

# Sylvan Heights Science Charter School STUDENT HANDBOOK and Code of Conduct 2023 – 2024



Sylvan Heights Science Charter School | 915 South 13<sup>th</sup> Street | Harrisburg, PA 17104

P: 717-232-9220 | F: 717-819-9581 | shscs.org

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## BOARD OF TRUSTEES

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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 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

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## GOVERNING DOCUMENTS

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*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 Policies of the Board which are consistent with the Code of Student Conduct are repealed to the extent of such inconsistency.*

**This document contains only a partial listing of rules and regulations for students. School Board Policies and Handbooks are subject to change as policy revisions are approved throughout the school year.**

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## ADMINISTRATIVE DIRECTORY

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Administration Office  
915 South 13<sup>th</sup> Street  
Harrisburg, PA 17104  
Ph: 717-232-9220  
Fx: 717-819-9581  
shscs.org

Mrs. Susan Roth ..... Principal/CAO  
Mrs. Jessica Nordai ..... Assistant Principal  
Mrs. Lori Lauver ..... STEM/Federal Grants Coordinator  
Mr. Augie Taliani .....Operations Specialist

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## MISSION, VISION & SOME CORE BELIEFS

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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.

We en**VISION** 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 help 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 are 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 BELIEVES:**

*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.

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## SCHOOL SUPERVISION

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From the time students leave home in the morning to depart for school, to the time they arrive at home after school, all school rules and regulations apply to all students.

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## PARENTAL INVOLVEMENT

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Parents have many opportunities to be involved in their child's school. We highly encourage all parents to take advantage of these opportunities and assist us in making your child's educational experience a positive one. Here are a few things you can do to foster this partnership.

- Volunteer in your child's classroom
- Join your school's Family Advisory Committee
- Attend...
  - Parent-Teacher conferences
  - Open Houses
  - Book Fair Family Nights
  - Parent Workshops
  - School concerts and events

## QUESTIONS & CONCERNS

When you as a parent have a question or a concern about a specific classroom occurrence, please contact the individual teacher first. Most questions can be addressed at the first level of responsibility quickly and with satisfactory results. If the teacher is unable to address your concern adequately, you are encouraged to contact the school principal. In all cases, we encourage working within the system to reach the desired positive outcome for all parties concerned.

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## POWERSCHOOL & SCHOOLMESSENGER

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The PowerSchool Parent Portal is the School's tool to house real-time grades, track attendance, monitor discipline logs, and much more.

Sylvan Heights utilizes the SchoolMessenger notification system to contact parents/guardians by phone, text and email with emergency notifications, weather-related messages, and School announcements. Parents/Guardians may elect how to be contacted, however, we highly recommend that you select **ALL** options (call, text, email) for **EACH** phone number and email in order to receive these timely messages. If you don't select them all, you will miss notifications that may only be sent in one contact method. **Parents/Guardians must keep their contact information current with School administration.**

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## STUDENT REGISTRATION & WITHDRAWAL

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*School Board Policy [2000](#)*

### REGISTRATION & RESIDENCY REQUIREMENTS

If a child is age five on or before September 1st, they are eligible to attend the School kindergarten program. Parents/Guardians are encouraged to apply their child as soon as possible to be eligible for the annual lottery.

Once a student is selected via the lottery, parents/guardians will be contacted to select an appointment time. Parents/Guardians must bring the following documentation to their appointment.

- Student's ORIGINAL birth certificate
- Evidence of student's immunization history
- ONE (1) Proof of Residency from the following list:
  - A copy of your Deed
  - Agreement of Sale
  - Lease containing your name and verified by building superintendent
  - Real estate tax bill or paid real estate tax receipt
- TWO (2) forms of Identification from the following list:
  - Valid PA Department of Transportation license or identification with current address
  - W2 statement, IRS statement or tax return
  - Auto/Homeowner's/Tenant's Insurance statement
  - Copy of State/Federal Program Enrollment
  - Voter registration card noting township or borough
  - Current utility bill (gas, electric, water, sewer)
- If appropriate: most recent IEP, ER, RR, Agency Letter of Placement, or Court Order (Proof of

Guardianship) Questions about student registration can be directed to pupils services at 717-232-9220.

## TRANSFERS & WITHDRAWALS

Pennsylvania school laws require that accurate records be kept of all District students. Parents must notify the School of any change in address. **When a student withdraws from the School, a parent/guardian must supply the school with the date of withdrawal, the student's new address and the new school district's name.** Parents must also ensure all books, materials, and/or devices have been returned and all fees paid. Parents or eligible students must sign the official school withdrawal documents per Department of Education requirements.

## DISPLACED OR HOMELESS STUDENTS

*School Board 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. The definition of homeless students are those individuals who lack a fixed, regular, and adequate nighttime residence. This includes doubling up, living in motels/hotels, etc., living in emergency, transitional or domestic violence shelters, or abandoned in a hospital.

Students who are homeless shall be provided services comparable to those offered to other students including, but not limited to: transportation services, school nutrition programs, educational programs such as services provided under Title 1, English learners, students with disabilities and programs for gifted/talented services as qualified, and school uniforms, supplies, outwear, footwear, and other related items if needed.

Families who become displaced or homeless are encouraged to contact the School's Homeless Liaison at 717-232-9220. Please see the School's website [www.shscs.org](http://www.shscs.org) for more information.

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## ATTENDANCE

*School Board Policy [2004](#)*

Students must attend school every day to gain the benefit of the School's educational program. Under Pennsylvania's compulsory attendance law, it is the responsibility of the parents/guardians to ensure their child's regular school attendance.

- When a student is absent, parents will receive an automated call through the SchoolMessenger system informing them that their child was marked absent for the day.
- When a student is absent from school, immediately upon their return parents/guardians must submit a signed excuse to the office via email or a written note. If the excuse is not returned within five (5) days, the absence will be marked illegal and unexcused. Illegal and unexcused absences lead to fines as stated in the compulsory attendance law. A doctor's excuse is required for extended absences of three or more consecutive days. If a student accumulates ten days of absence in a school year, a doctor's excuse is required for each absence thereafter. The administration reserves the right to request a doctor's excuse for any absence.
- If a student needs to be excused from school for part of the day for an appointment, a written note from a parent/guardian must be handed in to the office for prior approval. When leaving school for an appointment, students must stop in the office to check out. Upon return from an appointment, students must check back in at the school office. A doctor/dentist excuse/note or appointment card is required.
- Students absent from school, or who are suspended in or out of school, are not eligible to participate in extra-curricular activities for that day.
- Plans for any absences of an extended nature, such as an educational trip, must be approved, in advance, by the principal.

## OFFICIAL NOTICE OF ILLEGAL ABSENCE FROM SCHOOL

Illegal and unexcused absences are a violation of the compulsory attendance provisions of the Public School Code of 1949 as amended. An illegal and unexcused absence constitutes a summary offense under the Public School Code for which penalties may be imposed against parents/guardians and others responsible for school children seventeen years of age and younger.

## SCHOOL HOURS

The school day begins at 8:30a and ends at 3:30p each day. Staff hours are from 8:00a – 4:00p. Students are **NOT** permitted to arrive prior to 8:05a. The school breakfast program begins service at 8:05a and ends at 8:30am each day.

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

Parents should arrange for the pick-up of their student at 3:30pm and prior to 3:50pm. Unless working with a teacher, students are expected to leave school and go directly home at the end of each day.

## **TARDINESS & EARLY DISMISSALS**

Tardiness means a student arrives to school after 8:30am. For any student arriving after 8:30am, parents **MUST** accompany their child(ren) into the school to sign the student in for the day. Early dismissals occur when a student leaves school prior to 3:15pm. For every seven (7) instances of tardy arrivals or early dismissals without proper documentation (doctor/dentist note), accumulate into one (1) day of illegal and unexcused absence.

Students arriving after 10:00am or dismissing prior to 2:00pm will be considered absent for a half-day.

