



“In our every deliberation, we must consider the impact of our decisions on the next seven generations.”  
- Great Law of the Iroquois Confederacy

**2018-2019**

# **Seven Generations Charter School Student & Family Handbook**



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*Updated 2018*

Our Seven Generations Charter School Handbook is designed to ensure that all families are aware of the procedures and guidelines, based on State and Federal Laws that we follow in order to provide the safest and most productive education for our students. Policies and additional guidelines are on the school website.

Please see our website [www.sevengenerationsschool.org](http://www.sevengenerationsschool.org) for more information. Kindly sign and return the last page of this handbook by the deadline on the Handbook Acknowledgement Form. (If you need a printed signature page sent home, please call the office). Thank you for your support and cooperation!

## Table of Contents

### Contents

Who Are We? .....	6
SGCS Mission Statement.....	6
SGCS Vision Statement.....	6
Being Responsible Citizens of the Earth .....	6
Seven Generations Charter School Expectations.....	7
School Wide Positive Behavior Support: (RC)2 .....	8
Attendance/ Transportation.....	11
Attendance Procedures and Processes .....	11
Arrival/Dismissal Information .....	11
Tardy Policy.....	11
Excused Absences.....	12
Unlawful Absences .....	12
Student Vacations/Educational Trips.....	13
Release of Student.....	13
Emergency Contact Form .....	13
Traffic for Arrival/ Dismissal .....	14
Bus Transportation.....	15
Transportation Safety.....	15
Transportation Changes .....	16
Dismissal.....	16
Communication.....	17
Guidelines for Email Communication .....	17
Emergency School and Closings Communication.....	17
Inclement Weather Transportation .....	17
Early Closings.....	18
Snow Makeup Days 2018-2019.....	18
Student Enrollment/Withdrawal .....	18
Health/ Safety.....	18
Emergency Management Plan/Emergency Drills.....	18
Nutrition and Snacks.....	19
Lunch .....	19

Wellness .....	19
Illness .....	20
Allergies .....	20
Medications .....	21
Emergency First Aid/Accidents .....	21
Head Lice .....	22
Student Records (FERPA) .....	22
Student Services .....	23
MTSS .....	23
Special Education .....	24
Counseling .....	25
Student Assessment/ Report Cards .....	25
Report Cards and Conferences .....	25
Standardized Testing .....	25
Technology .....	25
Cell Phones and Electronic Devices .....	26
Lost and Found .....	26
Lost Material .....	26
Before/After School Care .....	26
LVCC Enrollment .....	26
Visitors and PTO .....	27
Visitors .....	27
Parent Involvement/Volunteers .....	27
Parent Teacher Organization (PTO) .....	28
Classroom Coordinators .....	29
Library .....	29
Classroom Community .....	29
Outdoor Learning and Hiking .....	29
Community Learning/Field Trip Opportunities .....	29
Homework .....	30
Homework for Absent Students .....	31
Policies .....	31
Non Discrimination Policy .....	31
Child Abuse Policy .....	31
Policy and Procedure for Searches .....	32

Dress Policy .....	32
Weapons Policy .....	32
Smoking and or Tobacco Use Policy.....	33
Seven Generations Charter School Anti-Bullying Policy.....	33
Student Code of Conduct .....	34
Handbook Acknowledgment Form.....	48

## **Who Are We?**

At Seven Generations Charter School students from every grade level engage in activities focused on sustainable living, environmental stewardship, and respect for our planet and all living things. We believe that a school with excellent academic standards can also be a place where students learn citizenship and develop the skills to succeed as they improve the overall quality of life in their communities.

Our school was founded on seven core values -- sustainability, creativity, mutual respect, cultural richness, integrated, academic excellence and hands-on learning -- that inform everything from our curriculum and teaching methods to our daily activities, as well as our decision-making processes and how we interact with each other as a community.

## **SGCS Mission Statement**

The Seven Generations Charter School is an academically rich educational community creating generations of stewards who embrace our world and each other. All members of the Seven Generations Charter School community are committed to a public education alternative that promotes sustainability and citizenship with an interdisciplinary, individualized, project-based curriculum.

## **SGCS Vision Statement**

To each Seven Generations Student, we pledge:

- An integrated learning experience that emphasizes sustainable living practices
- An experiential, constructivist approach to education that encourages hands-on learning in the community as well as in the classroom
- A culturally rich atmosphere that celebrates the expansive world around us
- An environment of academic excellence that taps into the creativity and uniqueness of each child and that fosters mutual respect

## **Being Responsible Citizens of the Earth**

At Seven Generations Charter School we make an intentional effort to reduce our school's ecological footprint, create a healthy school environment, and encourage the whole community to think about solutions to issues.

Some of the ways we do this include:

- Creating green, healthy spaces for learning
- Using resources sustainably
- Supporting sustainable school lunches
- Recycling, reusing, and reducing waste
- Involving students in helping our school to become more and more responsible
- Adhering to partner/vendor/commercial guidelines when making purchases

## **Seven Generations Charter School Expectations**

Every student must be prepared to fully participate, both academically and physically, in all outdoor learning experiences.

Every family must support their child in outdoor experiences by providing appropriate outdoor gear for each season, sturdy shoes, rain boots, rain pants and jackets, snow gear, reusable water bottles and a healthy lunch.

Every student must be equipped with skills to work in collaboration with others to accomplish group projects and service learning.

Every family must support their child by instilling the importance of cooperation, respect, and responsibility at school.

Every student must exhibit respectful, responsible, and safe behaviors to conduct investigations in school and out in the field with our community partners.

Every family must uphold and support our Code of Conduct so SGCS and related field trips and learning experiences are safe.

We encourage every family to participate in 20 hours of time to organize or volunteer at school or PTO events during the course of each school year.

## **School Wide Positive Behavior Support: (RC)2**

School Expectations:

- 1) Respect- treat others the way you want to be treated
- 2) Responsibility- be your best self
- 3) Cooperation- working together
- 4) Compassionate- caring about others

Meet Arcee, The Seven Generations School Mascot



What is (RC)2?

RC<sup>2</sup> is intended to offer our students, teachers, staff, families, and community a shared understanding of our collaborative hopes/dreams and expectations on how we will interact with one another, our school, and our environment. These principles work in conjunction with our Responsive Classroom framework to create an all school approach in addressing the social/emotional needs of our school community, as well as foster the foundations of citizenship and sustainability. The RC<sup>2</sup> program has impacted the school community by creating a universal language and recognition system. This system promotes acknowledging others when they demonstrate one of the four pillars of RC<sup>2</sup>. Consistent with the Responsive Classroom framework, members of our community acknowledge each other for specific behaviors and articulate why those behaviors strengthen our school community.

What Is an Acknowledgment? How Do They Work?

Staff members can acknowledge students by providing specific teacher language and feedback about the noticed behavior as it relates to one of the four expectations above.

Example:



“It was so responsible of you to pick up that litter you saw on the bus floor. It really helps take care of our bus and helps keep it clean. Thank you”



### Honor Board and Honor Menu

When a student receives an acknowledgment, they will get a chance each day to hand in their token. Students will explain to a staff member how they demonstrated RC2, sign their name in the school legend book, and add their acknowledgment peg to the honor board depicted below. These acknowledgments are tallied and this helps the school work towards individual, grade level, and school wide goals. As students reach their goal they will be celebrated in different ways. Examples of celebrations are below:

Individual- Lunch with a 7Gen staff member, reading morning announcements, or sitting in the seat of honor during All School Morning Meeting

Grade Level- Grade level hike, nature movie, or picnic

School Wide- All school campout, all school assembly, all school snow creation afternoon



For more information about (RC)2 please contact a SGCS staff member

# Contacts at Seven Generations For Community Members

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Topic	First go to	Then go to	If you still need more info:
<b>Busing</b>	Your district's busing company	Front office	Front office to notify CEO
<b>Building &amp; Grounds (Facilities)</b>	<a href="mailto:facilities@sevengen.org">facilities@sevengen.org</a>	Head of Facilities	Front office to notify CEO
<b>PTO</b>	<a href="mailto:PTO@sevengen.org">PTO@sevengen.org</a>	Your classroom coordinator	Front office to notify CEO
<b>Events/fundraisers</b>	<a href="mailto:PTO@sevengen.org">PTO@sevengen.org</a>	Your classroom coordinator	Front office to notify CEO
<b>Health</b>	School Nurse	Classroom teacher	Front office to notify CEO
<b>School Counselor</b>	Classroom teacher	School Counselors	Front office to notify CEO
<b>Special Education</b>	Classroom teacher	Special Education Case Manager	Front office to notify CEO
<b>EIC Curriculum and Common Core</b>	Classroom teacher	EIC Director	Front office to notify CEO
<b>Responsive Classroom</b>	Classroom teacher	Assistant Principal	Front office to notify CEO
<b>PSSAs</b>	Classroom teacher	EIC Director	Front office to notify CEO
<b>Title 1</b>	Classroom teacher	Reading Specialist	EIC Director
<b>Community/Educational Partnerships</b>	Classroom teacher	EIC Director	Front office to notify CEO

## Seven Generations Charter School

Elementary Building 610.421.8844

Intermediate School Building 610.421.6239

### School Hours

Office Hours

8:00 am to 4:00 PM

School Day

8:40 am to 3:15 PM (Mon., Tues., Thurs., Fri.)

