

# MANCHESTER ACADEMIC CHARTER SCHOOL

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Pittsburgh, PA 15233  
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Website: [www.macsk8.org](http://www.macsk8.org)

## PARENT/STUDENT HANDBOOK 2010-2011 SCHOOL YEAR



***Handbook Contents:***  
GENERAL INFORMATION  
EDUCATIONAL PROGRAMS  
SCHOOL HEALTH SERVICES  
STUDENT RULES OF CONDUCT  
STUDENT DISCIPLINARY OFFENSES  
APPROVED CORRECTIVE ACTIONS

# Table of Contents

|   |       |
|---|-------|
| MANCHESTER ACADEMIC CHARTER SCHOOL                                |       |
| ADMINISTRATION.....   | 3     |
| TEACHING STAFF.....   | 3-4   |
| BOARD OF TRUSTEES .....   | 5     |
| MISSION & OBJECTIVES  |       |
| MISSION STATEMENT.....  | 6     |
| OUR EDUCATIONAL OBJECTIVES .....                                  | 6     |
| GENERAL INFORMATION   |       |
| REGISTRATION OF NEW STUDENTS.....                                 | 7     |
| SCHOOL HOURS .....  | 7     |
| COMPULSORY ATTENDANCE.....  | 7     |
| STUDENT RECORDS .....   | 8     |
| REGISTRATION FOR PARENTS/VISITORS.....                            | 8-9   |
| BUSES   |       |
| GENERAL INFORMATION.....  | 10    |
| STUDENT'S PERSONAL ITEMS ON SCHOOL BUSES.....                     | 11    |
| STUDENT SAFETY .....  | 11    |
| FOOD SERVICES .....   | 12    |
| TEXTBOOKS .....   | 12    |
| EDUCATIONAL PROGRAMS SPECIAL.....                                 | 13    |
| MANCHESTER ACADEMIC CHARTER SCHOOL ANNUAL AND PUBLIC NOTICES..... | 13-15 |
| PROTOCOL FOR TEACHER CONTACT AND MAKE-UP WORK.....                | 16    |
| SCHOOL HEALTH SERVICES  |       |
| ADMINISTERING MEDICINES TO STUDENTS .....                         | 17    |
| Emergency Information .....                                       | 17    |
| Illnesses .....   | 18    |
| Immunization Requirements.....                                    | 18    |
| Physical Examination.....   | 19    |
| RULES OF CONDUCT  |       |
| SCOPE OF RULES OF CONDUCT .....                                   | 20    |
| DEFINITIONS .....   | 20    |
| DISCIPLINARY CODE: OFFENSES & CORRECTIVE ACTIONS.....             | 21-24 |
| POLICY REGARDING POSSESSION OF WEAPONS/INTERNET POLICY.....       | 25-26 |
| SCHOOL UNIFORM REGULATIONS.....                                   | 27    |
| WINTERIZED UNIFORMS.....  | 28    |
| DRESS CODE.....   | 29    |
| STANDARDS FOR AWARDS.....   | 30    |
| ATTENDANCE AND LATENESS POLICY.....                               | 31-33 |
| SNOW AND EMERGENCY CLOSING PROVISIONS .....                       | 34    |

# Manchester Academic Charter School

## School Staff 2009-2010

### **ADMINISTRATION**

|                         |                                       |
|-------------------------|---------------------------------------|
| Mr. Vasilios A. Scoumis | Chief Executive Officer               |
| Ms. Beth Pyzola         | Deputy Chief Executive Officer        |
| Mr. Jamaal Sanders      | Business Manager                      |
| Ms. Mary Fitzpatrick    | Executive Administrative Assistant/HR |
| Mr. George Edmunds      | Director of Pupil Affairs             |
| Mrs. Annamarie Rainey   | Receptionist                          |

### **TEACHERS/STAFF**

|                           |                                      |
|---------------------------|--------------------------------------|
| Mrs. Debbie Robinson      | Kindergarten                         |
| Miss. Morgan Tabor        | Kindergarten                         |
| Ms Lauren Klingensmith    | 1st Grade                            |
| Mr. Daniel Kuban          | 2nd Grade                            |
| Mrs. Samantha Schwab      | 3 <sup>rd</sup> Grade                |
| Ms. Tiffany Crumby        | 4th & 5th Grade Math, Social Studies |
| Ms. Darleen Oparanozie    | 4th & 5th Grade Language Arts        |
| Mr. Dennis Henderson      | 6th, 7th & 8th Grade Social Studies  |
| Ms. Sarah Hoffman         | Elementary Special Education         |
| Mr. William Orr           | 6th, 7th & 8th Grade Math            |
| Mrs. Caranina Koloshinsky | 6th, 7th & 8th Grade Science         |
| Mr. Phil Braxton          | Physical Education /T.A.             |

|                      |                                      |
|----------------------|--------------------------------------|
| Mrs. Adina Castillo  | Spanish                              |
| Mr. Dan Dimucci      | Technology                           |
| Mrs. Tracy Carr      | Special Education (Learning Support) |
| Ms. Stacy McCandless | Special Education                    |
| Ms. Raeanne Yahrling | Middle School Special Education      |
| Mrs. Phylcia Thomas  | 6th, 7th & 8th Grades Reading        |
| Mrs. Kristen Walker  | 6th, 7th & 8th Grade Language Arts   |
| Mr. Chris Brown      | Computer/Robotics Programs           |
| Ms. Sheri Pavoda     | Librarian                            |
| Ms. Anne Frantz      | Art/2 <sup>nd</sup> Grade T.A.       |
| Miss. Sara Williams  | Music                                |

**TEACHING ASSISTANTS (T/A)**

Ms. Frankie Goshay  
 Ms. Vanessa Burress  
 Ms. Patria Davenport  
 Ms. Lynne Baldwin  
 Ms. Jasmine Davis  
 Ms. Britni Sampson

**School Nurse**

Ms. Mary K. Sykes, CPRN

**Resource Room**

Mrs. Jean

**Social Worker**

Mrs. Chakola Hall

**Technology Consultant**

Dean Mitchell

Duane Wells

# Manchester Academic Charter School

## BOARD OF TRUSTEES 2010-2011

Larry Berger, BSCS/E&PP

Ann B. Canning, Ed.D.

