t-shirt, and sneakers. Such clothing and shoes must be solid gray, navy, white, khaki/tan, or black, and have no logos, stripes or designs of any kind, or text except for the Sylvan Heights Science Charter School name and/or logo.

Sylvan Heights t-shirts may also be worn as part of the physical education uniform.

### **Uniform Assistance**

Parents in need of uniform assistance should contact the school counselor.

### **Policy Violations**

When students arrive to school without being properly dressed in uniform, parents/guardians will be contacted to bring suitable clothing, or if sizes permit, the school will allow students to borrow a school uniform from the school uniform bank.

Violations of this policy may result in ineligibility for future "dress down" day privileges.

## **VISITATION (Policy 907)**

Sylvan Heights welcomes and encourages interest in the school's educational programs and other school-related activities. The school recognizes the critical importance of parental involvement in a child's education and wishes to promote a climate where all visitors feel welcomed while also maintaining a safe and secure environment that protects the integrity of the delivery of academic instruction for all students.

Upon arrival at Sylvan Heights, **ALL** visitors must enter through the 13<sup>th</sup> Street entrance, register at the school office, present photo identification, sign in, and receive a visitor's pass. The visitor badge is to be worn at or above the waist and in clear view at all times. Upon leaving the building, the visitor must sign out and return the assigned visitor's badge.

Visitors may not confer with a student in school without the approval of the Principal/CAO. Visitors are not permitted to go directly to a classroom to deliver or "pick-up" a student or speak to teachers unless such visits have been approved by the Principal/CAO in accordance with policy.

### **Classroom Visitations**

Parents may request to visit their child's classroom. This request must be made 24 hours prior to the visit, unless otherwise permitted by the Principal. The Principal must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Parents shall be limited to one (1) class period, per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Under exceptional circumstances and upon request of the classroom teacher or parent, the Principal may authorize additional or longer classroom visits.

Parental participation in classroom activities or programs such as back-to-school events and chaperones for field trips shall not constitute a classroom visit for purposes of this section.

The Principal/CAO and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges. Students will be referred to only by their first names.

**All** communication devices including but not limited to cell phones, will be turned off prior to entering the classroom. Phone calls only are permitted in the waiting area in the main office.

Visitors should refrain from talking, eating, and moving around the classroom, or other disruptive behavior during the instructional period.

All visitors will keep their observations in the strictest of confidence, except for information and observations necessary for the development and implementation of a program for the student who is the subject of the observation.

Photographic and video representations of school programs or students by school visitors are prohibited, except with explicit permission of the Principal/CAO for a verified and legitimate purpose.

Any visitor who fails to follow these rules will have his/her right to visit immediately revoked.

### **VANDALISM**

Any persons willfully damaging Sylvan Heights' property will be assessed the total cost of all replacement or repairs. This includes books, desks, chairs, walls and other property.

### **VOLUNTEERS (Policy 916)**

Sylvan Heights recognizes that volunteers can make valuable contributions to the educational program.

**Each family is expected to volunteer at least 15 hours of service to the school per school year.** We encourage and welcome parent volunteers to help in the classroom, and specials, school office, lunchroom, playground and bus, and with Family Advisory Committee fund-raisers and activities. If you are interested in helping at the school on a volunteer basis, please contact the office or your child's teacher.

Subject to legal requirements and administrative procedures, volunteers are required to submit/ complete the following: a volunteer application, a report of criminal history from the Pennsylvania State Police; a Child Abuse History Clearance from the Department of Human Services; the results of a TB test; and, in certain circumstances, a fingerprint-based federal criminal history (FBI Clearance).

If a volunteer is arrested for or convicted of an offense enumerated under Section 111 (e) or (f.1) of the School Code after commencement of volunteer service, the volunteer shall provide the Principal/CAO with written notice not later than seventy-two (72) hours after such arrest or conviction.

### **Denial**

A volunteer applicant will be denied approval to volunteer where the Pennsylvania Department of Human Services has verified that the applicant is named in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section. Convictions of the following offenses also preclude the applicant from volunteering: homicide, aggravated assault, stalking, kidnapping, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, incest, concealing death of a child, endangering welfare of children, dealing in infant children, prostitution and other related offenses, obscene and other sexual materials and performance, corruption of minors, sexual abuse of children, and the attempt, solicitation or conspiracy to do any of the above mentioned acts.

### **General**

Following the completion of all required paperwork, a list of approved volunteer names will be maintained for school-

wide use. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance that is supportive, when under the direction of a staff member.

Volunteers will not be permitted to administer student discipline nor will they be permitted to administer first aid, except in the case of an emergency. Volunteers shall report all student disciplinary issues or concerns to the classroom teacher, instructional assistant, student activity advisor or Principal/CAO.

The volunteer position is not a right, but rather a privilege. As such, any volunteer position may be eliminated at any time for any reason. In addition, any volunteer may be removed from a volunteer position for any reason.

### **Registration Procedures**

Volunteers are required to meet any standards that may be established by federal, state or local government, or by the Board or administration, from time to time. The volunteer must agree to be bound by all applicable privacy laws and regulations. In addition, the volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the Sylvan Heights' professional employees.

### **Duty to Report**

Volunteers who have direct contact with children are mandated reporters under the Child Protective Services Law (CPSL). Mandated reporters shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse. Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.

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

### **Reporting Procedures**

Mandated reporters who suspect child abuse shall immediately make either an oral report of suspected child abuse to the Pennsylvania Department of Human Services (DHS) via the statewide toll-free telephone number, or a written, electronic report via the DHS Child Welfare Portal.

A mandated reporter who makes a report of suspected child abuse shall immediately, after making the initial report, notify the Principal/CAO and also provide the Principal/CAO with a copy of the report confirmation.

All volunteers must review the "Department of Human Services Fact Sheet for Volunteers" and sign a verification page acknowledging that they have received, read, understood and agree to abide by the CPSL and DHS Fact Sheet.

## **WITHDRAWING A STUDENT**

The following procedure must be followed if a parent is planning to withdraw a student from Sylvan Heights:

- Notify the Pupil Services Coordinator of the date the student will be leaving and complete a withdrawal form.
- Ensure that all books/materials/devices have been returned and all fees paid.
- When the student is enrolled at the new school, a release of information form will be signed. Sylvan Heights will transfer copies of the student's records upon receipt of this form from the new school.