8:40 am to 1:45 pm (Wed.)

## **Attendance/ Transportation**

### **Attendance Procedures and Processes**

Seven Generations Charter School is committed to supporting all students in gaining the skills and knowledge they need to be successful. In order to accomplish this goal, all students are expected to attend school daily. Each day a student misses is a lost day of valuable instruction. Even a few days absent will cause a student to fall behind in instruction.

Research shows that attending school is vital for building relationships and maximizing the learning of every member of SGCS community. Each child and his/her parents/guardians have the responsibility of ensuring she/he attends school regularly. Attendance taken at the beginning of each day will be recorded -permanently. Being on time is important to the learning of every community member. Regular attendance at school is very important and we believe it is key to academic success. In severe cases, it can even impact your child's ability to be promoted to the next grade. Parents should make every attempt to schedule medical and dental appointments outside of regular school hours.

#### School Hours

Office Hours	8:00AM to 4:00 PM
School Day	8:40 AM to 3:15PM (Mon, Tues, Thurs, Fri) 8:40 AM to 1:45 PM (Wed.)

### **Arrival/Dismissal Information**

The school buildings officially open at 8:15 a.m.

Students are not permitted to enter the school buildings until 8:15 a.m.

Students are expected to be in their classrooms by 8:40 a.m. Children should arrive between 8:20 am- 8:40 am

Seven Gen school day ends at 3:15 (1:45 on Wednesdays and Conference Days)

Parents drop off should not begin until 8:15.

Seven Gen will not provide supervision prior to 8:15.

### **Tardy Policy**

#### Tardy/absence Guidelines

- Students arriving between 8:40 - 10:30 am will be marked AM Tardy.
- Students arriving between 10:30 am – 12:00 pm will be marked as a 0.5 absence.
- Students who leave school for the day between 12:00 pm - 2:00 pm will be marked as a 0.5 absence.
- Students who leave school for the day between 2:00 – 3:15 pm will be marked as PM Tardy.
- Students who arrive after 8:40 am must be accompanied by a parent/guardian to the front lobby window where they will receive a tardy slip.

An unlawful tardy/absence is any absence from school without an acceptable excuse (as articulated in the Charter School's Student/Parent Handbook), or without any reason at all. Note that being late because of school bus transportation issues is not counted.

Students will be permitted a maximum of ten parent excused tardies per year without penalty. Any subsequent tardy that would fall under those identified as permissible excused absences will require a note from the doctor. For each additional four unlawful tardies, the student will be charged with a full day unlawful absence. Continued tardies will accrue and be applied towards truancy.

### **Excused Absences**

When a student is absent, the school must be notified via email at [absent@sevengen.org](mailto:absent@sevengen.org), which should include the teachers name, child's name, reason for absence, and contact information. The school must be notified within three days for the absence to be marked as excused.

Consecutive absences of 3 or more days require a doctor's note upon return to school. This information will be kept on record at SGCS. The following reasons for student absences from school are recognized as valid by SGCS:

1. Personal illness
2. Death in the family
3. Religious observances
4. Documented court appearance

Any student with ten excused absences is required to present a signed doctor's note for all subsequent absences for the remainder of the school year. After 10 parent excused absences all subsequent absences without a doctor's note will be noted as unlawful. Student records will be monitored for patterns that indicate they may reach or pass the 10 excused absences threshold. Parents will be sent three reminder letters indicating this trend.

### **Unlawful Absences**

Any absences that are not followed by a note or email within 3 days indicating the reason for the student absence and the date of the absence will be marked as unlawful. SGCS is required to report to the student's school district of residence when a student has accrued three or more days of unlawful absences. It is the responsibility of the school district to enforce the compulsory attendance laws in accordance with the Public School Code. After 3 unlawful absences, families will be sent a request for a Student Attendance Improvement Plan meeting with the appropriate staff (School Counselor, Classroom Teacher, and others involved in the concern).

Parents are strongly encouraged to attend SAIP meetings, but are not required. Please note that if a parent does not attend, the meeting can be held in your absence and the SAIP meeting results will become part of the child's student file.

Student records will be monitored for patterns that indicate they may reach or pass the 3 unlawful absences threshold. Parents will be sent three reminder letters indicating this trend.

### **Student Vacations/Educational Trips**

Student attendance is a critical component of a successful learning environment. We strongly discourage taking vacations during the school year that prevent your child from being in school. In the event of a pre-planned absence of 3 or more days, parents/guardians are required to complete an Educational Trip Request form for approval. You can find this form on our website. You can also request this form at the front office. This form must be filled out and turned in at least two weeks before the trip. Students in grades 3-5 will not be approved for trips during the PSSA testing window.

### **Release of Student**

In order to ensure the children's safety, the office maintains a list of individuals who are authorized to obtain the release of students in attendance at SGCS. No student may be released to any individual who is not the parent or guardian of the student unless the individual's name appears on the list. Parents/Guardians may submit a list of the individuals authorized to obtain release of their child(ren) from school. A parent/guardian may amend the list by submitting the changes at any time, in person.

Certified copies of any court orders or divorce decrees, which restrict a parent's ability to seek the release of a child, shall be maintained in the office. The custodial parent has the obligation of providing the school with this information. If the person seeking release of a child shows an out of state custody order, s/he must report to the Principal or their designee.

Anyone seeking the release of a child from school must report to the office and show satisfactory identification (i.e., picture identification). In the case of an early dismissal, reasons should be submitted in writing by a custodial parent/guardian and received in the office no later than 12 noon. The student must be signed out in the office by the parent, guardian or other individual whose name appears on the emergency card.

### **Emergency Contact Form**

It is critical for the school to be able to contact parents/guardians any time students are at the school. One emergency card is kept in the main office and the other in the Health Room. The school must have the parent/guardian's current address and home, cell, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent/guardian cannot be reached. This information is required at the beginning of each school

year and whenever a change occurs with parent's address, telephone or emergency contact information.

It is important that we have the names and up-to-date daytime phone numbers of at least two people who are available and have your permission to assume responsibility for your child if neither parent can be reached in the event of an illness or emergency with your child.

## **Traffic for Arrival/ Dismissal**

### **Arrival:**

1. Elementary School:
  - a. **Parents will not be able to drop off their child(ren) in front of the Elementary School.**
  - b. If parents would like to drop off their K - 3rd grade child(ren) they should then park in the parking lot which is located across the street from the Elementary School.

Parents are to travel East on Minor St. and make a left onto Cherry St and park in the lot on your right. (see map)

We will have a staff member serve as a crossing guard posted at the crosswalk at the intersection of Cherry St. and Minor St. Students will then be able to safely cross Minor St and enter the Elementary School. All students and families must use the crosswalk when they cross the street. This helps faculty reinforce the safety lessons that are taught at SGCS.

Parents are to leave the parking lot by entering Cherry St and make a left onto Peach St. Once on Peach St, it is recommended that parents make a right onto S. 2nd St. (see map)

2. Intermediate School:
  - a. If parents would like to drop off their 4th-5th grade child(ren) you may still do so only in front of the intermediate school.

### **Dismissal:**

1. Elementary School
  - a. Please park in the parking lot in front of the Elementary School.
  - b. Families must use the crosswalk when crossing the street.
  - c. We will dismiss the students at the following locations for parent pick up:
  - d. Grades K-1 will be picked up at the side door to the left of the building. Follow the driveway and you will see the exit.
  - e. Grades 2-3 will be picked up at the rear exit behind the building which leads to the recess area. Again, follow the driveway to the rear of the Elementary School.
2. Intermediate School
  - a. Parents may park in front of the Intermediate School to pick up their child.



## **Bus Transportation**

Children riding school buses arrive at different times based on the home district schedules. Typically, students arrive by bus between 8:15 am and 8:40 am.