W. Moses Carper, MSW

Carl Cooper, M.S.

Robyn E. Francis, BS

Tyra Good M.A.

Jamila Pugh M.A. SPED B.A. CIS

Jocelyn Horner, MSC, B. Phil

Loretta Jeter, M.Ed.

Margaret G. McKeown, PhD.

Stanley Pittman, BS

Jamila Pugh M.A. SPED B.A. CIS

Betty H. Robinson, PhD.

Carlton Watson B.S. Elem.Ed

## **~MISSION & OBJECTIVES~**

### **MISSION STATEMENT**

The mission of Manchester Academic Charter School is to empower each child to grow to be an essential component of their community by presenting a safe and nurturing atmosphere, utilizing neighborhood and community resources and preparing each child to meet academic standards through technological innovations, individual learning styles, and incorporating innovative teaching techniques thus preparing our students for the challenges of the 21<sup>st</sup> century.

### **Our Educational Objectives**

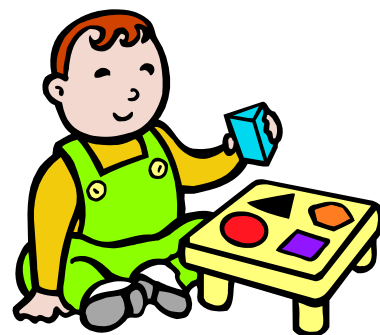
- ❑ To provide the students with strong and positive adult role models.
- ❑ To engender a sense of accountability in which students assume responsibility and accept resulting consequences for their own actions.
- ❑ To promote a safe, calm and disciplined environment in which students can come to discover and develop their talents.
- ❑ To recognize that education is a process that allows the student to integrate knowledge with life experience.
- ❑ To instill an appreciation that the search for knowledge is a lifelong journey based on the skills learned at the Manchester Academic Charter School.
- ❑ To empower the student to recognize his/her needs and use resources effectively to solve problems.
- ❑ To foster a spirit of unity in which each individual recognizes his/her own self-worth while respecting others.
- ❑ To foster mastery of basic skills as the foundation for achievement in any endeavor.
- ❑ To instill an ethic that hard work and self-discipline are the cornerstones of success.
- ❑ To provide counseling and social services to aid students in their adjustments to school life, address individual needs, and prepare for post-secondary life.
- ❑ To provide opportunities through various activities that allows the student to become responsible, independent, and effectively interdependent.
- ❑ To encourage the students to explore outside themselves and their immediate circumstances and to explore things not found in their day-to-day encounters.
- ❑ To create an atmosphere where mutual respect exists between parents, staff and students.

# General Information

## REGISTRATION OF NEW STUDENTS

### Kindergarten

All children who have reached the age of five on or before September 1<sup>st</sup> are eligible to apply for Kindergarten. Preliminary registration of Kindergarten children is made during the month of March preceding their entrance to school. A Kindergarten orientation is conducted in July for prospective students and parents.



The child's birth certificate and immunization record must be presented at the time of registration. Please refer to pages 13-14 for all health record information. Without proper immunization, students will **not** be admitted to kindergarten. Accepted kindergarteners will not begin class until they take the Kindergarten Readiness Test. The kindergarten teacher will schedule this test prior to the beginning of the school year.

### Students from Other School Districts

A student who transfers from another school district should register as soon as possible. Parents/caregivers must fill out a Manchester Academic Charter School **Request for Records** form so that records from the previous school can be obtained.

### SCHOOL HOURS

|           |                    |
|-----------|--------------------|
| 7:00 a.m. | Before school care |
| 8:00 a.m. | Homeroom/Roll Call |
| 8:15 a.m. | Classes begin      |
| 3:15p.m.  | Student Dismissal  |

The school day is from 8:15 am to 3:15pm, Monday through Friday. School breakfast at the school will be served from 7:15am to 8:00am. Only under special circumstances will students be permitted to eat breakfast after 8:10am (i.e. School bus arriving to the building late). Students are to report to their homeroom or assigned area at 8:00am. Students who do not report to homeroom or their assigned area by 8:20am are late and must receive a tardy slip from the receptionist before entering the classroom.

### COMPULSORY ATTENDANCE

Pennsylvania law requires students to attend school if they are between the ages of eight and seventeen years of age. Students in this age range, with few exceptions, must be enrolled in a public or private school, approved by the State, or properly registered with the School District for home-schooling. The

parents/caregivers of such children are subject to civil and criminal penalties if students in the compulsory-attendance age group are not enrolled in and attending school. **If the parent(s)/caregiver(s) do not comply with the compulsory-attendance they will be reported to their Home School district for further disciplinary actions.** The school adheres to Pennsylvania law and also insists that every child enrolled at the school be present everyday that classes are conducted, unless excused because of illness, family emergencies, and family travel or other good causes shown. **A written excuse should be presented to the homeroom teacher upon returning.**

## STUDENT RECORDS

Manchester Academic Charter School will maintain a permanent record file of each student's biographical data, health records, standardized test scores and grades. These records are considered confidential information and will not be released to any agency outside the school without the **parent's/ caregiver's**<sup>1</sup> written permission, unless their release is required or permitted by law.

Records may also be released if requested by a bona fide subpoena or other Order of a court of proper jurisdiction.

Parents/caregivers will be given written notice of any such subpoena or court orders or other valid request for records before the records are provided to any person or agency. Parents/ caregivers may object to the release of records and seek legal assistance to prohibit the release.