## **TRUANCY**

Illegal and unexcused absences are a violation of the compulsory attendance provisions of the Public School Code of 1949 as amended. An illegal and unexcused absence constitutes a summary offense under the Public School Code for which penalties may be imposed against parents, guardians and others responsible for school children under seventeen years of age. The school must refer a habitually truant child (six (6) or more unlawful absences) to either a school-based or community based-attendance improvement program or the county Children and Youth Services (CYS) agency for services.

A parent of a habitually truant child under the age of 15 will be issued a citation. Upon conviction, they may be sentenced to pay a fine not exceeding \$300 for the first offense, with court costs; 2) up to \$500 for the second offense; and 3) up to \$750 for a third and any and all subsequent offenses.

Upon a second or subsequent conviction of a child or parent in a magisterial district court, the court must refer the child to Children and Youth Services (CYS) for services or possible disposition as a dependent child as defined under Pennsylvania Juvenile Law 42 Pa. C.S. 6302. If a child is illegally absent again, parents may be charged before a magistrate or Justice of the Peace with a violation of the Public School Code without further notice from school authorities.

In order to improve student attendance, the parent/guardian will be requested to attend a School Attendance Improvement Plan (SAIP) meeting. This meeting will provide parent/guardian with an opportunity to work with the School to improve student attendance and to learn about available school and community services.

## **EDUCATIONAL TRIPS**

The School may excuse eligible students from school attendance to participate in non-school sponsored educational trips at the expense of the parents/guardians, in accordance with the following:

1. A written request utilizing the "Educational Trip Request Form" shall be made by the student's parent/guardian five (5) days prior to the trip.
2. **If more than one (1) child in a family is taking the trip, a request for all the children must be made.**
3. The student has a regular pattern of attendance and shall be in good academic standing with the School.
4. Educational trips may be permitted each school year and are limited to a maximum of five (5) school days.
5. Educational trips shall not be approved during the days of scheduled assessment testing such as PSSA testing.
6. Students shall be responsible for all classroom work that shall be missed and shall be responsible for communication with assigned teachers prior to the approved educational trip, in order to schedule applicable make-up assignments.

Students not complying with this Policy will be subject to unexcused or illegal days of absence and will forfeit make-up privileges. Educational trip days are considered an absence from school. Violations of policy may result in disciplinary action in accordance with Board policy.

## **HOMEBOUND INSTRUCTION**

*School Board 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. 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.

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## **ACADEMICS**

### **CURRICULUM**

*School Board Policy 1005*

#### **KINDERGARTEN CURRICULUM OVERVIEW**

Kindergarten marks a year of growth and change. Kindergarten is a full day experience designed to provide students with fundamental reading, writing and math readiness skills. Emphasis is placed on the developmental areas of human growth:



physical, social, emotional and intellectual. Activities are designed to progress students through a series of readiness skills at their individual pace. Experiences provided will foster social, emotional and intellectual growth. The math program utilized in kindergarten, EnVision Math Pearson Realize Edition, is also a research-based program that will spiral up to the fourth-grade level using the PA Core Standards. Social studies, science, and health have been integrated throughout the curriculum to provide meaningful, concrete, learning experiences.

Kid Writing is the writing program used in kindergarten. It consists of interactive writing, journal writing and independent writing. In Kid Writing, students write the sounds they hear. For example, a student might write “luv” for “love.” The teacher will model the correct spelling. Students are praised for all attempts at writing. Conventional spellings will gradually appear in their writing as the year progresses.

Upon the completion of kindergarten, children should be able to:

- Reproduce all letter sounds
- Match a picture with a beginning letter sound
- Make letter to sound and sound to letter associations
- Say words slowly to identify sounds
- Rhyme
- Know the difference between fiction/fantasy and non-fiction
- Make predictions about story outcomes
- Retell a story in sequential order
- Answer comprehension questions related to a story
- Understand story structure, i.e. characters and setting
- Understand concepts of print: author, illustrator, title, cover, top to bottom, and left to right
- Write first name, first letter capital followed by lower case letters
- Read word family words: \_at family - hat, cat, fat, bat
- Write a sentence beginning with a capital letter, ending with a punctuation mark, and using proper spacing
- Demonstrate an age appropriate attention span
- Work independently
- Follow multiple step directions
- Engage in positive social interactions
- Respect personal property and space of others
- Accept responsibility for behavior
- Complete a task within a given time frame
- Participate in group discussions and activities
- Display age appropriate fine motor skills: coloring, printing, tracing and cutting
- Count to 100 by 1s and 10s
- Count sets of objects to 20
- Name 2D and 3D shapes
- Name numbers and write numbers to 20
- Create and continue a pattern
- Create and interpret a graph
- Complete simple addition and subtraction problems using counters
- Compare and order numbers to 20
- Recognize penny, nickel, dime and quarter and value of each
- Understand measurement: length and weight
- Model one half
- Sort objects by color and shape

## **TOILET TRAINING**

Students should be toilet trained before they begin school. If accidents occur during the school day, parent assistance will be required to provide clean clothes and/or change soiled clothing. Toilet training progress is required for continued school participation. NOTE: If your child has a physical condition that interferes with the development of their toilet training skills, documentation must be received from a physician. The school nurse must develop a Health Care Plan before school personnel can assist with your child’s toiletry needs.

## **GRADES 1 – 4 CURRICULUM OVERVIEW**

**The grades 1-4 curriculum** is structured to provide students with the opportunity to reach their full academic potential and to prepare them for success at the middle and high school levels. Elementary students are offered the following areas of

study:

- **Language Arts** develops the skills of speaking, writing, handwriting, reading, literature, listening, English and spelling.
- **Mathematics** provides instructions in basic mathematical functions with emphasis on active student involvement and continuous application.
- **Science** includes topics from the study of life, physical and earth science.
- **Social Studies** expands the student's worldview beginning with self and family and extending to communities, regions and countries.
- **Health** teaches the functions of the body at age appropriate levels of instruction. It also includes instruction on drug and alcohol prevention, violence prevention and safety.
- **Physical Education, and Technology** are a vital part of the well-balanced educational program because they provide expanded opportunities for students to express themselves. Emphasis is placed on developing student talents to the fullest potentials and promoting a life-long enjoyment of physical activity.

## **HOMEWORK**

*School Board Policy [1030](#)*

Homework is designed to reinforce information previously taught in the classroom. Homework assignments provide essential practice in basic skills, enrich and extend classroom learning experiences, bring the student into contact with out-of-school resources, train students in good work habits, promote a sense of responsibility, and help students learn to budget their time. Parents and students are also encouraged to check the teacher's Class Dojo for assignments and special recommendations.

Each teacher uses their judgment in determining appropriate homework assignments. Definite time limitations have not been established because variations are necessary to accommodate differences in students and subject matter.

## **GIFTED EDUCATION**

Gifted students are those who possess outstanding abilities and are capable of above average performance in certain academic and/or artistic areas. If a student meets criteria to be considered gifted and would benefit from specially designed instruction, a Gifted Individualized Educational Program (GIEP) is developed that addresses how the student's needs may be met. If you have questions regarding gifted education services, please contact the Director of Special Education at 717-232-9220.

## **FIELD TRIPS**

*School Board Policy [1021](#)*

Field trips are occasionally scheduled to enhance curriculum. Details regarding scheduled trips will be provided by the School in advance. A signed field trip permission statement covering each trip is needed. Agreeing to this statement also serves as permission to provide emergency medical services to your child.

## **ENGLISH LANGUAGE DEVELOPMENT (ELD/ELL)**

*School Board Policy [1038](#)*

All English Language Learners receive special instruction with their peers in their regular education homerooms. They also eat lunch and participate in recess and special activities with their homerooms.

English language learners meet with the ELD teacher on a regular basis. The level of the students' English proficiency determines the amount of support they get from the ELD teachers. The ELD teachers maintain regular communication with classroom teachers to plan for and collaborate in the students' instruction. The ELD teacher is available to the classroom teachers to assist with modifying and adapting lessons and assessments to meet the needs of the ELD students.

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## **SPECIAL EDUCATION**

*School Board Policy [113](#)*

Special Education is planned instruction specifically designed to address the educational and related needs of students with disabilities. Students who are eligible for special education services receive individualized instruction based upon the School's core curriculum. The IEP team documents the student's educational abilities and specific areas of needs in order to establish goals, plan accommodations, adaptations or modifications to teaching strategies, and implement other support systems which will best help the student to access the general education curriculum.