## **Transportation Safety**

Child safety during school-based transportation is critical to SGCS and requires adult and child responsibility. The following responsibilities are important:

- Children are at the bus stop before the bus arrives.
- Children are dressed properly for the weather.
- Children are the responsibility of the parents/guardians monitored while they wait at the bus stop.
- Children wait until the bus has come to a complete stop before approaching the curb.
- Please refer to your home district transportation department regarding pick and drop off policies.

On the bus, each child has the responsibility to:

- Be seated immediately and remain seated at all times.

- Help keep the bus clean. No objects are to be thrown in or out of the bus.
- Obey the driver at all times.
- Wear a seat belt (where provided).
- Keep windows closed unless opened by the driver or with his/her permission.
- Keep all body parts from extending out the window.
- Refrain from yelling or making loud noises.
- Refrain from consuming food, gum, or drinks, depending on the rules of the driver.
- Understand that projects, musical instruments, etc. will be transported if the object safely fits in the bus. Check with the driver ahead of time to avoid difficulties.

Children behaving in unsafe or disrespectful ways on the bus will be reported to the school administration by the bus driver. Administrators will address all concerns regarding bus transportation. Consequences, such as losing bus privileges or assignment of a seat on the bus, will be determined by transportation services and administration.

### **Transportation Changes**

In order for a child to change his/her typical after school routine, written permission from the parent/guardian is required and should be delivered to the office by **noon** of that day. These changes may include such things as going home with a friend, being picked up by someone different, or going home rather than to after school care. Parents/Guardians should send a note stating the change and the date(s) on which the change will occur. **No changes will be permitted without timely written notification.** Also, students are not allowed to travel on a bus that is not provided by their home district. Each school district has their own set of rules regarding switching buses within their district so please call the front office or your home district's bus company or transportation department. All permanent changes regarding bussing arrangements must be reported to the child's home district's transportation office by first filing out Form 372 in the front office.

### **Dismissal**

Students who walk home are dismissed at 3:20. All other students wait in the building to be picked up between 3:15 and 3:40 in the Intermediate School and the Elementary School. Students not picked up at designated ES and IS areas by 3:40 will need to be picked up from each buildings main office. We appreciate your promptness, as our staff has other obligations starting at this time. If you intend to visit or need to speak to someone, please use the parking lot across the street. Please do not leave your child unsupervised if you stay after he/she is released to you.



## **Communication**

Communication is one of our priorities. Your child's teacher is responsible to notify you when she/he believes that there is a concern regarding your child's progress or behavior. Should a parent/guardian have a concern about their child, or any circumstance involving the classroom or teacher, it is the policy of Seven Generations Charter School that the parent must first go directly to the teacher to discuss any concerns. If the parent/guardian feels that the concern has not been addressed and/or resolved, it is then appropriate to reach out to administration.

## **Guidelines for Email Communication**

When using email, staff and parents/guardians should keep in mind that email is a quick way to send a message, but it is not necessarily the best way to get a quick reply or resolve an issue.

With this in mind, parents/guardians are asked to adhere to the following guidelines:

- Email must never be used to discuss contentious, emotional or highly confidential issues.
- Emails should be short and directional in nature and only include facts.
- Email should not be used for time-sensitive communication.

## **Emergency School and Closings Communication**

Seven Generations uses the "One Call" system during the school year. This system allows us to send messages out to parents and guardians in the event of a school closing, an early dismissal, or a school-related emergency. It is vital for the school to have accurate and up-to-date phone numbers for you so that we are able to get important information to you as quickly as possible. This information is gathered on the Emergency Contact form.

When school is closed or there is a late opening, the announcement will also be made on WFMZ.

## **Inclement Weather Transportation**

When the child's district of residence is closed, transportation will not be provided if SGCS is open. It is the responsibility of the parents to transport their child to/from school. If the roads are not safe, please do not drive!

Remember: Although Seven Generations does make its own individual decision about whether to close school or have delayed openings or early dismissals, families should adhere to information announced for the school district in which they live. For example, if your family resides in a school district that has announced a two-hour delay for its students but Seven Generations is opening at its usual time, we understand that your child will be arriving at school two hours late. Your child will not be considered tardy. Additionally, if you live in a school district that has announced that it is closed for the day, and Seven Gen is on a two-hour delay, your child will not be expected to be at school and he/she will have an excused absence. Ultimately, if you drive your child to school, you make the final decision about road conditions. Please use good judgment and drive safely.

## **Early Closings**

We cannot always predict when school will be closed early due to inclement weather. Because of transportation issues, we are required to follow each district's decision to close and adhere to their schedule for picking up the children early. Therefore, when it is snowing or when snow is anticipated, please check the sources on the list above for your child's home district and then, if needed, call the office for the specific time district transportation will be picking up the children. The school will send an email to the community of the rescheduled dismissal and bus drop off times.

Parents/Guardians should have plans in place as early as possible for late openings, early closings, and school closings due to inclement weather or other emergencies. Before and after school care is not available.

## **Snow Makeup Days 2018-2019**

Two snow days are built into the regular calendar. Beginning on the third snow day, make up days will begin. The order of snow makeup days is as follows:

- February 18, 2019 (Closing occurs on or before 2/8/19)
- April 18, 2019 (Closing occurs on or before 3/29/19)
- April 22, 2019 (Closing occurs on or before 4/5/19)
- Any additional day will be added to end of the school year beginning June 10, 2019

## **Student Enrollment/Withdrawal**

A student is formally enrolled in SGCS upon receipt of the Charter School Student Enrollment Notification Form and associated documentation. A student is formally withdrawn upon receipt of a Release of Records/Information from an alternate school or written notification from the parent/guardian.

## **Health/ Safety**

### **Emergency Management Plan/Emergency Drills**

Emergency drills will be conducted in order to instruct children and adults on emergency plan protocols. Emergency drills shall include instruction on fire, shelter in place, lockdown, evacuation, and severe weather.

Children are expected to cooperate with faculty/staff members during emergency drills. Children must stay with the teacher with whom they exited the building. Unsafe behavior will be subject to disciplinary actions. All faculty/staff have been trained and have access to the Emergency Management Plan.

## **Nutrition and Snacks**

As educators, it is our responsibility to reinforce proper nutrition habits and choices with our students. Breakfast is the most important meal of the day and enables children to concentrate, cooperate and learn better! Any foods from the five food groups can be acceptable breakfast foods, even if it is on the run.

Snack time provides your child with an opportunity to eat something nutritious that can replenish energy and support his or her best performance throughout the day. Please send only healthy snacks to school with your child.

Food allergy information and recommendations are located in the allergy section.

## **Lunch**

Children and staff alike are asked to bring a nutritious lunch and snack to eat at school. Please consider nutritious choices such as juice, fruit, vegetables or baked goods as you pack your child's lunch. For safety reasons, do not send glass containers or bottles. Please label each part of all lunch containers (e.g., box, bag, containers) with the child's name.

The faculty may decide to return uneaten food in the child's lunch bag/box as a way of ensuring that parents/guardians are aware of how much food their child has eaten for lunch.

Since our school mission focuses on environmental stewardship, we request that any and all packaging you send with your child be either recyclable and/or reusable so that we can reduce the amount of trash going into our waste stream. Even if the items you are sending in your child's lunch are "recyclable" please avoid sending bottles, cans, glass or anything that can be tossed into our recycling containers. While these containers are certainly better than non-recyclable options, using containers that can be refilled not only significantly cuts the cost of your food bill, but also reduces the amount of waste (recyclable or not) that we need to tend to on our school grounds. SGCS will not be providing utensils for your child. If your child requires a utensil, please pack the utensil in their lunch box.

In addition to a sack lunch, all children and staff are asked to bring a refillable water bottle to school every day for consumption throughout the day.

## **Wellness**

Pennsylvania State law requires a physical examination, a dental exam and immunizations for all elementary-age children who attend public school. New students must be in compliance upon entrance. A student will not be enrolled if the proper immunization records are not submitted. A child must have had at least one of each vaccine or letter of exemption to remain in school provisionally.

On the first day of school, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of each vaccine required. If a child does not have all the doses of the vaccine, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next does is

not the final dose of the series, the child must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion. The medical plan must be followed or risk exclusion.

According to the SGCS Health Exam Waiver Policy, the timeframe for completion of private physical and dental exams can be extended to allow SGCS to accept private physical and dental exam reports completed within one year prior to a student's entry into the grade where an exam is required.