If the student moves or transfers to another school, the student's permanent records are forwarded to the new school system upon receipt of a signed *Request for Records* form from the new school.

Federal law gives both natural parents the right of access their child's education records unless there is a court order, state statute, or legally binding document specifically prohibiting access. It is the duty of the parent seeking to deny another's access to the records to provide the Manchester Academic Charter School with a copy of the court order or other document, which limits or controls access to student records. Each parent will have access to the child's records unless the Manchester Academic Charter School has received a copy of the court order or similar legal document, which limits the access. This is true even if only one parent has custody of the child.

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<sup>1</sup> In this Parent/Student Handbook the terms "parents" or "parents/caregivers" mean either parent of a student, legal guardians or legal custodians of a student. Such persons must be clearly identified in the School's records as the persons having legal responsibility and authority with respect to the student. Persons who are not natural or adoptive parents may be requested to provide the School with proper evidence of their legal status. The acceptability of such evidence shall be in the School's sole discretion.

## **PARENTS and VISITORS to THE SCHOOL**

All parents and visitors are required to sign in and out with date and time at the school office. Also, a visitor's pass must be worn. Parents and/or visitors are to be escorted and are NOT allowed to go to the classrooms while class is in session. We ask the parents/visitors NOT TO WAIT OUTSIDE THE CLASSROOM DOOR when a teacher is busy with his/her class. Parents/visitors will wait for the student either at the front entrance of the school or the main lobby.

Students from other schools are not permitted to attend, visit classrooms, or enter upon school property, unless authorized by school administration.

Parents/caregivers, volunteers, and other visitors are to use the main entrance during school hours. To maintain building security, all other entrances will be locked against entry from the outside after 9:00am.

# BUSES



## GENERAL INFORMATION

The School District of Pittsburgh provides regular daily transportation to and from the school for all students who need to be transported during the school year. However, parents/caregivers are required to provide transportation for their children when they participate in other activities after regular school hours.

In August the Pittsburgh Public School Transportation office sends bus assignments and designated bus stops based on the student's home address. In the interest of a safe, orderly and pleasant ride on the school bus, students are expected to ride **ONLY THEIR ASSIGNED BUS**. A request by parents/caregivers for special permission for a student to ride an alternative bus **MUST** be submitted, in writing, to the Assistant Director's office. Permission will be given only for reasons acceptable to the Assistant Director.

### ***Students are expected to observe the following bus regulations:***

- ❑ Students are requested to wait for the bus to come to a complete stop before entering or leaving the bus.
- ❑ There are no reserved seats unless the Chief Executive, Deputy Chief Executive, or the school bus driver assigns them.
- ❑ Students will take the seats that are available as they board the bus.
- ❑ State law forbids students to stand in the aisle of the bus while it is in motion.
- ❑ State law forbids students to put hands, arms or head out of the bus window at any time, whether the bus is moving or not.
- ❑ Eating, drinking, abusive language, pushing, shoving, fighting by students ***will not*** be tolerated, while waiting for the school bus, on the bus, or after getting off the bus.
- ❑ Students are not to steal, tamper with or deface or vandalize bus or the property of other students.
- ❑ Students should talk in a quiet and polite manner, refraining from loud talking or shouting that might distract the driver's attention.
- ❑ When departing from the bus to cross a street, students are required to cross in front of the bus and to be careful of traffic coming from either direction.

- No student is permitted to get off the bus at any stop other than his/her own.
- The bus driver's directions **SHALL BE FOLLOWED AT ALL TIMES**. Any situation that needs attention should be reported to the bus driver at once, and he/she will bring this infraction to the attention of the Chief Executive or Deputy Chief Executive.
- Problems with bus or pickup or the driver should be brought to the attention of the Chief Executive or Deputy Chief Executive.
- Students may be removed from bus transportation at the discretion of the driver and/or the Chief Executive or Deputy Chief Executive.

***ATTENTION: If a bus student is assigned an evening or morning detention the parents/caregiver of that child will be responsible for securing transportation to or from school. The parent will be notified 24 hours prior to the detention being served.***

## **STUDENTS' PERSONAL ITEMS ON SCHOOL BUSES**

Students are not permitted to bring or carry on the bus any live animals, firearms, explosives, or anything of a dangerous or objectionable nature.

Gym bags, band instruments or any school project shall not be placed in aisles or in areas near entrance or emergency door. Such items are not allowed on buses unless they can be held on the student's lap without endangering the safety of other students.\* Students who must take BIG, HEAVY OBJECTS to school should arrange for private transportation.

Educational toys and electronic game devices must be small enough to put in a book bag or backpack. No potentially dangerous or disruptive educational toys should be transported on the bus.

The operation of radios, including headsets, electronic recorder of any type, disc or tape players, pagers or cell phones will not be permitted on the bus.

Violations of any of the above rules and regulations will be reported to the Chief Executive or Assistant Director for disciplinary action.

\*(Reference: Pennsylvania Department of Transportation, Pub 91, 1986).

## **STUDENT SAFETY**

### **Fire Drills/Emergency Procedures**

During the first days of school, each teacher will discuss with students the proper methods for evacuation or other procedures to be followed in case of an emergency. The School will conduct fire drills and other emergency



procedures, periodically throughout the School year. Students are expected to treat each fire drill as though it were a real fire or emergency and behave accordingly.

## **Lockers**

Each student has a locker in which to store books, clothing, and school supplies. Students are responsible for keeping their lockers in order.

Book Bags are to be kept inside of the lockers and not left in the cafeteria or in the hallways as these items are in violation of the fire code and can be taken by others. Lockers can be inspected by the principal, assistant principal and security at anytime.



## **FOOD SERVICES**

Well balanced, breakfasts and lunches in accordance's to the National School Lunch Program are available at the school for a small monthly fee. For more information contact Jamal Sanders or Pam Wright at 412- 322-0585. Students are also permitted to bring their own lunches from home; which must be carried in an insulated bag or container and include the entire

lunch and beverage. **Students are not permitted to bring a lunch that needs to be heated by the use of a microwave.** Students are not permitted to use the vending machines in the building during school hours. Breakfast and lunches are to be eaten the school cafeteria, unless excused from doing so by a teacher or another authorized staff person.