## **PROGRAMS FOR ELIGIBLE STUDENTS**

In compliance with state and federal law, notice is hereby given by Sylvan Heights that it conducts ongoing identification activities as part of its school program for the purposes of identifying students who may need special education and related services (eligible students). If your child is identified by the School as possibly in need of such services, you will be notified of applicable procedures.

If you believe that your school age child may need special education services and related programs, there are processes designed to assess the needs of the child and his/her eligibility. Upon written request, these services are available to parents at no cost. You may request screening and evaluation at any time.

For further information on the rights of parents and children, services offered, evaluation and screening procedures or to request screening, please contact in writing, Director of Special Education, 915 South 13<sup>th</sup> Street, Harrisburg, PA 17104.

## **PROTECTED HANDICAPPED STUDENTS**

Sylvan Heights provides related services or accommodations to all students identified as protected handicapped in accordance with state and federal law. These services are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and accommodations for protected handicapped students are distinct from those applicable to children with disabilities who are eligible for special education programs or services. If a child is eligible for special education, accommodations and services are provided through the development of an Individualized Educational Program (IEP) rather than through the development of a service plan under Federal Law 504 and Pennsylvania Chapter 15.

If you have any questions regarding Special Education services please contact the Director of Special Education at 717-232-9220.

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## **ASSESSMENTS & GRADING**

***FALSIFICATION OF STUDENT RECORDS WILL BE SUBJECT TO DISCIPLINARY ACTION.***

### **GRADING SCALE**

#### **Grading Scale for Kindergarten**

4	Advanced
3+	Proficient +
3	Proficient
2+	Almost Proficient
2	Approaching
1+	Basic +
1	Basic

#### **Grading Scale for Grades 1 – 4**

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### **PROGRESS REPORTS & REPORT CARDS**

Refer to the Sylvan Heights Annual School Calendar to locate the marking period dates.

Teachers will provide a progress report for each student in danger of failing a course for the marking period. These reports are sent home at the mid-point of each marking period. Teachers will provide information relevant to the student's progress with that course. Parents and students are encouraged to speak with the teacher(s) concerning the progress report.

Report cards are issued on a quarterly basis. Questions about your child's report card should be directed to your child's teacher and/or school counselor.

## **PARENT/TEACHER CONFERENCES**

Elementary Parent/Teacher conferences are held twice per school year. When conferences are scheduled, parents will receive an invitation stating the time of their conference. The main objectives of parent/teacher conferences are to:

- Enable parents and teachers to meet
- Share information that will help the child at home and in school
- Permit frank, confidential discussion of the child's development
- Establish a stronger relationship between home and school

## **PROMOTION & RETENTION**

*School Board Policy [215](#)*

The School establishes and maintains academic standards for each grade and monitors individual student achievement in a continuous and systematic manner. A student will be promoted when they have successfully achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments; completed the curriculum requirements, and demonstrated mastery of the required skills and knowledge to advance to the next grade level. The recommendation of the classroom teacher is required for promotion or retention of a student. The principal/CAO has the final responsibility for determining the promotion or retention of each student. In all cases of retention, the parents/guardians will be fully involved and informed throughout the process. In the event that a student is in danger of retention, a formal letter will be sent to parents/guardians and the student well in advance. The School utilizes multiple measures of academic performance as determinants in promotion and retention decisions.

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## **GUIDANCE COUNSELING**

*School Board Policy [1012](#)*

### **COUNSELING**

The Guidance Counselor offers services related to career awareness, personal/social skills and academic development. During the early years of a child's life it is crucial to build the skills to become life-long learners and critical thinkers. Counseling services are available to help children establish a strong foundation of these life skills so they are equipped to confidently build their futures. Counselors coordinate outside services based on your child's individual needs.

Services Offered:

- Guidance lessons on goal setting, work habits, career awareness, friendship, decision making, conflict resolution
- Group counseling on issues such as anger management, grief/loss, divorce, friendship, conflict resolution, self-regulation skills
- Referrals for long term counseling
- Consultations with students, parents, teachers, principal and support agencies
- Student Assistance Program (SAP)
- Positive Behavior Interventions and Supports (PBIS) Coaches
- Career Readiness: Career Day, Career Awareness Programs
- Organizations such as Kids on the Block, Dauphin ARC, Body Rights Program, and YWCA

### **STUDENT ASSISTANCE PROGRAM (SAP)**

*School Board Policy [2036](#)*

Sylvan Heights offers a Student Assistance Program (SAP) which is a comprehensive evaluation and referral program designed to identify high-risk students who are having school related problems. Students are identified based on suspicion of potential drug and alcohol problems, symptoms of depression and/or suicide, or other mental health concerns. The program is designed as an intervention process, which refers students to appropriate agencies for assessment and perhaps treatment. A group of specifically trained school administrators, teachers, guidance counselors, and medical personnel process referrals from other staff members, parents and students. Trained drug and alcohol counselors and mental health professionals are available to work closely with the team. The purpose of the team is to assist any student experiencing difficulty in school and to gather data to aid in the assessment of the student's need for help and counseling. Information is gathered by the intervention team to determine the need for appropriate action. The goal is to assist students in coping with problems or situations that are restricting their educational accomplishments. Parents/Guardians may contact the school's guidance office for additional information.

### **SUICIDE AWARENESS, PREVENTION & RESPONSE**

*School Board Policy [819](#)*

Section 1526 of the Pennsylvania School Code requires that each school entity adopt an age appropriate youth suicide

awareness and prevention policy. Students shall receive age appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, and how to engage resources to refer friends for help. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide. A list of resources regarding suicide awareness and prevention is attached to the policy.

## **THREAT ASSESSMENT**

*School Board Policy [2036.1](#)*

The Threat Assessment Team shall establish and implement procedures to address circumstances surrounding threats made by students. The primary focus of the Threat Assessment Team is to develop plans for students identified and assessed as posing a threat to themselves, students, school employees, and the community or others. Throughout the school year the Threat Assessment Team will provide the School with regular updates with regard to the approach to threat assessments.

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## **TECHNOLOGY**

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### **ACCEPTABLE USE OF INTERNET, COMPUTERS & NETWORK RESOURCES**

*School Board Policy [815](#)*

The Board supports use of computers, internet and other network resources to facilitate learning, teaching and daily operations through interpersonal communication, access to information, research and collaboration. The School provides students and staff with access to a School-issued device. The Board requires all users to fully comply with Policy 815 and to immediately report violations or suspicious activities to the principal/CAO. The School monitors online activities of students and staff and expects appropriate online behavior. Any network user who receives threatening or unwelcome electronic communications or inadvertently accesses an inappropriate site shall report this immediately to a teacher or administrator. Students shall not reveal passwords to another individual. Users are not to use a computer that has been logged in under someone else's name. Vandalism shall result in loss of access privileges, disciplinary action and/or legal proceedings. Failure to comply with this policy or inappropriate use of the internet, School network, or computers shall result in usage restrictions, loss of access privileges, disciplinary action and/or legal proceedings.

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## **ELECTRONIC DEVICES**

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*School Board Policy [2037](#)*

Electronic devices include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. The following guidelines are included in Board policy:

- The possession and use of electronic devices by students is prohibited during the school day in the School building, on School property, on School buses and vehicles, during the time students are under the supervision of the School, and in locker rooms, bathrooms, health suites and other changing areas at any time.
- The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in School buildings; on School property; on School buses and vehicles; and at school-sponsored activities
- The School shall not be liable for the loss, damage or misuse of any electronic device.
- The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing, is prohibited. Because such violations may constitute a crime under state and/or federal law, the School may report such conduct to state and/or federal law enforcement agencies.
- Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item shall not be returned until a conference has been held with a parent/guardian.
- The principal/CAO may grant approval for possession and use of an electronic device by a student for the following reasons: 1) health, safety or emergency reasons; 2) an individualized education program (IEP); 3) classroom or instructional- related activities; 4) other reasons determined appropriate by the principal/CAO.
- The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons: 1) student is a member of a volunteer fire company, ambulance or rescue squad; 2) student has a need due to the medical condition of an immediate family member; 3) other reasons determined appropriate by the principal/CAO.