By state law, SGCS is required to conduct certain health screenings on the children at certain chronological ages (e.g., vision, hearing, height, and weight) every year. Parents will receive a notification letter each year of the results of these screening tests. Letters of referral to specialists will be sent home if the child fails a screening test. The parent must submit the specialist report to the school nurse after the specialist has been seen.

### **Illness**

Parents/Guardians must notify SGCS if their child is absent because of a communicable disease (e.g., measles, mumps, chicken pox, meningitis, strep throat, head lice). While respecting the child's right to privacy, SGCS will notify all parents/guardians in an expedient manner if/when a child attending SGCS is absent because of a communicable disease. Additionally, parents/guardians are asked to honor the following guidelines for returning a child to school after an illness: 24 hours have elapsed since the child's temperature returned to normal without fever reducing medication, s/he last vomited, and/or s/he last experienced diarrhea within 12 hours. When a child experiences a fever above 100.2, vomits or has diarrhea at school, the parents/guardians will be contacted and asked to pick up the child from school. While waiting to be picked up, the child who has become ill at school will be provided a space to lie down and rest under the supervision of an attending adult. NOTE: All trips to the school nurse or faculty member for health-related issues will be documented and maintained in the child's records and be communicated to the parents/guardians.

### **Allergies**

Parents/Guardians are asked to put in writing a list of all known food and substance allergies their child(ren) experiences and send it to school within the first week of attendance at the school. This list should include the name/age of the child along with known allergies, know manifestations (e.g., rash, difficulty breathing, etc.) of the known allergy, possible anecdotes for countering the allergic reaction, and a description of emergency treatment as needed (emergency care plan). Parents/Guardians of children with severe allergies should consider maintaining medication on site per the medication policy. An Authorization for Medication During School Hours form must be submitted and filled out by the student's healthcare provider and parent to have these emergency medications in school.

## **Medications**

If a student requires medication (prescription or over-the-counter) during school or any school outing when the student is under the care and supervision of the faculty or staff of Seven Generations, the medication must be given to the School Nurse by the parent/guardian. The medication must be in its original container from the pharmacy and accompanied by a note from the parent/guardian and a doctor indicating the name of the drug, the dose, the timing of the dose, and the reason the medication is required. Students should not be in possession of any types of medication at any time (except as provided for by other policies). Students may not keep any medications on their persons or in their school bags or lockers. All medications are kept in a locked cabinet in the Nurse's Office.

Parents who wish to give medication to their children during the school day must administer it in the office of the School Nurse.

Medication in baggies or foil wrappings will not be accepted or administered. Vitamins, antacids, acetaminophen or ibuprofen, and lactose products (ex, Dairy Ease) must also be accompanied by written permission from a physician and parents/guardian with clear instructions for dosage and administration times.

Only the exact amount of prescription medication for the treatment period should be kept in the Nurse's office. Pharmacists will provide extra labeled containers if asked.

The School Nurse is charged with the final determination of what over-the counter items fall under the category of medication and for developing procedures to carry out this policy.

If there is no School Nurse on a field trip, hike, or school-sponsored outing, it is the parent(s) responsibility to make arrangements of medications that need to be given. Parent(s) can attend or parent(s) can direct non-medically licensed staff members to supervise medication by the student (in properly labeled envelope/container). The School Nurse cannot delegate or distribute medications to other staff members.

## **Emergency First Aid/Accidents**

The school's standing orders will provide first aid procedures, which will be administered if a child experiences a minor injury (e.g., scratch, superficial cut, bump, bruise, insect bite) while at school. An accident report will be completed and maintained on file in the nurse's office in the event of a serious injury. Except in the instance of a minor injury, the school nurse, child's classroom teacher or office staff will typically contact the parents/guardians about the injury by the end of the day.

Should a child become injured seriously while at school (e.g., suspected broken bone, dislocated shoulder, deep cut, eye), the school nurse will administer to the child's immediate needs and make arrangements to transport him/her to the hospital. Attempts to notify parents/guardians of the injury and subsequent medical care will be made immediately, using the information on the child's Emergency Contact Information form.

In the event of a medical emergency when the school nurse is not in the building, in accordance with state law, 911 will be called and the child will be transported to the nearest hospital. At least one staff member will accompany the child. Parents will be notified immediately.

### **Head Lice**

Please contact the school nurse if head lice are found so other children in the class can be checked and parents can be notified via a letter sent home. The school nurse shall conduct periodic examinations of student's heads at appropriate times. A student found to have head lice will be informed privately and a parent will be called to pick him or her up from school immediately.

The child's hair must be treated with a lice-killing product and all nits (eggs) must be removed. The student may return to class as soon as this procedure has been completed and the school nurse has confirmed that no live lice remain by checking the child's immediately upon arrival to school the next day.

### **Student Records (FERPA)**

Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA)  
Regarding the Disclosure of Student "Directory Information"

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords parents, legally emancipated students, and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are briefly summarized below and are explained more fully in the Board's Student Records Policy which is on file at the school and is available upon request:

The right to inspect and review the student's education records within 45 days of the day Seven Generations Charter School ("Charter School") receives a request for access. Parents or eligible students should submit to the CEO a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Charter School to amend a record that they believe is inaccurate or misleading. They should write the CEO, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Charter School decides not to amend the record as requested by the parent or eligible student, the Charter School will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official may include a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law unit personnel); a person serving on the Board; a person or company with whom the Charter School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); contractors, consultants, volunteers, and other outside service providers used by the Charter School; or a parent or student serving on official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Charter School discloses education records without consent to officials of another school, school district, school system, or institution of higher learning in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter 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, D.C. 20202-4605

## **Student Services**

### **MTSS**

#### **MTSS Academic and MTSS Behavior**

MTSS is a term used to describe a model that uses data-based problem-solving to integrate academic and behavioral instruction and intervention. The integrated instruction and intervention is provided to students at varying levels of intensity based on student need. The goal is to prevent problems and intervene early so that students can be successful. The team consists of a range of staff members including but not limited to classroom teachers, special education teachers, reading specialists, and school counselors. Parents are also an important part of this process. If your child is referred to one of the MTSS teams, you will be contacted by your classroom teacher.

## **Special Education**

### **Annual Public Notice of Special Education Services and Programs, and Services for Protected Handicapped Students**

In compliance with state and federal special education regulations, notice is hereby given by Seven Generations Charter School (SGCS) that SGCS conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services. SGCS provides a free, appropriate, public education to students with a disability. To qualify as a student with a disability, the student must be of school age, in need of specially designed instruction, and meet eligibility criteria for one or more of the following conditions:

- Autism
- Emotional Disturbance
- Neurological Impairment
- Blindness or Visual Impairment
- Specific Learning Disability
- Deafness or Hearing Impairment
- Intellectually Disabled
- Physical Disability
- Speech/Language Impairment
- Developmental Delay
- Multi-Handicapped
- Other Health Impairment

SGCS engages in identification procedures to ensure that eligible students are identified and receive an appropriate educational program consisting of special education and related services, which are designed to meet the student's needs. In compliance with state and federal law, Seven Generations Charter School will provide to each protected, disabled student, without discrimination or cost to the student or family, those related services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program to the maximum extent appropriate to the student's abilities. In order to qualify as a protected disabled student, the student must be school-aged with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections are applicable to all students enrolled (or seeking enrollment) in special education programs.

If you believe your child may be eligible for special education or is a protected handicapped student, SGCS offers screening and evaluation options to assess the needs of your student. To request an evaluation, you need to put your request in writing and address it to the school CEO. The screenings and evaluations are offered at no cost to the family.



## **Counseling**

The goal of the school counseling program is to facilitate each student's academic success and feeling of belonging in our school community. Throughout the school year the counseling department staff may work in a variety of ways with your child. Each student has access to the school counselor as part of our general education programming.

The focus areas are personal, social, career and academic. By utilizing the Seven Gen Core Values and PA State Standards for Social and Emotional Learning, counseling department staff provides a variety of services. Counseling Department services include: Individual and Small Group Counseling, Classroom Sessions, and Consultation and Family Resources.

### Confidentiality Statement:

Trust and confidentiality work together. Counseling records do not become a part of the student's permanent record except as required by school policy. We may indicate that a student was seen; however, the topics discussed are not included unless required by the school board policy. The requirements of the Family Education Rights and Privacy Act (FERPA) are enforced—information will not be released to anyone outside our school without your written permission. Counseling Department staff may talk with the classroom teacher about how he or she can help your child in the classroom; however, specific information will not be shared.

## **Student Assessment/ Report Cards**

### **Report Cards and Conferences**

Seven Generations operates on a trimester schedule. Conferences are held twice a year, once six weeks into the school year (mid-October) and the other, six weeks before the end of school (early May). Parents and students are encouraged to attend conferences.