Requests for special lunches for medical reasons (for example, no milk) must be written and signed by parent/caregiver.

### **Breakfast**

7:15am – 8:00am

### **Lunch**

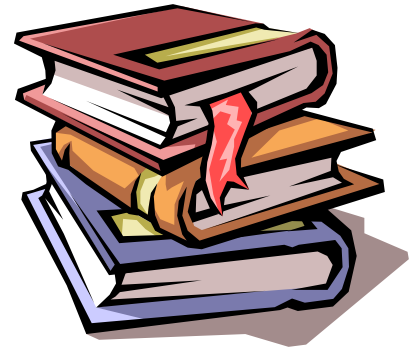
11:00-11:30

11:30-12:00

12:15-1:00

## **SCHOOL TEXTBOOKS AND SUPPLIES**

Each student is responsible for any damages beyond normal wear and tear to the school's textbooks and supplies assigned to them. Fines may be issued by administration for any textbooks or supplies damaged beyond normal wear. Any lost items must be paid for prior to the release of any final grades or transcripts.



## **SPECIAL EDUCATION PROGRAM**

Manchester Academic Charter School offers support services to ensure that each child is given an opportunity to succeed. The teachers and administration work in conjunction with the parent/caregivers throughout the school year to identify any social or academic areas in which a student may demonstrate an exceptional discrepancy in their progress. A student identified as exceptional is assigned a curriculum designed to meet the individual's educational needs as outlined in the student's "Individualized Educational Plan."

Manchester Academic Charter School also provides provision of appropriate services for any students who are identified under Section 504.

If your child has been identified prior to attending MACS or if you have any questions in regards to our Special Education Program contact our Special Education Coordinator, Tracy Carr at 412-322-0585 ext. 127.

## **ANNUAL PUBLIC AND PARENT NOTICE**

### **Screening and Evaluation**

The Manchester Academic Charter School uses the following identification activities for locating, identifying, and evaluating the needs of school-aged students who may require the provision of special education programs and services. These services, as required by law, include:

The Manchester Academic Charter School has a system to collect and maintain data on child identification activities. Parents with concerns regarding their child may contact the school at any time to request an evaluation of their child that may result in special education determination. All communication with parents will be in English, and if appropriate, their native language.

The Manchester Academic Charter School, as prescribed in Section 1402 of the School Code, conducts vision and hearing acuity screening for students. Academic skills, social-emotional skills, and gross and fine motor skill development are assessed by the classroom teachers on an on-going basis. Other screening activities include: the review

of student records as they are forwarded from the student's previous school, the review of cumulative group achievement and ability data, health and attendance records, grades and other relevant information shared by the teachers and parents. Teacher and parent concerns should be directed to the Chief Executive Officer (CEO) of the school. A parent may request that the school initiate a screening or evaluation of their child's specific needs at any time by contacting the CEO and expressing his/her concerns.

School records are always open and available to a child's parents/legal guardians, and only the school officials who have a legitimate "need to know" about the child. Confidentiality of information obtained regarding a specific child is protected by federal and state laws. Education records and personally identifiable information cannot be disclosed or released without written parental consent. Information from the records is released to other persons or agencies with appropriate authorization that involves written signed permission by parents.

The purpose of screening activities is to gather information for the pre special education referral process. This information is reviewed in an attempt to develop a strategic educational plan for the student. The information might, if appropriate, be used to determine if a child needs additional services including special education. If it is determined that the child needs additional services, the referral team will make recommendations relative to specific educational programming geared to maximize the student's learning. If a student does not make progress after the strategic educational plan is implemented, parents will be asked to give written permission for further individual evaluation that might lead to a special education eligibility decision.

If it is necessary to evaluate a student to determine special education eligibility, an Evaluation Report (ER) will be compiled with parent involvement and include recommendations for the types of intervention necessary to meet the student's specific needs. Parents are then invited to participate in a meeting where the results of the ER will be discussed. An Individualized Education Program (IEP) will be developed for any eligible student requiring specialized services.

Parental and student attendance and involvement will be encouraged at the IEP meeting. Teachers who instruct the student will also be in attendance at the IEP meeting. The IEP team may consist of the following individuals: the parent, the student, the CEO and/or Special Education Chairperson, the school psychologist, a special education teacher, a regular education teacher, community agency representatives, and other individuals and specialists as appropriate.

Staff will notify the parents in writing and make documented phone calls to coordinate efforts to arrange for a mutually convenient IEP meeting. At the conclusion of the IEP meeting, parents will be presented with a Notice of Recommended Education Placement notice which enables a parent to agree or disagree with the recommended program. If parents disagree with the program recommended, the issue may be taken to mediation or a due process hearing. The parents will be provided with a comprehensive listing of their due process protections at the IEP meeting.

### **Privacy Rights of Parents and Students**

The Manchester Academic Charter School protects the confidentiality of personally identifiable information regarding exceptional children in accordance with state and

federal laws dealing with regular and special education students' rights and privacy. The foundation of the rights and laws comes from federal legislation titled, Family Educational Rights and Privacy Act of 1974. There are also State Rules and Regulations dealing with students' rights and privacy. All students are covered by the regulations contained in Chapter 12 known as Students' Rights and Responsibilities.

The basic premise of the above mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent. Educational records consist of information directly related to students which are maintained by an educational agency. Personally identifiable information includes the student's name, the name of the parent, or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable. Educational records and personally identifiable information cannot be disclosed or released without written parent consent or without student consent if over the age of 18. Disclosure of information means to permit access to or the release, transfer, or other communication of educational records, or the personally identifiable information contained in these records, to any party, by any means. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the party or parties to whom the disclosure may be made.