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## HEALTH SERVICES

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### IMMUNIZATION REQUIREMENTS

*28 PA CODE CH 23*

Proof of the following immunizations must be submitted within the first five days of school or the student will be excluded from school. The only exemptions to the school laws for immunizations are for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

#### **Children in ALL grades (K-12) need the following immunizations for attendance:**

- 4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after 4th birthday) (DTaP)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) (IPV)
- 2 doses of measles, mumps and rubella (MMR)
- 3 doses of hepatitis B (Hep B)
- 2 doses of varicella (chickenpox) or evidence of immunity (History of chickenpox or antibody titer)

### STUDENT ILLNESS

A student should stay home if not feeling well enough to participate in the educational process of the school day or if they have an illness which may be contagious. If an antibiotic has been prescribed for treatment of an illness, the child may not return to school until the antibiotic has been taken for at least 24 hours. **Students should be fever free, without the use of fever-lowering medications (Tylenol, Ibuprofen etc), for 24 hours before returning to school.** Under the following circumstances a student should not attend school:

- Fever of 100 or greater
- Uncontrollable coughing
- Cough that is excessively productive
- Diarrhea
- Vomiting
- Severe sore throat

If a student becomes ill during the school day, a parent/guardian will be contacted to pick up their child from the school. A current telephone number of a relative or neighbor must be available at the school office in case of an accident or illness. Emergency authorization information must be on file at the school office. A student will not be excused to go home because of illness unless the parent or designated person is contacted.

### MEDICATIONS

*School Board Policy [210](#) and [210.1](#)*

According to Board Policy and the Public School Code of Pennsylvania, school nurses may not administer or dispense prescription medications or over the counter medicines (aspirin, Tylenol, Visine etc) without a completed Student Medication Form. Student Medication Forms are available from the school nurse and can also be found on the “For Parents” tab on the School 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. **No student is permitted to carry and self-administer asthma medications.**

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.

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 EXAMINATIONS/SCREENINGS**

*School Board Policy [2009](#)*

A medical examination is required when first enrolled in school, in sixth grade, in eleventh grade, and for new entrants who do not have a health record on file. A dental examination is required when first enrolled in school, in third grade, in seventh grade, and for new entrants who do not have a dental record on file. The School accepts reports of private physicals and dental examinations completed within one year prior to a student's entry into a grade where an examination is required. In meeting the requirements of the law, parents are urged to have family physicians and dentists complete the required examinations since they are more familiar with the child's medical and dental history and needed health care. Examinations may be completed at the parent/guardian's expense within one year prior to the student's entry into the grade where an examination is required.

Annual vision, hearing, height, and weight screenings are conducted by the school nurse.

## **SCHOOL WELLNESS**

*School Board Policy [246](#) & the Healthy Hunger-Free Kids Act of 2010*

The School's wellness policy includes goals for nutritional education, physical activity, and other school-based and family engagement activities that promote student health and wellness. The Wellness Committee is comprised of a Board member, administrator, food service representative, student, parent/guardian(s), physical education teacher, school health professional, and member of the public who participate in the development of the wellness policy. The policy is regularly updated and its contents communicated to the public. Assessments of the policy are conducted periodically and include the extent to which the school is in compliance with the policy, the extent to which the School's wellness policy compares to model local school wellness policies, and the progress made in attaining the goals of the School's wellness policy.

## **FOOD ALLERGY MANAGEMENT**

*School Board Policy [2009.1](#)*

In order to provide a safe and healthy environment with severe or life-threatening food allergies, the School shall focus on prevention, education, awareness, communication, and emergency response related to food allergy management. This policy complies with applicable state and federal laws and regulations as well as guidelines established by the Pennsylvania Department of Health and Department of Education. Students with food allergies must have a written medical statement signed by a certified medical professional documenting the special dietary restrictions, food omission, and/or substitutions.

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## **FOOD SERVICES**

The School understands the importance of student nutrition and partners with a neighboring school district to provide students with well-balanced meals in accordance with the Healthy, Hunger Free Kids Act. The School also operates a breakfast program in order to accommodate the busy schedules of students and parents. Meal menus are sent home and/or communicated via electronic communication options.

## **FREE & REDUCED MEALS ELIGIBILITY**

Sylvan Heights is a participant of the Community Eligibility Program (CEP) which provides free meals (both breakfast and lunch) to all students regardless of economic status. No additional application is required.

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## **TRANSPORTATION**

*School Board Policy [6010](#)*

Sylvan Heights wants to ensure that each student's transportation to and from school is a safe and pleasant experience. 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.

Eligibility for bus transportation is based upon established criteria such as distance to the school, road types, traffic patterns, geographical area, and other contributing factors, which affect the assignment of bus routes and stops. Each eligible student for whom transportation is provided shall be assigned to a specific bus route and bus stop. Sylvan Heights cannot alter bus stop locations.

## **BUS STOP AND RIDING CONDUCT**

- Arrive at your bus stop at least five minutes early.
- When waiting for the bus, stay away from traffic. Line up at least five steps away from the curb or the roadway to wait for the bus.
- Never run after the school bus if it has already left the bus stop.
- Never push when getting on or off of the school bus.
- Always walk at least 10 feet in front of the bus when crossing so that the school bus driver can see you.
- Be aware – Cross with Care! Wait until the school bus has stopped all traffic before stepping out onto the road.
- When the school bus is moving, always stay in your seat. Never put your head, arms or hands out of the window.
- Talk quietly; do not distract your school bus driver.
- If your school bus crosses railroad tracks, be calm and quiet so that your driver can listen for a train. Always obey your school bus driver's instructions, so that he or she can make safe decisions.
- Never play with the emergency exits. Backpacks, band instruments, or sports equipment may not block the aisle or emergency exits. If there is an emergency, listen to the driver and follow instructions.
- When getting off of the school bus, make sure that all drawstrings and other loose objects are secure so that they don't get caught on the handrail or the door.
- Never cross the street behind the school bus.
- If you leave something on the bus or drop something outside of the bus, never go back for it. The driver may not see you and begin moving the bus.
- Never speak to strangers at the bus stop and never get into the car with a stranger.

## **BUS DISCIPLINE**

Sylvan Heights follows a progressive discipline model for bus misconduct which may include, but is not limited to, conference with student, parent contact, time in office, and bus suspension.

## **CAR RIDER PROCEDURES**

Sylvan Heights has implemented a numbering system to assist with the flow of the car pick-up line. Each year, students are assigned a number and those numbers are given to parents. Please be sure to read the information sent home with your student's number.

## **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.

## **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 by 10:00am. **No phone calls will be accepted to make a transportation change.** All transportation changes must be approved by school administration.

## **KINDERGARTEN TRANSPORTATION**

Home districts require a parent/guardian to accompany a kindergarten student to and from bus stops and to and from school buildings **at all times**. If a parent/guardian or an authorized adult is not present to meet and accompany a kindergarten student at the designated bus stop, the driver is required to return the student to their school building. The parent/guardian will be responsible to pick up the child at the school building. If a kindergarten student is returned to their school building three (3) times, transportation privileges may be suspended.

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## **SCHOOL COMMUNICATIONS**

Sylvan Heights utilizes the SchoolMessenger notification system which generates and sends messages within minutes. SchoolMessenger is used to contact parents/guardians by phone, text and/or email with emergency notifications, weather-related messages, and School announcements. Parents/Guardians may elect how to be contacted, however, we highly recommend that you select ALL options (call, text, email) for EACH phone number and email. If you don't select them all, you will miss notifications that may only be sent in one contact method. Parents/Guardians must keep their information current with the school office, in order to receive these timely messages.

## **CLOSINGS, DELAYS & EARLY DISMISSALS**

Announcements concerning school closings, delayed openings, or early dismissals will be posted on shscs.org and our social media accounts, sent by phone, text and email to parents/guardians who have completed their SchoolMessenger accounts,



and sent to the following TV stations: WHTM TV 27.