### **Standardized Testing**

Children in grades 3-5 will participate in the Pennsylvania System of School Assessment (PSSA) as required by state law. The window of testing dates is outline in the school calendar each year. The purpose of this testing is to both monitor student achievement and evaluate curriculum and instructional goals and objectives. A parent/guardian will be notified in writing when test scores are returned to the school. Parents/guardians should address questions about the standardized testing program and their child's test results to their teacher.

### **Technology**

#### Use of School Computers/ Electronic Resources

The school follows the Acceptable Use Policy when dealing with technology. Please see policy 815, located on the school's website for more information.

## **Cell Phones and Electronic Devices**

The use of cell phones at school by students for any reason is not permitted. If a student does have a cell phone at school, it must be turned off and remain in his/her book bag during the entire school day. If students do not comply with electronic device policy, teachers will hold device until the end of the day. In the event of multiple infractions of devices, the office will hold device for parental pick up.

The use of electronic devices and video games is restricted to before and after school hours. Students may not play electronic games or use electronic devices during a break time or recess. These items are distracting during school hours and are best left at home.

## **Lost and Found**

Parents/Guardians are asked to LABEL EVERY ITEM that comes to school. In the event that an item is unlabeled and unclaimed, it will be placed in the school Lost and Found, which can be located by speaking with someone in the front office. Several times a year, lost items will be displayed in a designated area for pickup. Periodically, all unclaimed items will be dropped off at a local charitable organization.

## **Lost Material**

In the event that texts, library books, calculators, or other school materials and property are lost or destroyed, payment from the child's parent/caregiver will be required.

## **Before/After School Care**

Seven Generations partners with the Lehigh Valley Child Care to provide before and after-school care for students. LVCC is committed to providing childcare that fosters mental, physical and emotional well-being.

Before Care Hours: 6:30 - 8:40 am

After Care Hours: Monday, Tuesday, Thursday, Friday: 3:30 – 6:00 pm

Wednesday: 1:30 – 6:00 pm

\*The Before and After Care program will remain open in the event of weather-related delays, early dismissals or school closures.

## **LVCC Enrollment**

LVCC is provided at Seven Generations Charter School but administered by LVCC. Please visit their website for more information, sample activities and fees.

Parents can register in the following ways:

- 1) Contact the school for an information/registration packet; completed forms must be mailed to LVCC
- 2) Sign up via the website: <http://www.lvchildcare.org/>

## Visitors and PTO

### Visitors

We enjoy sharing students with their families! It is important, however, for us to know who is on the school grounds. As required by law, all visitors/guests/parents in the school must report to the front desk when they arrive to sign in and receive a visitor badge.

### Parent Involvement/Volunteers

Volunteer clearances/ certifications are NOT required for the following activities:

- Mystery readers
- Classroom presentations or parties
- Attendance at school events such as assemblies, meetings, performances, festivals, etc.
- Monthly weekend work days or work parties
- Participation on a committee

Volunteer clearances/ certifications ARE required for parents, community members, and others who volunteer on behalf of the school and may be alone with small groups of students or with an individual student in the capacity of supervision, guidance or control. Clearances/ certifications are also required for anyone who volunteers on a routine basis or for visitors who will spend regular, extended time in the school. Examples include but are not limited to:

- Chaperoning field trips
- Working with a small group of students or with an individual student
- Working in the library
- Driving a team/group to an activity
- Participating in extracurricular events on-site and off-site
- College students observing or studying at the school
- Assisting in a classroom

Certificates are valid for 60 months (5 years) for the date issued and must be renewed in order to continue as a volunteer within the school. Volunteers are required to obtain updated clearances/ certification if clearances are older than July 1, 2012. The Child Abuse History Certification and PA Criminal clearances are requiring and free for volunteers at this time.

- The Child Abuse History Certification for the Department of Human Services is available at Pennsylvania Child Welfare Portal.
- The Pennsylvania State Police Criminal clearance is available at Pennsylvania Access to Criminal History (PATCH)
- The FBI fingerprint registration is online at IdentoGo.
  - **Registration-** The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment System. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at IdentoGo (external website). Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8 am to 6 pm.

During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc) along with notices about identification requirements and other important information. When registering online, an applicant must use the appropriate agency specific Service Code (1KG6Q9) to ensure they are processed for the correct agency (PDE) and/or applicant type (PDE Volunteer). Using the correct service code ensures the background check is submitted for the correct purpose. Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferable. If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen. The applicant should select the "Back to Home" button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again.

- **Payment-** The applicant will pay a fee of \$22.60 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money Orders or Cashier's Checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

Volunteers will also be required to sign the Arrest/Conviction form annually. If you have any questions please call the elementary school front office at a 610-421-8844.

**All three clearances/certifications forms must be on file with the school. Please bring originals to the school office; a copy of each will be made and the original forms returned to you.**

If you would like to start volunteering while your clearances/certifications are being processed, you must sign an affidavit and show proof of request of the three clearance/ certification forms. *The affidavit is acceptable only for the interim period that the clearances are in process.*

### **Parent Teacher Organization (PTO)**

The PTO is intended to serve as the forum for communication between all members of the Seven Gen community, including families, staff, board members and founders. Every monthly meeting is an opportunity for all of us to share, discuss, and make collective decisions regarding our ideas and concerns about our school, and to learn about the activities of the various committees. This is part of the unique mission of Seven Gen—to ensure that all can be heard and become part of our collective decision-making. We invite you to come and take part in this vital facet of our school. Meetings are typically the second Thursday of each month at 6:30 p.m., in the Intermediate School. For more information, please send an email to [pto@sevengen.org](mailto:pto@sevengen.org) or visit the school website to view agendas and minutes.

## **Classroom Coordinators**

Each classroom will have 2 Classroom Coordinators who will be a parent/guardian of a child in the class. Coordinators facilitate communication between teachers and parents by helping to: organize classroom events, identify and recruit volunteers for school-wide needs, and organizing the monthly work days at the school. For more information, contact the PTO at [pto@sevengen.org](mailto:pto@sevengen.org).

## **Library**

Although our library is staffed by volunteers, all students have scheduled access to the library and are able to borrow books. Seven Generations charges late fees for lost library books. However, if a child does not return his/her books the number of books he/she will be allowed to check out at the next library visit will be adjusted accordingly and may be charged for a lost book. Library volunteers print out weekly reports and overdue notices so teachers can send reminder notes home with students. If a book is lost, administrators determine on a case-by-case basis how the book will be replaced. You can contact the library at [library@sevengen.org](mailto:library@sevengen.org).

## **Classroom Community**

### **Outdoor Learning and Hiking**

Our students are outside learning most days. Please be sure that students come to school dressed for hiking and outdoor activity. All of Seven Generations' behavior policies are in effect while students are out working in the community. Our students work closely with community members and we expect our students to give them the same respect and appreciation they would give to any staff member at Seven Generations.

Students at Seven Generations learn about ponds from exploring ponds; they learn about the forest by being in the forest. It is our goal that children spend as much time as possible learning from the environment by being in the environment. To that end, coming to school each day prepared for being outdoors in weather-appropriate clothing and hiking (and getting dirty) is important. Please understand that there are times when children will get dirty. We do our best to enjoy all types of weather safely. Please remember to apply sunblock at home prior to coming to school, if desired.

Outdoor learning and hiking play a critical role in our everyday teaching. We ask that you support our belief that if a child is healthy enough to be in school then he/she is healthy enough to be learning outdoors.

### **Community Learning/Field Trip Opportunities**

Community learning opportunities and field experiences are an integral aspect of SGCS's learning environment. A general permission slip for community learning opportunities and field

experiences is included in the enrollment forms. Parents/Guardians may revoke general permission at any time.

Prior to a child participating in a trip that exceeds normal school hours and/or requires bus transportation, a specific permission slip will be sent home for a parent/guardian's signature. It must be signed and returned to the school prior to the beginning of the trip.

To ensure the safety of everyone in the community the following practices will be implemented on a consistent basis:

All groups that go into the community will have one adult who has a cell phone or radio in her/his possession for emergency communication purposes

All persons going into the community will check in/out with the front desk and provide the following information (i.e., destination, purpose of outing, estimated return time) either by calling or signing in/out

The Principal or other administrator will be informed of all field trips requiring bussing in advance.

## **Homework**

At SGCS, we believe in creating responsible and engaged learners both in school and at home. We believe in meaningful independent practice and application of learned skills by students through homework.