There is certain information that can be released without consent which is called directory information. Directory information includes information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The Manchester Academic Charter School designates information that is labeled as directory information. It shall include the following: the student's name, address, date and place of birth, major areas of study, and participation in school related activities, events, or clubs, dates of attendance, awards received, a student's email address, photograph, and the most recent educational agency attended.

## **Chapter 15 Protected Handicapped Students**

In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. In compliance with state and federal law, Manchester Academic Charter School, will provide each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

### **Special Education Programs**

The Manchester Academic Charter School provides a free, appropriate, public education and least restrictive environment to exceptional students. To qualify as a n exceptional student, the child must be of school age, must be in need of specially designed instruction, and must meet eligibility requirements for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Standards: autism/pervasive developmental disorder, deaf-blindness, blindness/visual impairment, deafness/hearing impairment, mental retardation, multiple disabilities, neurological

impairment, orthopedic impairment, traumatic brain injury, other health impairment, emotional disturbance, specific learning disability, and speech/language impairment.

Services designed to meet the needs of exceptional students include the annual development of an IEP and a re-evaluation as mandated. The IEP Team will consider a student's learning needs when assigning the student to one of the following instructional groupings: autistic support, blind/visually impaired support, deaf/hearing impairment support, emotional support, learning support, life skills support, multiple disabilities support, physical support, and speech and language support. The extent of special education services and the location of delivery of such services are determined by the parents and staff at the IEP meeting and are based on the student's identified needs and abilities, chronological age, and the intensity of the specific intervention. The Manchester Academic Charter School provides a range of services as appropriate.

The Manchester Academic Charter School does not discriminate on the basis of age, race, color, national or ethnic origin, gender or handicap in employment practices or in the administration of any of their educational programs and activities in accordance with applicable federal statutes and regulations.

Any questions regarding the content of this notice may be referred to the following school contacts:

Manchester Academic Charter School; Mr. Vasilios Scoumis; 1214 Liverpool Street; Pittsburgh, PA 15233; (412) 322-0585

# PROTOCOL FOR TEACHER CONTACT AND MAKE-UP WORK

## Teacher Contact

Please understand that a teacher may not be excused from class to speak with parent(s)/caregiver(s) on the telephone or in person. However, parent(s)/caregiver(s) may leave a telephone voice-mail message for the teacher, and the teacher will return the call when he or she is able to do so.



## Informal Parent/Teacher Conferences

Parent(s)/Caregiver(s) are encouraged to contact their children's teachers with all questions and/or concerns. In many instances, a brief phone conversation will be sufficient. When needed, in person or telephone conference may be requested by the parent(s)/ caregiver(s) or teacher to discuss concerns about a pupil's performance and/or behavior. Parent(s)/Caregiver(s) may call the school office to leave a message or contact the teacher by note to arrange a mutually convenient time.

Teachers appreciate the opportunity to prepare in advance for parent contacts. At Manchester Academic Charter School, we encourage you to contact the teacher when you have a question or concern. While further inquiry may be needed, it is always a good idea to start with your child's teacher.

If parent(s)/caregiver(s) are interested in observing their children in the school environment, they may make arrangements with the individual teacher and/or the Deputy Chief Executive.

## MAKE-UP WORK

### Requests for make-up assignments

Requests for schoolwork should be made when calling to report your child's absence. In any event, **requests may be made no later than 11:00 a.m.** on the day a student is absent from school. This allows time for the teacher to organize seatwork and send papers to the front desk. Parent(s)/caregiver(s) may pick up assignments *after 3:30 p.m.* Parent(s)/caregiver(s) must make arrangements for homework. Books will not be sent home with another child unless pre-arrangements have been made with the child's parent or caregiver. Books will not be sent home with younger children who are not physically capable of carrying additional books.

# SCHOOL HEALTH SERVICES

## ADMINISTERING MEDICINES TO STUDENTS

Only essential prescribed medicines will be given at school. The parent/caregiver will assume full responsibility for any medication sent to school. Pre-planning will permit most medications to be administered at home. A certified licensed registered nurse when available will administer medications. However, the administration of over-the-counter medications is governed by state law, which forbids a school nurse from administering any medication without a physician's or dentist's written order. In the absence of the nurse, the Chief Executive or Deputy Chief Executive or their designee may aid in the self-administration of the medication

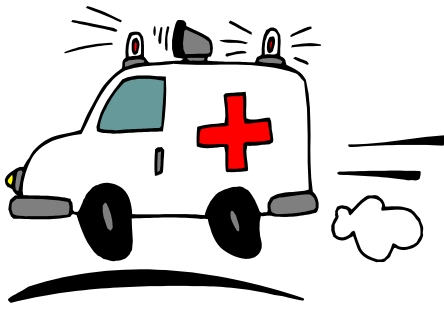


The Manchester Academic Charter School recognizes that when students' health needs make it necessary for medication to be taken during school hours, sound medical practice and State Law indicate certain procedures must be followed.

### **Procedures for the Administration of Medications:**

#### **Oral Medications:**

1. A physician's or dentist's written order must accompany each medication, including over-the-counter medication, along with a signed Manchester Academic Charter School parent/caregiver *Permission Form for Medications*. These forms are available in the school office.
2. Prescriptions must be packaged according to current pharmacy standards and in properly labeled pharmacy containers. The label, made by the pharmacist from the prescription, will serve as the written order.
3. Over-the-counter medications must be in the manufacturer's original container and be labeled by the parent/caregiver with the child's name, dosage to be taken and time to be taken.
4. All medications are to be kept in a locked cabinet in the nurse's or CEO's office.
5. Medications not in compliance with the above policy may not be given by School personnel and will be returned to the parent/caregiver.



## **Emergency Information**

An *Emergency Information Form* is required for each child. This form facilitates care for a child who is injured or becomes ill at school. The form requires the parent/caregiver to designate one or more adults in the immediate vicinity of the School who may assume responsibility for the child if the parents cannot be reached.