Due to adverse weather conditions or road conditions, school buses may not arrive at their stops at the designated time. On inclement weather days, please inform your child to wait a reasonable amount of time for the bus to arrive (approximately thirty minutes).

If parents/guardians are unable to be home at the time of an early dismissal, prior arrangements must be made with family, friends or neighbors for the care of young children. Bus riders will be taken to their regular designated bus stops. A parent or authorized designee must be present at the bus stop before a kindergarten student is released from the school bus.

## **EMERGENCY COMMUNICATIONS**

When the School receives word of a situation that may compromise the safety of our students and staff, the administration immediately follows the protocol dictated in the School's Model Emergency Operations and Multi-Hazard Plan. In each incident, the School must follow clear guidelines to immediately address the safety of our students and staff first. The School is also subject to the authority of local police and will always follow police orders. Since the School prioritizes student safety, all manpower is dedicated to handling the incident immediately in order to bring about a quick resolution. Once the School is confident that all emergency procedures are underway and personnel and/or local authorities are addressing the matter, we will then communicate to parents/guardians what can be shared about the incident.

Please be aware that outlets such as news media and social media may broadcast information quickly, but not necessarily accurately. Our desire is to deliver correct information to parents/guardians in a timely manner in order to put their minds at ease. Communications will be posted on our website, Facebook and email as soon as authorities grant us permission to deliver a statement. In some cases, communicating information too early may actually jeopardize the situation and put students and staff in greater danger. We ask that parents/guardians please wait for the published statement from the School rather than trust information that they may receive from social media, a text, or a phone call from a student or other individual.

If an incident does NOT require parental action, information regarding the incident will usually be delivered by email only. This is considered an informational communication that is simply keeping parents informed. Since there is no action needed from the parent, the School desires to limit the number of disruptions parents receive and reserve phone calls for true emergencies. If an incident requires parental action, such as picking up children from school or from another location, parents will receive a phone call, text or email based on the preferences they have indicated in their child's SchoolMessenger system. **We cannot stress enough the importance of having updated and accurate information completed for each child in your household. It is the School's only way to contact you should an emergency arise. We greatly appreciate your cooperation as we prioritize the safety of your children.**

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## **PUBLIC ATTENDANCE/BEHAVIOR AT SCHOOL EVENTS**

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*School Board Policy [7004](#)*

The School expects mutual respect, civility, and orderly conduct by all individuals attending school events on School property. Individuals attending school events will not injure, threaten, harass or intimidate a School employee, sports official or coach, or any other person. As circumstances warrant, the Administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave School property, contacting law enforcement officials, and seeking to deny future admission to school events. The School prohibits the use of tobacco and vaping products, gambling, the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages, and weapons on school premises.

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## **SAFETY & SECURITY**

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### **SAFETY & SECURITY COMMITTEE**

The Sylvan Heights Safety and Security Committee has been established to better serve the needs of all stakeholders in the School. The committee meets quarterly to address safety concerns reported by School employees, students and parents.

Please report any immediate safety concerns to the front office or directly to school administration. Emergency concerns will be addressed upon receipt. When reporting general safety and security suggestions or concerns, please state why the issue raised is a safety concern. Include your contact information (name, home address, telephone number and email address) and direct your letter or email to the principal/CAO.

## **SCHOOL VOLUNTEERS, VISITORS & CO-OP SUPERVISORS**

*School Board Policy [916](#)*

Throughout the course of each school year the School attempts to secure a pool of parent and community volunteers who will serve in various roles within the schools. Volunteers may serve as classroom tutors, playground monitors, lunchroom helpers, student mentors or special activity helpers. Volunteers who have direct contact with students are required to obtain appropriate clearances per Board Policy.

## **SCHOOL VISITORS**

*School Board Policy [907](#)*

Parents are welcome to visit Sylvan Heights to meet with staff or volunteer in classrooms. To assure the greatest benefit can be derived from the visit and still maintain the educational and management functions of the school, all parents desiring to meet with teachers are to schedule an appointment in advance. Appointments may be scheduled by contacting the teacher to arrange a mutually agreed upon time. Classroom observations are limited to parents/guardians of enrolled students or persons approved by the principal/CAO. A written request must be submitted to the principal at least one (1) day prior to the visit.

For security purposes, all building doors will remain locked. One front door has a remote security device to allow recognized visitors to enter. Visitors should ring the bell and wait for the buzzer which indicates that the lock is released.

All visitors must report to the school office upon entry. Students who arrive late or need to leave early for an appointment **MUST** be signed in/out in the office by the person who is authorized to pick them up.

**All parents, visitors and guests who wish to enter the school, beyond the office area, will be asked to present a valid state-issued driver's license or photo identification card.** A staff member will scan the I.D. and print a visitor's badge with a current picture. Visitor I.D.s will also be cross-referenced with the sexual predator database to ensure that known predators are not approved to unknowingly enter our schools. The visitor's pass should be worn above the waist throughout the visit. Prior to leaving the building, the visitor should return to the office and indicate their departure.

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## **SUPPLIES & PERSONAL PROPERTY**

An adequate supply of paper, pencils, notebooks, and books is provided to meet the basic instructional needs of the students. Students are expected to use reasonable care in the use of school supplies and equipment. Students must replace books that are damaged or lost. Personal property, such as games and toys, **SHOULD NOT** be brought to school unless requested by the teacher. The school is not responsible for the personal property of students. Money should not be left lying in plain sight, on, or immediately inside a desk. All toy guns, knives and weapons of any kind are prohibited.

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## **BIRTHDAYS & CLASSROOM PARTIES**

To preserve the learning environment in the classroom, and in compliance with Sylvan Heights' Student Wellness policy, birthday parties are not permitted, including sugary treats, gifts, crowns, 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. Any invitations distributed must be school appropriate.

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## **RULES & REGULATIONS FOR STUDENTS**

It is the intent of the Board and Administration of the School to maintain an orderly environment conducive to learning in its schools. The School shall require each student to adhere to the rules and regulations promulgated by the Board and Administration and to submit to such disciplinary measures as are appropriate for infraction of those rules. **The rules govern student conduct in school and during the time spent in travel to and from school.**

Corporal punishment is not an authorized disciplinary measure of the School. However, reasonable force may be used by teachers and school authorities under the following circumstances: 1) to quell a disturbance; 2) to obtain possession of weapons or other dangerous objects; 3) for the purpose of self-defense; or 4) for the protection of persons or property.

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## **DISCIPLINE PROCEDURES**

*School Board Policies [113.1](#), [218](#) & [2033](#)*

It is the intent of Sylvan Heights 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.

Certain behaviors are non-negotiable which may require automatic suspension on the first offense. Those behaviors may include:

- Throwing chairs and other materials
- Acts that endanger student and others (tripping, aggressively pushing a child, etc.)
- Striking teaching faculty or staff
- Biting
- Intentional destruction of property
- Intent to do bodily harm
- Physical injury to others caused by kicking, scratching, and/or slapping
- Fighting
- Indecent behavior
- Use of profanity

Sylvan Heights follows a progressive discipline model which may include, but is not limited to, detentions, in-school suspensions, out-of-school suspensions, and expulsions. The principal/CAO shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the School and to the student's due process right to notice, hearing, and appeal.

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## SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

Sylvan Heights has joined many schools across the nation in adopting Positive Behavior Interventions and Supports (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 a behavioral matrix and direct 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.

At Sylvan Heights, we demonstrate **P.R.I.D.E.** in everything we do by being **P**repared, **R**espectful, **I**nvolved, **D**edicated and **E**ncouraging.

In every school setting; the classroom, the hallway, school building, restrooms, cafeteria, bus, office and playground there is a matrix of expected behaviors. The matrix is attached at the end of this handbook. Generally, the classroom teacher addresses behavior issues. 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.

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## STUDENT DRESS CODE

*School Board Policy [2021](#)*

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board has the authority to impose limitations on students' dress in school. The Board adopted school uniform requirements.

Students may be permitted to wear certain types of clothing while participating in physical education classes, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

The Principal/CAO or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming. Violations may result in disciplinary action(s), in accordance with Board policy. Parents in need of uniform assistance should contact the school counselor.