At SGCS, homework is developmentally appropriate, meaningful, and supportive of our core value of academic excellence. Homework supports the development of intrinsic motivation to foster study habits, independence, perseverance, and responsibility. As such, homework will not be graded. Projects are viewed differently as they are an extension of the learning process which occurs in the classroom and will be graded.

If your child has reached frustration with the homework assignment or has a family circumstance which prevents completion, an adult should write a note on the homework indicating the situation. A family/ teacher conference may be held to create an individualized homework contract.

### **Math:**

Math homework will reinforce skills/concepts previously taught in the form of worksheet, website, or practice materials/ home connection of the week. In grades 1-5 math homework will be assigned to your child 4 times a week. Kindergarten will assign a weekly math home connection suggested activity. Math homework should not exceed more than 20 minutes per night. Exceptions could include testing days, field trips, or short instructional weeks.

### **English Language Arts (ELA):**

ELA homework will reinforce skills/concepts previously taught and may be assigned in the form of spelling, sight words, fluency, and comprehension. Activities may include worksheets,

websites, and practice materials. In grades K-5, ELA homework will be assigned weekly. Exceptions could include testing days, field trips, or short instructional weeks.

The most effective way to improve reading skills at any reading level is to practice reading. Continued practice in reading will help your child gain fluency and comprehension skills. Therefore, nightly reading is strongly recommended for each student. Reading can include books, magazine or online articles, recipes, etc. If you need material suggestions or tips on how to talk to your child about what they have read, please contact your child's teacher.

### **Projects:**

In addition, each grade level may throughout the year have a project(s) connected with student learning that would need to be completed at home with family support. Families will be provided with directions on how to support their child at their level. Assessment/grading criteria will be provided with each project.

## **Homework for Absent Students**

Whenever students are absent from school and a request is made for homework, the following guidelines should be followed:

- 1) Teachers should be notified by noon that homework will be picked up for the absent child that day.
- 2) It is the student and parents/ guardians responsibility to attempt to complete all assignments missed during an absence. It is the teacher's responsibility to ensure that the student has an understanding of the concepts upon his or her return.

## **Policies**

### **Non Discrimination Policy**

Seven Generations Charter School is an equal opportunity education institution and does not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, sexual orientation, religion, ancestry, disability, or other legally protected classification. Please see policy 103, located on the school's website for more information.

### **Child Abuse Policy**

The board directs the CEO to develop procedures which will ensure compliance with the statutory requirements for the identification and reporting of instances of suspected child abuse. These guidelines were adopted December 2011 and are reviewed on an ongoing basis. Please see policy 262, located on the school's website for more information.

## **Policy and Procedure for Searches**

The Seven Generations Charter School (“SGCS” or “the School”) is committed to providing schools free of drugs, alcohol and weapons. The School actively works to protect its students, ensure school discipline, protect school property and ensure the healthcare of students while in the school environment. The School will not tolerate students buying or selling drugs, alcohol and weapons on school property.

All lockers and other storage areas provided for student use on school premises remain the property of the school and are provided for the use of the students, subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock approved by the school in which the locker or storage area is located.

The Principal/ CEO or his/her designee, may search any locker or any student storage area after notifying the student and giving the student opportunity to be present. However, where administration has a reasonable suspicion that the locker contains materials that pose a threat to health, welfare and safety of the students of the school, students’ lockers may be searched without warning. Please see policy 226, located on the school’s website for more information.

## **Dress Policy**

Students are required to have appropriate outdoor gear for different seasons. In fall and spring, this means rain boots, pants and jacket. In the winter, rain gear will go home and should be replaced with snow pants. If your family is in need of assistance in obtaining any of these items, please let your child’s classroom teacher know so we can help. Please see policy 221, located on the school’s website for more information.

Children, along with their families, are expected to make responsible choices about what clothes they wear to school; such choices should be in alignment with the values/beliefs of SGCS community. They should also support daily learning time outside. Remember, children go outside almost every day. Children **MUST** be dressed appropriately for the weather and should wear washable, comfortable clothes that allow them to work and move freely. Layers are strongly recommended in the colder weather. It is also a good idea to send an extra set of clothes to be kept at school should your child need to change.

## **Weapons Policy**

The Board prohibits the possession, use, concealment, distribution and/or sale of weapons and look-alike weapons in any school building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity. Any individual is subject to search by school staff upon reasonable suspicion, and where warranted, by the police. Prohibited items will be confiscated as evidence and the violator will be subject to school discipline and, when appropriate, to criminal prosecution. The appropriate



authorities will be contacted in accordance with the Safe Schools Act of the Public School Code. Please see policy 218, located on the school's website for more information.

### **Smoking and or Tobacco Use Policy**

Tobacco used by students, employees, and visitors is prohibited in school buildings, buses, and on school property owned by or under the control of a school. Tobacco possession by students is also prohibited. Any students possessing or using tobacco on school property commits a criminal offense and is subject to state and local penalties. Please see policy 222, located on the school's website for more information.

### **Seven Generations Charter School Anti-Bullying Policy**

The Board of Trustees recognizes the importance of a safe school environment to the educational process of Seven Generations Charter School. The Board has determined that a safe and civil environment in school is necessary for students to learn and to achieve high academic standards. Bullying, like other disruptive or violent behaviors that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment, is prohibited at Seven Generations Charter School. Because students learn by example, school administrators, faculty, staff, students and volunteers are directed to: demonstrate appropriate behavior, treat others with civility and respect and refuse to tolerate bullying.

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors. Please see policy 249, located on the school's website for more information.

## **Student Code of Conduct**

### **SEVEN GENERATIONS CHARTER SCHOOL**

#### **Student Code of Conduct**

### **Policy Statement**

The Board of Trustees of Seven Generations Charter School will have the authority to make reasonable and necessary rules governing the conduct of students in school. The Board of Trustees is committed to creating a safe and positive learning environment wherein students learn to be kind, compassionate, respectful, hardworking, independent, resourceful, and well-adjusted individuals. Such an environment requires, of course, that students recognize their rights and responsibilities, as well as those of other students, teachers, parent/guardians, administrators, and members of the school community.

### **Purpose**

The purpose of this Student Code of Conduct is to define the rights and responsibilities of student and parent/guardian members of the school community, the standards for acceptable conduct of students, and the consequences for failure to meet those standards. In doing so, the Board of Trustees seeks to provide a safe environment in which students can learn and thrive individually and as members of a larger community.

The Charter School complies with all applicable federal, state and local laws in providing equal opportunity to all Charter School students. Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

### **Scope of Student Code of Conduct**

This Code of Conduct applies to conduct of the Charter School student[s] that occurs:

- During such times as they are under the supervision of the school, including the time they are in attendance at the school as well as the time necessarily spent in coming to and returning from school;
- Off school grounds at any school-related activity, function or event;
- Off school grounds when the conduct may reasonably be expected to (i) endanger the safety of students, teachers, administrators, or any other member of the school community; or (ii) substantially and materially disrupt the school; and
- While traveling to and from school on school buses or vans, regardless of the School or District of ownership, or on public transportation.

## **Rights and Responsibilities of Students**

### *General*

Our agreed upon school rules are:

1. Be respectful of other people, the environment, and materials.
2. Be mindful
3. Be safe
4. Be your best self

Student responsibilities include:

1. Move through the building in an orderly and quiet manner
2. Respect the body, feelings, and property of others
3. Use all school facilities, equipment, and materials properly
4. Respect all teachers, administrators, and greater community members and follow their directions
5. Attend regularly and arrive on time
6. Come to school prepared for indoor and outdoor learning experiences
7. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.
8. Use appropriate work habits
9. Complete academic work in accordance with teacher directions and expectations
10. Learn and follow all school rules and regulations

To foster a positive school culture at Seven Generations Charter School, teachers, administration, and community members model, teach, and reinforce these positive behaviors.

## Guidelines and Consequences for Student Behavior

We will model, teach, and reinforce positive behaviors at Seven Generations. When necessary, we will assign restorative and logical consequences.

None of the consequences listed below will be applied in such a manner as to discriminate against any student based on race, sex, color, religion, sexual orientation, national origin or disability. The Administration of the Seven Generations will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code to the extent appropriate. The severity and/or nature of the consequence imposed will be based on factors including, but not limited to, age of the student, number of prior offenses, disability, and/or severity of the violation.

Seven Generations has the right to impose consequences for acts or behaviors that are not specifically delineated within this Code if those acts or behaviors threaten the health, safety and/or welfare of other members of the school community, or if those acts or behaviors disrupt the learning environment. These consequences include, but are not limited to, suspension and expulsion. When and where possible, restorative practices and logical consequences will be applied.

Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is strictly prohibited by law and school policy.

The Charter School shall comply with the Individuals with Disabilities Education Improvement Act and any applicable federal and state statutes or regulations when disciplining students with disabilities. Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities, and/or conduct injurious to themselves or others shall be disciplined in accordance with their Individualized Education Programs (IEP), behavioral intervention plan, Title 22 Chapter 711 and relevant portions of Chapter 12 of the State Board of Education Regulations, IDEA 2004, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and any other applicable federal or state law.

### *Level I*

\*Indicates mandatory action

<b>Offense</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>
<i>Disobedience of teacher, administrator, or community member direction and/or forgery of signed document</i>	-Take a break -Redirection -Oral or written apology	-Buddy teacher -Parent/guardian contact -Teacher / Student conference	-Administrative/ Counselor referral* -Student reflection form* -Individual behavior plan -Parent/guardian conference -Detailed behavior report*
<i>Late arrival to class without valid excuse</i>	-Reminder -Make up time	-Same as 1 <sup>st</sup> occurrence -Parent/guardian contact -Teacher /Student Conference -Loss of between	-Administrative/ Counselor referral* -Parent/guardian conference -Supervised escort -Detailed behavior report*

<b>Offense</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>
		class socialization time	
<i>Loitering in hallway with or without a pass or leaving learning environment without permission</i>	-Reminder -Make up time	-Same as 1 <sup>st</sup> occurrence -Parent/guardian contact -Teacher / Student Conference	-Administrative/ Counselor referral* -Individualized scheduling plan -Supervised escort -Parent/guardian conference -Detailed behavior report*
<i>Unauthorized use of cell phones, Walkman, Ipod, MP3 players, and /or portable gaming systems</i>	-Reminder -Confiscate until end of day	-Confiscate until parent/guardian contact -Student / Teacher Conference	-Loss of privilege to carry on person (will be housed in office only for emergencies) -Detailed behavior report*
<i>Running or excessive noise-making in hallways or classrooms</i>	-Reminder -Student displays appropriate action -Oral or written apology to affected area	-Same as 1 <sup>st</sup> occurrence -Student / Teacher conference	-Administrative/ Counselor referral* -Student reflection form* -Educate younger grade level on appropriate actions -Detailed behavior report*
<i>Offensive language not directed toward another individual</i>	-Reminder -Acceptable replacement language provided	-Same as 1 <sup>st</sup> occurrence -Student phones parent/guardian to repeat offensive language	-Same as 2 <sup>nd</sup> occurrence -Administrative/ Counselor referral* -Detailed behavior report*
<i>Cheating and/or copying from another student</i>	-Removal from location -Privacy divider -Teacher/ Student conference	-Alternative test -Teacher-directed independent work location -Parent/guardian contact -No credit for assignment	-Administrative/ Counselor referral* -Student reflection form* -No credit for assignment -Detailed behavior report*
<i>Plagiarism</i>	-Teacher/ Student conference -Rewrite of assignment	-Parent/guardian contact -No credit for assignment	-Same as 2 <sup>nd</sup> occurrence -Administrative/ Counselor referral* -Student reflection form* -Detailed behavior report*
<i>Violation of Internet Use Policy</i>	-Review violated portion of Policy -Parent/guardian contact	-Revoke privilege for 1 trimester -Parent/guardian contact -Teacher/parent/	-Revoke privilege for remainder of year -Parent/guardian contact -Teacher/parent/ guardian conference

<b>Offense</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>
		guardian conference -Detailed behavior report*	-Detailed behavior report*
<i>Physical harm as a result of horseplay, roughhousing, or lack of body control</i>	-Take a break -Oral or written apology -Demonstrate preventative behavior -Injured child reports to nurse* -Detailed behavior report*	-Parent/guardian contact -Temporary removal from activity -Oral or written apology -Student / Teacher conference -Detailed behavior report*	-Administrative/ Counselor referral* -Student reflection form* -Restriction of activity privilege -Detailed behavior report*
<i>Threats causing fear or apprehension of injury, pain and/or ridicule</i>	-Parent/guardian contact -Student/ Teacher Conference -Student reflection form* -Detailed behavior report*	-See Level II threat consequences	-See Level II threat consequences
<i>Theft of school or personal property (valued below \$20)</i>	-Parent/guardian contact -Student/ Parent/guardian/ Teacher Conference -Return or replacement of stolen good* -Student reflection form*	-Same as 1 <sup>st</sup> occurrence -Administrative/ Counselor referral* -Detailed behavior report*	-See Level II theft consequences
<i>6 Level I violations reached in one offense category</i>	-See Level II consequences	n/a	n/a

## ***Level II***

\*Indicates mandatory action

<b>Offense</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>
<i>Possession of look-alike or toy weapon</i>	-Administrative/Counselor referral* -Phone call to parent/guardian by administrator -Item confiscated* -Reflection on safety -Detailed behavior report*	-Same as 1 <sup>st</sup> occurrence -Alternative instruction* -Individualized classroom re-entry plan* -Detailed behavior report*	-Same as 2 <sup>nd</sup> occurrence -Alternative instruction or out-of-school suspension* -Detailed behavior report*
<i>Offensive, slanderous, or libelous language directed toward another individual</i>	-Apology -Phone call to parent/guardian repeating the offensive language -Student/ Teacher conference -Detailed behavior report*	-Same as 1 <sup>st</sup> occurrence -Administrative/Counselor referral* -Constructive phrases chart/list creation or related educational research/presentation -Detailed behavior report*	-Same as 2 <sup>nd</sup> occurrence -Possible alternative instruction or out-of-school suspension -Individualized classroom re-entry plan* -Detailed behavior report*
<i>Damage, defacement, or destruction of school or personal property regardless of permanence</i>	-Repair damage or school beautification service time* -Letter of apology -Contact parent/guardian -Teacher/Student Conference -Detailed behavior report*	-Same as 1 <sup>st</sup> occurrence -Parent/guardian Conference -Supervised escort or scheduled breaks (for determined amount of time) -Administrative/Counselor referral* -Detailed behavior report*	-Same as 2 <sup>nd</sup> occurrence -Loss of privilege -Alternative instruction -Individualized classroom re-entry plan* -Detailed behavior report*
<i>Theft of school or personal property (valued between \$20-\$200)</i>	-Parent/guardian conference -Student reflection form* -Apology -Return or replacement of stolen good* -Detailed behavior	-Same as 1 <sup>st</sup> occurrence -Administrative/Counselor referral* -Alternative instruction -Individualized classroom re-entry plan* -Contact police department* -Detailed behavior	-Same as 2 <sup>nd</sup> occurrence -Out of school suspension -Detailed behavior report*

<b>Offense</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>
<i>Intentional physical harm toward a member of the school community</i>	<ul style="list-style-type: none"> <li>-Administrative/ Counselor referral*</li> <li>-Parent/guardian conference</li> <li>-Student reflection form*</li> <li>-Removal from environment*</li> <li>-Review and resigning of anti-bullying policy*</li> <li>-Student harmed must go to nurse*</li> <li>-Detailed behavior report*</li> </ul>	<ul style="list-style-type: none"> <li>-Same as 1<sup>st</sup> occurrence</li> <li>-Possible alternative instruction</li> <li>-Individualized classroom re-entry plan*</li> <li>-Detailed behavior report*</li> </ul>	<ul style="list-style-type: none"> <li>-Same as 2<sup>nd</sup> occurrence</li> <li>-Alternative instruction or out of school suspension</li> <li>-Detailed behavior report*</li> </ul>
<i>Threat to any member of the school community causes fear or apprehension of injury, pain and/or ridicule.</i>	<ul style="list-style-type: none"> <li>-Administrative/ Counselor referral*</li> <li>-Parent/guardian contact</li> <li>-Teacher/ Student Conference</li> <li>-Reflection Form*</li> <li>-Written/Oral Apology</li> <li>-Review and resigning of anti-bullying policy*</li> <li>-Removal from environment*</li> <li>-Detailed behavior report*</li> </ul>	<ul style="list-style-type: none"> <li>-Same as 1<sup>st</sup> occurrence</li> <li>-Parent/guardian conference</li> <li>-Possible alternative instruction</li> <li>-Individualized classroom re-entry plan*</li> <li>-Detailed behavior report*</li> </ul>	<ul style="list-style-type: none"> <li>-Same as 2<sup>nd</sup> occurrence</li> <li>-Alternative instruction or out of school suspension</li> <li>-Detailed behavior report*</li> </ul>
<i>Harassing language and/or action toward a member of the school community</i>	<ul style="list-style-type: none"> <li>-Administrative/ Counselor referral*</li> <li>-Parent/guardian conference</li> <li>-Reflection Form*</li> <li>-Written/Oral</li> </ul>	<ul style="list-style-type: none"> <li>-Same as 1<sup>st</sup> occurrence</li> <li>-Possible alternative instruction</li> <li>-Individualized classroom re-entry plan*</li> <li>-Detailed behavior</li> </ul>	<ul style="list-style-type: none"> <li>-Same as 2<sup>nd</sup> occurrence</li> <li>-Alternative instruction or out of school suspension</li> <li>-Detailed behavior</li> </ul>