Parents/Caregivers are strongly encouraged to keep this information current.

Parents/caregivers are advised that in the event a student experiences an emergency, from either a serious accident or the onset of an unexpected and serious medical condition, School officials will immediately call City or other emergency personnel through the 911 emergency calling network.

Parents/caregivers will be contacted immediately thereafter and provided with all of the information then available about the condition of the child, the cause of the emergency, treatment rendered and the current location of the child.

The school does not have the facilities to keep children who are not well. Facilities are provided for temporary care only. Parents/caregivers should develop a plan that will enable the child to be picked up from school soon after a notification or illness or non-serious accident has been given. Determinations as to whether it is necessary for the child to leave school will be made in the judgment of the Administrator. Parents/caregivers must plan for their child to leave within an hour of the notification of an accident or illness.

Children, as well as the School, should be given accurate information as to where parents/caregivers may be reached throughout the day. For students K - 4, we recommend that this written information is placed in their backpacks or taped in their lunch boxes.

## **Illnesses**

First aid is the only service the School personnel may administer. School nurses neither diagnose nor treat illnesses; therefore, students should not be sent to school if there are signs of illness: such as, fever, sore throat, inflamed eyes, rash, nausea, respiratory infection, etc. Some illnesses are very contagious. Any child with an inflamed eye or rash, for example, must be kept home from school until the child's illness is diagnosed as non-contagious.

## **Immunization Requirements**

All children *entering Kindergarten or First Grade for the first time* must have documentation of the following:

- ❑ Four (4) or more properly-spaced, full doses of Diphtheria/Tetanus vaccine (usually given as DTP), other variations include DTaP, Td, and DT). One dose must be given on or after the fourth (4<sup>th</sup>) birthday.
- ❑ Three (3) or more properly-spaced doses of Poliomyelitis vaccine (any combination of oral polio vaccine or enhanced, inactivated polio vaccine is acceptable).
- ❑ Two (2) properly spaced doses of live attenuated Measles (Rubeola) vaccine. The first dose must be administered on or after the child's first (1<sup>st</sup>) birthday. Often the Measles, Mumps, Rubella vaccines are administered as a single antigen vaccine (MMR).
- ❑ One (1) dose of attenuated Mumps vaccine administered on or after the first (1<sup>st</sup>) birthday.
- ❑ One (1) dose of live, attenuated German Measles (Rubella) vaccine administered on or after the first (1<sup>st</sup>) birthday.
- ❑ Three (3) properly spaced doses of Hepatitis B vaccine.\*
- ❑ One (1) dose of attenuated Mumps vaccine administered on or after the first (1<sup>st</sup>) birthday.
- ❑

\*The Hepatitis B immunization series consists of three (3) doses of vaccine usually administered over a six-(6) month period. A child who has one or two doses of Hepatitis B vaccine may be provisionally enrolled in school if there is a plan to complete the series within eight (8) months.

For children ***other than those entering Kindergarten or First Grade for the first time***, the following immunizations are required as a condition of attendance at Manchester Academic Charter School:

- ❑ Three (3) or more properly-spaced, full doses of Diphtheria/Tetanus vaccine (usually given as DTP), other variations include DTaP, Td, and DT). One dose must be given on or after the fourth (4<sup>th</sup>) birthday.
- ❑ Three (3) or more properly-spaced doses of Poliomyelitis vaccine (any combination of oral polio vaccine or enhanced, inactivated polio vaccine is acceptable).
- ❑ One (1) dose of live, attenuated Measles (Rubeola) administered on or after the child's first (1<sup>st</sup>) birthday. Often the Measles, Mumps, Rubella vaccines are administered as a single antigen vaccine (MMR).
- ❑ One (1) dose of attenuated Mumps vaccine administered on or after the first (1<sup>st</sup>) birthday.
- ❑ One (1) dose of live, attenuated German Measles (Rubella) vaccine administered on or after the first (1<sup>st</sup>) birthday.

These regulations conform to the childhood immunization requirements as directed by the Secretary of health of Pennsylvania. These requirements also reflect the childhood immunization recommendations made by the Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians.

Parents/caregivers must show proof of immunizations at the time of school enrollment, even if the child has attended another school in the Commonwealth

of Pennsylvania. A Record of Immunization (a written document showing the date of immunization—that is, baby book, Health Passport, family Bible, another state’s official immunization documents, International Health Certificate, immigration records, physician record, school health records, and other similar documents or history) or a signed verification of immunization provided by a licensed physician may, at the discretion of the School Administrator, serve as adequate substitutes.

Students entering from other countries or other states may provisionally attend school if evidence is provided that the child has received at least one (1) dose of each vaccine, and a plan is provided to complete the remaining doses within eight (8) months of entrance to the School. If requirements are not met, suspension procedures will be undertaken.

Information regarding any medical or religious exception to above rules or to the law must be submitted to the Deputy Chief Executive prior to admission.

### **Physical Examinations**

In accordance with the Pennsylvania School Health Code requirements for public school students, Manchester Academic Charter School requires a medical examination and comprehensive appraisal of the health of every child at the following intervals:

- ❑ At the time of first enrollment into Manchester Academic Charter School
- ❑ Prior to the start of Sixth (6<sup>th</sup>) Grade

Manchester Academic Charter School also recommends the following:

- ❑ Annual vision tests
- ❑ A hearing test prior to the start of Fifth (5<sup>th</sup>) Grade
- ❑ Annual dental examinations

# RULES OF CONDUCT



***Disciplinary Code: "Good order is the foundation of all good things."***

## Scope Rules of Conduct

### THESE RULES SHALL APPLY TO ANY CONDUCT:

- ✓ On school grounds during the school day or immediately before or after school hours;
- ✓ On school grounds at any other time when the school is being used by a school group;
- ✓ Off school grounds at any school activity, function or event;
- ✓ Traveling to and from school, including actions on any school bus, van or public transportation;
- ✓ Away from school if resulting from school, including but not limited to fighting, personal and telephonic threats, harassment or stalking;

## DEFINITIONS

### THE FOLLOWING DEFINITIONS APPLY TO THE CODE OF CONDUCT:

***Student*** A person enrolled in the Manchester Academic Charter School.

***Parent/Caregiver*** Official caregiver of a minor child, including but not limited to a mother, father, step-parent, grandparent, or court-appointed guardian, including Human Services workers.