All students must comply with the following regulations:

- Jumpers, shorts, skorts, 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.

- Excessive bare midriffs or torsos, mesh and see-through clothing are not permitted.
- Collared shirts/blouses must be a solid color. Shirts must be plain, without logos, stripes or designs of any kind, or text.
- Shorts, skirts and dresses must be no more than 4" above the knee.
- 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 a solid color.
- Appropriate footwear must be worn at all times for health and safety reasons.
- Headwear, including but not limited to, caps, hats, bandanas, hairnets, hoods, skull caps, is not permitted except for religious purposes or medical reasons.
- Closed-toe shoes must be worn at all times. Flip-flops, sandals, open-toed or open-heeled shoes, and shoes with built-in roller wheels are not permitted.

## OUTDOOR RECESS

Throughout the school day, outdoor recesses provide an opportunity for physical exercise, informal peer interaction, and a diversion from sustained classroom activities. All students are expected to participate in recess periods unless indicated otherwise by medical note. On days when weather conditions might threaten the health and well-being of students, the recess may be held indoors until a weather change is evident. The following conditions will be taken into consideration before determining if an outdoor recess is appropriate:

- Temperatures below 25 degrees or with a consideration of current wind chill factors
- Amount and type of precipitation

## RECESS GUIDELINES

- Respect is to be shown toward all adults at all times.
- All students must WALK while entering, leaving or moving through the halls. NO RUNNING!
- All students are expected to go outside at recess unless: the weather is inclement, they must stay inside because of a teacher's order, or a parent's expressed request for a valid reason such as a medical concern.
- Once a student has gone outside to the playground, they will not be permitted to reenter the building unless there is an injury or other emergency. Students should use the restroom and get drinks prior to going outside.
- Students are to wear weather-appropriate clothing and footwear. If parents send students to school wearing coats, jackets or sweaters, we assume that the parents want them to be worn. Please label items with your child's name to ensure that lost items are returned to the rightful owner.
- All trash is to be thrown in the proper containers.
- Any student who has a problem on the playground should see the person on duty FIRST.
- All games involving the use of a ball will be directed away from the building. Balls are not to be hit, kicked or thrown toward or against the walls. Only school-owned equipment is to be used on the playground.
- No tackling, wrestling, roughhousing, play-fighting, kicking (karate or otherwise) is permitted. No lifting or carrying other students.
- Playground equipment is to be used only for the purpose and in the fashion for which it was designated
- Absolutely no throwing of foreign objects such as sticks, snowballs, stones, book bags etc. is permitted.
- FOUL LANGUAGE WILL NOT BE TOLERATED.
- FIGHTING IS STRICTLY PROHIBITED

## SEARCHES

*School Board Policy [2026](#)*

School authorities may search any student's desk or belongings (backpack, etc.) when they have a reasonable suspicion that the desk or belongings (backpack, etc.) contains materials which pose a threat to the health, welfare and safety of students and staff. Materials may be seized and used as evidence against the student in disciplinary proceedings. In addition, school officials may search a student's desk or belongings (backpack, etc.) by use of drug dogs when they have a reasonable suspicion that the desk or belongings (backpack, etc.) contains materials that are threatening to the health, welfare and safety of students and staff. The principal may conduct a search of a student and/or a student's possessions, whenever the school official has reasonable cause to believe the student is in possession of an illegal or controlled substance, other object(s) detrimental to the health, safety or welfare of other students or other school personnel, or unauthorized contraband materials. School officials may also conduct a general school-wide search utilizing drug dogs, which includes all school grounds.

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## STUDENT FIGHTING

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### *School Board Policy [218](#)*

In order to preserve the degree of order necessary for a safe and orderly educational atmosphere, students will not be permitted to fight. This policy applies to student conduct that occurs on school property and from the time a student leaves home for school, until the student arrives home after school dismissal. Fighting is classified as follows:

**ALTERCATION** is an argument between students with minimal physical confrontation. The principal may at his/her discretion report the information and summon the police. Depending on the severity of the altercation, students are disciplined through:

- Time out
- In-school suspension
- Up to three (3) days out-of-school suspension
- For second or subsequent violations of the policy, out-of-school suspension or possible expulsion

**FIGHT** is when students gather, punches are thrown with the intent to harm, and the incident has to be quelled. Students are disciplined through an out-of-school suspension up to ten (10) days with possible expulsion. The principal may at his/her discretion report the information and summon the police.

**ASSAULT** is a student physically attacking another student, causing bodily harm or injury. Student is disciplined through out-of-school suspension up to ten (10) days with possible expulsion. Police will be called, and students will be subject to criminal prosecution.

**ASSAULT WITH A WEAPON** is a student attacking another student with a weapon, the same meaning as defined in law, which shall include but not be limited to any gun, knife, cutting instrument, tools, nunchaku, firearm, shotgun, rifle, replica of a weapon or any other tool, instrument or implement capable of inflicting serious bodily injury with the intent to cause harm. Student will be disciplined through an out-of-school suspension up to ten (10) days with a recommendation for expulsion. Police will be called, and students will be subject to criminal prosecution.

In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

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## WEAPONS

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### *Safe Schools Act 26 & School Board Policy [218.1](#)*

The School may expel, for a period of not less than one (1) year, any student who brings onto or possesses a weapon on any school property, in the buildings of or on the grounds of the School, at any school sponsored or sanctioned function or activity, or in any conveyance providing transportation to or from any school building, property, function or activity. The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass knuckles, firearm, shot gun, rifle, air rifle, BB gun, pellet gun or any pistol version, chemical agent, OC/Pepper spray, explosives, fireworks, or other such devices, any other tool, instrument or implement capable of inflicting serious bodily injury. The term weapon shall also include items which are replicas or look-alike weapons, whether or not actually capable of bodily injury and whether or not sold as a toy.

Any student possessing a replica of a weapon may be suspended or expelled in accordance with Board Policy.

The term possession shall mean a student who is in possession of a weapon when the weapon is found: 1) on the person of the student, 2) in the student's belongings (backpack, etc.), and 3) otherwise under the student's control while the student is on school property or on property being used by the school or while the student is attending any school function, activity or event whether said function, activity or event is being held on or away from school property, or while the student is on his/her way to or from school.

The School is required to report to the Department of Education all incidents relating to an act of violence or possession of a weapon. The Safe Schools Report is available for review by parents/guardians by contacting the Administration Office at 717-232-9220.

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## CONTROLLED SUBSTANCES/PARAPHERNALIA

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### *School Board Policy [2027](#)*

This policy, including the rules, regulations, and guidelines, is a concerted effort by Sylvan Heights to openly and effectively respond to the current uses and abuses of drugs, alcohol, and mood-altering substances by the members of our entire student population.

## STATEMENT OF POLICY

Through the use of an up-to-date curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, Sylvan Heights will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood-altering substances by the entire student population.

## DEFINITION OF TERMS

**Drug:** any controlled substance, mood-altering substance or other substance that is used for, or represented as being able to create, mind/behavior-altering affects when ingested.

**Alcohol:** any beverage that contains ethyl-alcohol (ethanol), including beer, wine, or distilled spirits).

Examples of the above include but are not limited to beer, wine, liquor, marijuana, cocaine, crack, hashish, chemical solvents, glue, look-alike substances, and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the School's policy for the administration of medication to students in school.

**Crisis Intervention Counselor:** is a certified program specialist with an expertise in the area of social restoration and student high- risk behaviors.

**Distributing:** deliver, sell, pass, share, or give any alcohol, drug, or mood-altering substance, as defined by this policy from one person to another or to aid therein.

**Possession:** possess or hold without any attempt to distribute any alcohol, drug or mood-altering substance determined to be illegal or as defined in this policy.

**Cooperative Behavior:** means the willingness of a student to honestly answer questions by school staff regarding the student's possession, use, ingested and/or distribution of alcohol and/or drugs at school or a school-sponsored activity whereby the student acknowledges his or her violation of this policy.