<b>Offense</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>
	Apology -Review and resigning of anti-bullying policy* -Sexual assault liability overview -Removal from environment* -Detailed behavior report*	report*	report*
<i>6 Level I violations reached in one offense category</i>	-Administrative/Counselor referral* -Possible alternative instruction -Individualized classroom re-entry plan* -Detailed behavior report*	n/a	n/a

### ***Level III***

Students that engage in activities that violate any federal, state and/or local law may be subject to criminal charges and punishment in addition to any disciplinary measures undertaken by the School. Violations of Level III rules can result in suspension from the charter school and may result in a referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled for a period of more than ten (10) consecutive school days.

A Serious Incident Report will be filed with each Level III violation and should contain: Circumstances of and discovery of the situation; Action taken by Police or other authority in response to the call for assistance; Action taken by the School, including details of contact with parent/guardian/s or guardian/s, filing of the report and notice to Police or other authority; An image of the weapon (if applicable); A report to the Pennsylvania Department of Education.

\*Indicates mandatory action

<b>Offense</b>	<b>1<sup>st</sup> Occurrence</b>
<i>Activation of fire alarm, security</i>	-Refer to Administration* -Student detainment*

<p><i>system, smoke detector or any other device which causes disruption, fear, or panic</i></p>	<ul style="list-style-type: none"> <li>-Parent/guardian contact*</li> <li>-Out of school suspension/ expulsion</li> <li>-Police Contact*</li> <li>-Board hearing to determine student status*</li> <li>-Detailed behavior report*</li> </ul>
<p><i>Possession, use, distribution, or solicitation of any tobacco product or related paraphernalia on school property or while at any school-sponsored or school-related activity or event</i></p>	<ul style="list-style-type: none"> <li>-Refer to Administration*</li> <li>-Student detainment*</li> <li>-Parent/guardian contact*</li> <li>-Out of school suspension/ expulsion</li> <li>-Police Contact*</li> <li>-Board hearing to determine student status*</li> <li>-Detailed behavior report*</li> </ul>
<p><i>Possession of any weapon, tool, or instrument capable of inflicting serious bodily injury</i></p>	<ul style="list-style-type: none"> <li>-Refer to Administration*</li> <li>-Student detainment*</li> <li>-Parent/guardian contact*</li> <li>-Out of school suspension/ expulsion</li> <li>-Police Contact*</li> <li>-Board hearing to determine student status*</li> <li>-Detailed behavior report*</li> </ul>
<p><i>Possession, use, distribution of, or solicitation of unauthorized prescription or non-prescription drugs, alcohol, intoxicants, or related paraphernalia on school property or while at any school-</i></p>	<ul style="list-style-type: none"> <li>-Refer to Administration*</li> <li>-Student detainment*</li> <li>-Parent/guardian contact*</li> <li>-Out of school suspension/ expulsion</li> <li>-Police Contact*</li> <li>-Board hearing to determine student status*</li> <li>-Detailed behavior</li> </ul>

<i>sponsored or school-related event</i>	report*
<i>Setting or attempting to set a fire or explosion on or in property owned by, leased or licensed to the School</i>	<ul style="list-style-type: none"> <li>-Refer to Administration*</li> <li>-Student detainment*</li> <li>-Parent/guardian contact*</li> <li>-Out of school suspension/ expulsion</li> <li>-Police Contact*</li> <li>-Board hearing to determine student status*</li> <li>-Detailed behavior report*</li> </ul>
<i>Retaliating against any member of the school community who participated in any investigation or proceeding</i>	<ul style="list-style-type: none"> <li>-Refer to Administration*</li> <li>-Student detainment*</li> <li>-Parent/guardian contact*</li> <li>-Out of school suspension/ expulsion</li> <li>-Police Contact*</li> <li>-Board hearing to determine student status*</li> <li>-Detailed behavior report*</li> </ul>
<i>Planting, hiding or locating, or threatening to plant, hide or locate, any bomb or explosive device on property owned by, leased or licensed to the School</i>	<ul style="list-style-type: none"> <li>-Refer to Administration*</li> <li>-Student detainment*</li> <li>-Parent/guardian contact*</li> <li>-Out of school suspension/ expulsion</li> <li>-Police Contact*</li> <li>-Board hearing to determine student status*</li> <li>-Detailed behavior report*</li> </ul>

<p><i>Brandishing a weapon, tool, or instrument capable of inflicting bodily injury and threatening to use to cause bodily harm</i></p>	<ul style="list-style-type: none"> <li>-Refer to Administration*</li> <li>-Student detainment*</li> <li>-Parent/guardian contact*</li> <li>-Out of school suspension/ expulsion</li> <li>-Police Contact*</li> <li>-Board hearing to determine student status*</li> <li>-Detailed behavior report*</li> </ul>
<p><i>Theft of school or personal property (valued above \$200)</i></p>	<ul style="list-style-type: none"> <li>-Refer to Administration*</li> <li>-Student detainment*</li> <li>-Parent/guardian contact*</li> <li>-Out of school suspension/ expulsion</li> <li>-Police Contact*</li> <li>-Board hearing to determine student status*</li> <li>-Detailed behavior report*</li> </ul>

**Disciplinary Action**

Exclusion

*Alternative instruction*

- (a) A student may not receive alternative instruction unless the student has been informed of the reasons and has been given an opportunity to respond before the consequence becomes effective.
- (b) Communication to the parent/guardians or guardian shall follow the alternative instruction action taken by the school.
- (c) When the alternative instruction exceeds 10 consecutive school days, an informal hearing with the principal or head of school shall be offered to the student and the student’s

parent/guardian or guardian prior to the 11th school day in accordance with the procedures in the Pennsylvania Code.

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the alternative education.

### **Suspension or Expulsion**

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parent/guardians or guardians shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent/guardian/guardian shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code.

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.

During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his normal class except as set forth below.

If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parent/guardians or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the board, the parent/guardians or guardians shall submit to the school written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parent/guardians or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the

notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act.

(3) If the approved educational program is not complied with, the Charter School may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

### ***Administrative Investigation Procedures***

*(1) All parties involved in incident are interview with testimonies documented*

*(2) Narratives developed based on each testimony*

*(3) Code of Conduct consequences referenced*

*(4) Consequences meted out per Code of Conduct and administrator purview*

### ***Hearings***

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parent/guardians or guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent/guardian/guardian requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parent/guardians or guardians, and may have a parent/guardian or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

- (i) Laboratory reports are needed from law enforcement agencies.
- (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act 2004 (20 U.S.C.A. § § 1400—1482).
- (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parent/guardians or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

- (i) Notification of the reasons for the suspension shall be given in writing to the parent/guardians or guardians and to the student.
- (ii) Sufficient notice of the time and place of the informal hearing shall be given.
- (iii) A student has the right to question any witnesses present at the hearing.
- (iv) A student has the right to speak and produce witnesses on his own behalf.
- (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

Date of Adoption: September 1, 2009

Revised Date of Adoption: December 17, 2012

## **Handbook Acknowledgment Form**

The contents of SGCS's Handbook are intended to familiarize you and your children with all aspects of our learning environment. To acknowledge receipt of this Handbook and commitment to the SGCS Charter, please print this statement or request one from the front office and return a signed copy within 10 calendar days.

We have read and engaged in a dialogue about the information regarding SGCS's policies as set forth in this Handbook.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Parent's/Guardian's Name (please print)

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

### Parent Attendance Agreement

Regular school attendance and timely arrival are vital to my child's academic success; therefore, I will make every effort to:

Have my child to school each day between 8:15 and 8:40 am.

Send my child to school unless there is a valid excuse, as outlined in the attendance section of the Parent Handbook.

Provide a valid written excuse to the school for every day my child is absent.

Attend a collaborative, problem-solving attendance conference if requested to.

I have read the Parent Handbook section outlining the school attendance policies and I agree to the statements above.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date