## **Administrative Responsibility**

It shall be the responsibility of the Administration of MACS to develop the rules and regulations necessary to implement and enforce this policy to the

public, to all persons seeking to use MACS premises or attend its functions and to all MACS personnel, students and parents. ***The Chief Executive Officer has the authority to discern any actions or reports that may not fall specifically under the subsequent codes. The Chief Executive Officer also has the right to impose whatsoever corrective action deemed as necessary for protecting the welling being of our students and the school community.***

## **DISCIPLINARY CODE: OFFENSES & CORRECTIVE ACTIONS**

1. **Disruption of school:** A student shall not use language in any classroom, lunchroom, hallway, yard, school publication, bulletin board, public address system, or on a book bag, book, button, his/her body, etc. which is profane, obscene, racist, sexist, homophobic, intentionally disruptive, libelous or offensive to other students, faculty or the community.

Neither shall a student use as an excuse for the use of profane language or racial slurs, epithets, sexist, homophobic or intolerant language that he/she was "only kidding" or that "we use this language all the time."

Neither shall the student urge other students or outsiders to engage in such conduct as expressed in this rule. This rule applies on school grounds or during a school activity or school function, or school event off campus, or coming to or from school. (See Scope of Rules).

2. **Smoking in the building:** A student shall not smoke in any part of the building. The City Fire Code prohibits it, as well as common sense and health concerns which dictate that no smoking is permitted in the Manchester Academic Charter School facility. Additionally, no smoking is permitted on school grounds. This includes the schoolyard, the sidewalk in front of the building and the area in the back of the building. No student may have in his/her possession any cigarettes or tobacco products.
3. **Disobedience to the lawful instruction of a teacher:** A student shall not disobey the lawful instructions of a teacher, administrator, teacher's aide, lunch-room worker, non-teaching assistant or any adult staff member or volunteer of the Manchester Academic Charter School. These include, but are not limited to, individual detentions or punishments.
4. **Missing homework or class work:** A student may not refuse to do assigned homework or class work. Usually, a school does not include this item in its disciplinary code; however, the special nature of the Manchester Academic Charter School's mission requires us to emphasize the importance of classroom concentration and hard work to insure that student's progress academically. Any work missed because of absence

must be made up within one (1) week after returning to school. All makeup assignments are at the discretion of the individual teacher.

5. **Graffiti, unreadable or sloppy notebooks, bags, etc.**: A student shall not deface his/her books, notes or book bags, particularly, but not limited to: graffiti or reference to drugs, drug corners or gangs, sexual conduct, or other illegal activities.
6. **Prohibition against wearing hats or caps indoors**: A student (both male and female) shall not wear a hat, cap or other head covering in school or indoors during any school-sponsored activity whether in uniform or not in uniform. The rule may be waived only for religious or medical reasons; however, the Administrator shall demand evidence of the religious or medical restriction.
7. **Possession of electronic or communication devices**: Students shall not bring personal electronic devices to school. These devices include, but are not limited to cellular phones, beepers, electronic dialers, paging devices, radios, walkmans, portable t.v.'s, electronic "gameboys" etc. Students are permitted to use the school phone only for emergencies.
8. **Repeated School Violations**: A student shall not repeatedly fail to comply with classroom and school rules or lawful directions of the administration, teachers, or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel, including but not exclusive to uniform policy.
9. **Fighting or encouraging fighting**: No student may fight, push, strike, hit or use violence in any manner against a fellow student; nor may any student encourage another student to violate this rule. Any person, who verbally encourages a fight, whether before, during or after an incident, will be held liable under this rule. (Reminder: See Scope of Rules of Conduct-I)
10. **Hazing/Bullying**: Hazing of any sort is forbidden at all times within the scope of the Rules of Conduct. At Manchester Academic Charter School, hazing is defined as, "To initiate or discipline fellow students by means of horseplay, practical jokes and tricks, often in the nature of humiliating or painful ordeals."
11. **Encouraging others to violate rules**: Willfully encouraging others to commit any of the acts which are prohibited by the Rules of Conduct of the Manchester Academic Charter School.
12. **Damage, destruction, graffiti or theft of school or private property**: A student shall not either on school grounds or during a school activity or school function, or school event off campus, or coming to or from school

- attempt to cause material damage to school or personal property, or attempt to steal school or personal property.
13. **Leaving the Classroom:** No student is permitted to leave or "walk out" of the classroom when class is in session without the permission of the teacher.
  14. **Disrespect of teachers and adult personnel:** At no time may a student express with words, gestures, or body language disrespect for a teacher, adult supervisor, and employee or volunteer of the Manchester Academic Charter School, or on a school-related activity, any adults taking part in the activity. Nor may a student's disrespectful behavior damage the reputation of the Manchester Academic Charter School. (See Scope of Rules of Discipline). The teacher, adult supervisor, etc., will be interpreter of the disrespectful actions.
  15. **Academic Dishonesty:** A student shall not engage in, participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework and other projects and assignments, whether done during or outside of school hours.
  16. **Misuse of Computers/Computer Network:** A student shall not engage in any act that violates MACS Internet Computer Use Policy.
  17. **Assault on school personnel:** A student shall not cause or attempt to cause physical injury to any school employee, nor shall any student make any threats to cause harm to any school personnel.
  18. **Weapons on school property:** A student shall not possess on his/her person, in his/her personal effects, or in any storage area provided by the school, any weapon capable of causing death or serious injury. Such weapons shall include, but are not limited to firearms, knives, razors, box cutters, BB Guns, stun guns, throwing stars, baseball bats, or explosive or incendiary devices.
  19. **Leaving school building without permission:** No student may leave the school premises without the Administrator's or Assistant Administrator's permission. No student may leave school during the lunch period.
  20. **Harassment, assault, battery or extortion of students or staff members:** Which is described as concerted or severe harassment or intimidation of students or staff for the purpose of obtaining money, property or other advantages, striking a student, staff member, contracted employee, volunteer or any school guest; terroristic threats directed at a student, staff member, contracted employee, volunteer, or