**Uncooperative Behavior:** is resistance or refusal, (verbal, physical, or passive) on the part of the student to comply with the reasonable request or recommendation of school personnel. Defiance, assault, deceit, and truancy shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of a licensed drug and alcohol facility.

**Paraphernalia:** a. Any utensil or item, which in the judgment of the School, is used, intended for use or designed for use to conceal, distribute, inject, ingest, package, smoke, store or use a controlled substance or alcohol; or b. Any electronic device that delivers nicotine or other substances via vapor for inhalation. The term includes e-cigarettes, e-cigars, e-pipes and other similar products; and includes all components and parts, such as e-cigarette batteries, atomizers, vaporizers, replacement cartridges and any solutions manufactured for use with such a device.

## RULES AND REGULATIONS

A student who is on school grounds, during a school session, or anywhere at a school-sponsored activity and is under the influence of alcohol, drugs, or mood-altering substances, or any substance reported to be a restricted substance or over the counter drug shall be subject to discipline pursuant to the provisions and procedures outlined in Sylvan Height's Discipline Code.

## SCHOOL GUIDELINES

As an integral part of the Sylvan Heights Drug and Alcohol Prevention Program, these guidelines represent one component in a School wide effort to respond effectively to drug, mood-altering substance, and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug mood-altering substance, and alcohol related events. Sylvan Heights will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

## SUMMARIZATION OF DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

**If the possible use of drugs, alcohol or mood-altering substances by a student is indicated, but there is no evidence of violation of law or school regulation the following will occur:**

- The student is informed of available help and encouraged to seek assistance.
- Referral to the Student Support System (SAP) team will take place.
- Parents/Guardians will be notified of the behavior and/or performance indicators if warranted.

- An intervention conference will be held if the SAP team feels necessary as indicated by the data.

**If the student has a drug, mood-altering substance or alcohol related medical emergency, the following will occur:**

- Standard health and first-aid procedures will be followed.
- The nurse will be summoned immediately.
- The student will be transported to a medical facility at parental expense.
- The principal will investigate the incident. This may include a search of the student, and other possessions.
- Parents/Guardians will be notified of the incident in the case of health problems or medical emergency.
- The police will be notified in the cases where the safety of the emergency victim or school population is at risk.
- An analysis of the substance will be made at the discretion of the School or police.
- Referral in the SAP team will be the discipline/rehabilitation measures. If there is evidence of further violation, see appropriate situational category.
- The School will document the incident.

**If a student possesses drug-related paraphernalia the following will occur:**

- The principal will be summoned.
- Paraphernalia is confiscated.
- The staff member writes an anecdotal report of the incident.
- The student, their desk and possessions may be searched.
- Parents/Guardians will be notified.
- The police will be notified at the discretion of the Principal.
- The substance will be confiscated for analysis if warranted.
- The student will be referred to the Student Assistance Program (SAP) Team. Informal hearing, one to three (1-3) days in-school suspension or out-of-school suspension at the discretion of the principal/CAO. Assessment by a licensed drug and alcohol facility within ten (10) days and compliance with its recommendations. If there is evidence of a further violation, see appropriate situational category.

**If a student is found to be in possession, use, or under the influence of drugs, mood-altering substances, or alcohol when attending a school-sponsored function the following will occur:**

- The chaperone will contact the group advisor or administrator.
- An anecdotal report of the incident will be written and submitted to the Principal.
- The student, their desk, and other possessions will be searched.
- Parents will be notified.
- Police will be notified at the discretion of the Principal or their designee.
- Analysis will be made for possible use in further proceedings.
- The student will be sent home immediately at parental expense or detained until parent can accompany the student. Further discipline as provided by the appropriate category will be administered following the Principal's investigation.

**If a student possesses, uses, or is under the influence of drugs, mood-altering substances, or alcohol, and is first offense- uncooperative, the following will occur:**

- The Principal is summoned.
- A staff member writes an anecdotal report of the incident.
- The student, their desk and other possessions will be searched.
- Parents/Guardians will be notified and requested to come to the school immediately.
- The police will be notified.
- An analysis will be made for possible use in further proceedings.
- The student will be referred to the SAP team. Informal hearing, 10 days out-of-school suspension. Formal school board hearing for expulsion from school. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

**If a student is caught again in possession, use, or under the influence of drugs, mood-altering substances or alcohol, the following will occur:**

- The Principal is summoned.
- A staff member writes an anecdotal report of the incident.
- The student, their locker, car, desk and other possessions will be searched
- Parents/Guardians will be notified and requested to come to principal's office immediately.
- The police will be notified.

- An analysis of the substance will be made for possible use in further proceedings.
- The student will be referred to the SAP team. Informal hearing, 10 days out of school suspension. Formal school hearing for expulsion from school. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

**If a student is distributing a drug, mood-altering substance, or alcohol the following will occur:**

- The Principal is summoned.
- A staff member writes an anecdotal report of the incident.
- The student, their desk, and other possessions will be searched.
- Parents/Guardians will be notified and requested to come to the principal's office immediately.
- Police will be notified in order that they may take further action.
- Analysis for use in further proceedings will be requested.
- The student will be referred to the SAP team. Informal hearing, ten (10) days out of school suspension. Formal school board hearing for expulsion from school. The administration will request that conditions for the return to school following the expulsion include an assessment by a licensed drug and alcohol facility and compliance with the recommendations of the facility.

**If a student distributes an over-the-counter medication to another individual for use consistent with the manufacturer's intended purpose, the Principal or their designee may impose appropriate discipline action in order to deter the student from engaging in such distribution in the future.**

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## TERRORISTIC THREATS

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*School Board Policy [2018.2](#)*

The Board of Trustees recognizes the dangers that terroristic threats by students present to the safety and welfare of School students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat. A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. A terroristic threat shall mean an offense against property or involving danger to another person. A threat issued by word, action or electronic media could include: threats in writing or artwork, verbal threats directed to someone, notes between students that threaten harm, overhearing someone speak of harming someone else, previous aggression coupled with current threats, student makes actual threat, serious physical fighting with peers, severe property damage, severe rage for seemingly minor reason or threats made on the Internet.

Students who make threats will be required to participate in a School threat assessment, which shall be completed by the School's school psychologist. The threat assessment is designed to determine if the student is an immediate risk for harming oneself or others, whether the student should be referred to Crisis Intervention for a free mental health assessment or to an outside mental health evaluator at the parent/guardian's expense, or if no additional assessment or counseling is being recommended.

Students who make threats will be subject to the school's disciplinary code of conduct, which may result in suspension, expulsion, criminal charges or placement into an Alternative Education Program. If the student is suspended from school the parent/guardian shall have the threat assessment completed during the suspension and prior to the student returning to school. If a student is expelled for making terroristic threats, the Board may require prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk to others.

Any individual concerned about a potential threat to students or staff may contact the principal/CAO.

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## GANG ACTIVITY

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*School Board Policy [2018.4](#)*

The School strictly prohibits gang activity on school property, at school activities, while traveling to or from school or school activities and on school vehicles. The presence of gangs creates the potential of students feeling intimidated at school and substantial disruptions of the educational process. A gang is defined as an ongoing organization, association or group of three or more persons known by a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of violent, illegal, threatening or intimidating acts inside or outside of school.



The School may consider a student to be a member of or affiliated with a gang, when:

1. The student admits to gang membership.
2. The student's parent/guardian identifies the student as a gang member.
3. The student regularly associates with known gang members and adopts the gang's style of dress, hand signs, symbols or other indicia of membership or affiliation.
4. Law enforcement authorities provide or confirm information leading the school administration to have a reasonable belief of a student's gang membership or affiliation.

Prohibited gang activity under this Policy shall include:

1. Wearing, possessing, using, distributing or displaying clothing, apparel, jewelry, accessories or manners of grooming in a manner intended to indicate gang membership or affiliation. Intent may be established by conduct and does not need to be admitted by the student.
2. Communicating through the use of gestures, handshakes, expressions, signs or nicknames in a manner intended to indicate gang membership or affiliation. Intent may be established by conduct and does not need to be admitted by the student.
3. Writing, inscribing or displaying gang-related graffiti, messages, or symbols on school buildings, furniture, equipment or other property.
4. Soliciting individuals to become members or affiliates of a gang.
5. Harassing, threatening or intimidating conduct by a gang member that prevents or adversely impacts an individual's ability to participate in school or school activities.

A student who violates this Policy shall be subject to disciplinary action, which may include suspension, expulsion or other action. This Policy shall not preclude a student from being disciplined under other Policies or disciplinary rules applicable to other forms of student misconduct.

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## **TOBACCO & VAPING PRODUCTS**

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*School Board Policy [2022](#)*

The Board prohibits possession, use or sale of tobacco by students at any time in a school building, and on any property, busses, vans and vehicles that are owned, leased, contracted, or controlled by the School. The Board prohibits possession use or sale of tobacco by students at school sponsored activities that are held off school property.

Tobacco products shall be defined as a lighted or unlighted cigarette, cigar and pipe, other lighted smoking products, and smokeless tobacco in any form. In addition to any other discipline action the School may impose for violation of this Policy, the School may initiate prosecution of a student who violates this Policy.

A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50, plus court costs, or admitted to an alternative adjudication in lieu of imposition of a fine.

The Principal/CAO or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law 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 possession, use or sale of tobacco immediately, 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. The Principal/CAO or designee shall document attempts made to reach the parent/guardian.

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## **NONDISCRIMINATION/DISCRIMINATORY HARASSMENT - SCHOOL & CLASSROOM PRACTICES**

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*School Board Policy [103](#)*

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the School to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all School students and staff members, contracted individuals, vendors, volunteers and third parties in the schools. The Board encourages students and third parties

who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the School's legal and investigative obligations.

For purposes of this Policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion.

For purposes of this Policy, **sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature.

Examples of conduct that may constitute **sexual harassment** include but are not limited to: sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating hostile or offensive learning or working environment.

Each student shall be responsible to respect the rights of their fellow students and School employees and to ensure an atmosphere free from all forms of unlawful harassment. Please refer to the School website under School Board for the complaint procedure. Students are subject to disciplinary action based on Board policy.

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## **BULLYING/CYBERBULLYING**

*School Board Policy [2049](#)*

The School will not tolerate acts of bullying/cyberbullying. Bullying/cyberbullying is defined as 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, and 3) substantial disruption of the orderly operation of the school. School setting is defined as: in a school building, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the school.

Students who have been bullied must promptly report such incidents to their teachers, principal, or other school employees supervising school sponsored activities. Teachers who observe acts or to whom acts of bullying are reported shall take reasonable steps to intervene to stop such conduct. If teachers cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the principal. Other school employees who observe acts of bullying shall report that conduct to the principal. Parent/guardians may contact the principal to report acts of bullying. Complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified.

A student who violates this policy shall be subject to appropriate disciplinary action, which may include: 1) counseling within the school, 2) parent conference, 3) loss of school privileges, 4) transfer to another school building, classroom or school bus, 5) exclusion from school-sponsored activities, 6) detention, 7) suspension, 8) expulsion, 9) counseling/therapy outside of school, 10) referral to law enforcement officials, 11) threat assessment or 12) mental health or drug and alcohol assessment through the Student Assistance Team.

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## **STUDENT RECORDS**

*School Board Policy [2016](#)*

### **TRANSFER OF RECORDS**

When a pupil transfers to another school or school district, a certified copy of the student's discipline record shall be provided to the receiving district. The school district to which the student has transferred should request the record. The School is required by law to provide the discipline record within ten (10) days.

### **AVAILABILITY OF RECORDS**

A student's discipline record shall be available for inspection by the student and his parent/guardian or other person having control or charge of the student. The record will be available to school officials and to state and local law enforcement officials as provided by law. Permission of the parent/guardian or other person in charge or control of the student is not required for

transfer of the individual's record to another school district in Pennsylvania or any other state in which the student seeks enrollment or is enrolled.

## **SWORN REGISTRATION STATEMENT**

All parents/guardians or other individuals registering a student will be required to provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school in Pennsylvania or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or any act of violence committed on school property. The registration document will be included as part of the student's disciplinary record. Any false statement made under this law will be a misdemeanor of the third degree.

## **NOTIFICATION OF RIGHTS: PARENTS/ELIGIBLE STUDENTS**

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's education records, as follows:

1. The right to inspect and review the student's education records within forty-five (45) days of the School's receipt of a request for access. A parent or eligible student making such a request must submit to the principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

A parent or eligible student may request the School to amend a record they believe is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record they want changed and specify why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the principal (or appropriate school official).

If the School decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent.

Disclosure of personally identifiable information can be made without consent to the following:

- a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is: a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.
- b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The School will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
- c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education, and state and local educational authorities.
- d. Officials connected with a student's application for a receipt of financial aid.
- e. State and local officials who are required to get specific information pursuant to state law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released. If the state statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by state law, without prior written consent of the parent.
- f. Educational testing and research organizations for the purpose of administering student aid programs or improving

instruction or predictive tests as long as confidentiality is maintained and such organizations are required to destroy records after they no longer are needed.

- g. Accrediting institutions
  - h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.
  - i. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the School will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order.
  - j. The School may disclose group scholastic achievement data from which the individual cannot be identified without written consent of the parent or eligible student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
- Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, DC 20202-4605
5. The right to refuse to permit the designation of any or all of the categories of directory information.

The School is permitted by law to disclose **directory information** without written consent of the parent/guardian or eligible student.

**Directory information** means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. **School video recordings, audio recordings, photographs or electronic recording of student assemblies**, plays, musical performances, award ceremonies, extracurricular events, and other school-sponsored activities are likewise directory information.

The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a **written refusal is received by the principal by September 15 of the current school term or within three weeks of student's enrollment in the School.**

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## **PROTECTION OF PUPIL RIGHTS – SURVEYS**

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### *School Board Policy [235.1](#)*

The Protection of Pupil Rights Law was revised by the federal government to include additional protections for students participating in a survey, analysis or evaluation conducted by a school district or government agency. No student shall be required to reveal personal information without the prior written permission of the parent/guardian of a minor child. The law places restrictions on surveys including the following personal topics: 1) political affiliations; 2) mental and psychological problems potentially embarrassing to the student or his family; 3) sexual behavior and attitudes; 4) illegal, anti-social, self-incriminating and demeaning behavior; 5) critical appraisals of other individuals with whom respondents have close family relationships; 6) legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or 7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Such survey, analysis or evaluation may be conducted on a voluntary basis, provided the student and parents have been notified of their rights under this law and are given an opportunity to inspect all related materials, including teacher's manuals, films, tapes or other supplementary instructional material which will be used in connection with the survey or instructional program.

## OPERATIONS

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### REQUEST FOR ACCOMMODATIONS

If you require accommodations to participate in an activity, program or service offered by Sylvan Heights, please call the Principal/CAO to make your request. Please notify the administrator at least 72 hours in advance. Prior to the event, you will be notified of the status of the request.

### PA WORKER & COMMUNITY RIGHT TO KNOW ACT, SAFETY DATA SHEET (SDS)

The School complies with the Pennsylvania Worker and Community Right to Know Act. The Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Standard and to all persons living or working in the State. No cleaning materials, hand sanitizers, or chemicals may be brought on to School property without being registered with the school office.

The School provides the required work place notices, training, Hazardous Substance Survey (HSSF) and Environmental Hazard Survey (EHSF) Forms, work area list, SDS sheets, labeling, records, and non-discrimination policies. The building has a master Safety Data Sheet file and Right to Know reports, which are located in the School Office. Reports are available at the Administrative Office for review.

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## ASSURANCE STATEMENT

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*Sylvan Heights Science Charter School does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the American Disabilities.*

*The following individuals are responsible for coordination of the School's efforts to meet its obligations with regard to non-discrimination:*

**Section 504 Coordinator:** Mrs. Jessica Nordai, Assistant Principal  
**Americans with Disabilities Act Coordinator:** Mrs. Susan Roth, Principal/CAO  
**Title VI and Title IX Coordinator:** Mrs. Jessica Nordai, Assistant Principal

## AN EQUAL OPPORTUNITY SCHOOL