school guest; engaging in any conduct or language that harasses others including but not limited to slurs, jocks or other verbal graphic or physical conduct relating to an individual's religion, ancestry, sex national origin, age, handicap and all violations must be reported to the Chief Executive Officer.

21. **Possession of drugs or alcohol:** A student may not possess, use or be under the influence of any narcotic drug, hallucinogenic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant or any kind (for possession not consistent with personal use see Level-3).
22. **Unauthorized presence during school hours:** A student shall not be on any portion of the school grounds where his/her presence is unauthorized, nor remain after having been either ordered or requested to leave by any school employee possessing apparent authority over student conduct.

### **CORRECTIVE ACTIONS**

When the Chief Executive Officer has sufficient evidence that a student's misconduct warrants a disciplinary action, the following options may be recommended:

- A. Detention (before or after school)
- B. In-School Suspension
- C. Out-School Suspension
- D. Expulsion
- E. Transfer, or
- F. Alternative Educational Placement

## **DETENTION**

Morning and evening detention is a corrective measure that can be utilized by any teacher, staff, or administrator as deemed necessary. For any student who has earned an evening or morning detention, the parents/caregiver of that child will be responsible for securing transportation to or from the school. The parent will be notified 24 hours prior to the detention being served by the teacher, staff, or administrator who awarded the detention.

Any student who fails to attend an assigned detention or does not deliver the correspondence from the person, who requested his /her required attendance, will receive further corrective measures. (i.e., in-school suspension or out-of-school suspension [dependent upon the individual case]).

## **IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION**

No student shall 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. When a student is suspended the C.E.O. or Director of Student Affairs shall:

- a. Attempt to contact the student's parent(s)/guardian to inform them of the child's conduct and the school's recommended action. If a parent cannot be reached, the student will remain in the school for the remainder of the school day.
- b. Immediately remove the student to restore order or to protect persons on the school grounds.
- c. Send a statement to his/her parent(s)/guardian fully describing the student's misconduct stating the rule violation and stating the reason behind the corrective action.
- d. Make every effort to hold an informal hearing before or at the time the student returns.
- e. Secure written statements when appropriate and keep on file all documents and relevant information received about the misconduct.
- f. Schedule a parent conference for out-of-school suspensions.

## **EXPLUSION**

Whenever the Chief Executive Officer seeks an expulsion, written notice shall be sent to the student's parents/guardian within three (3) days of the alleged incident which gave rise to the request. The notice shall include:

- a. The rule and the alleged act of the student that are in violation of the rule, including a summary of the evidence against him/her.
- b. A tentative time and place of the informal hearing.

- c. Notification that written statements about the conduct, if any, and the student's academic and behavior records are available at the school for examination by the student, his/her parent or guardian, and his/her representative.
- d. A description of the hearing procedures.
- e. A statement that the student has the right to an informal hearing.
- f. A statement of action that the C.E.O. plans to apply at the conclusion of the hearing.
- g. A statement that the student and his/her parents parent/guardian have the right to present witness and be represented by legal counsel or some other adult at the hearing.

## **POLICY REGARDING POSSESSION OF WEAPONS**

Manchester Academic Charter School ("MACS") recognizes that the physical safety and emotional security of students, employees and visitors on its campus or engaged in school activities is essential for the proper operation of MACS. They are also essential for the establishment and maintenance of a positive environment for learning. Therefore, MACS, except as noted below, prohibits any and all persons from possession, control or storage of weapons on MACS property, including within vehicles using MACS property or used for school activities, including school buses and public transportation vehicles used for travel to and from school.

It is the objective of this policy to provide a safe and secure environment, free from weapons, for students, MACS personnel and persons using and visiting MACS property and participating in school activities, whether or not on MACS property.

### **Definitions**

The term "Weapon" includes, but is not limited to, any knife, razor, razor blade, sharpened wood, sharpened metal or other cutting or stabbing instrument. It includes nun chuck stick or other martial art devise, brass or metal knuckles, club, metal pipes and blackjack.

"Weapons" also means a chemical agent, such as mace; a razor, shocker or other stun gun, any explosive or incendiary device and firearm (including pellet guns and B.B. guns) and other guns. Slingshots, bows, arrows or any other similar devices from which a projectile may be discharged are "Weapons."

Firearms or other weapons, even if unloaded or lacking a component or device necessary to make them work immediately are "Weapons" under this policy. So too are any other tools, instruments or implements capable of inflicting serious bodily injury.

The term "possess" and "possession" shall mean that a student, employee or visitor has on his or her person, or in a motor vehicle, locker or otherwise under his or her control.

## GENERAL POLICY

It is the policy of MACS that possession of a weapon by students, employees or visitors is prohibited in the building and on the grounds of MACS. A student may not possess a Weapon, while going to and from MACS, in any vehicle providing authorized transportation of students to or from MACS or a MACS-sponsored function, activity or event and at any MACS function, activity or event, whether or not held on MACS property.

### Exceptions

This policy shall not apply to:

1. Police and licensed, approved security personnel in the performance of their duties.
2. Weapons, when possessed and used in conjunction with a lawful, supervised school activity, sport, or course (e.g., starter pistol for athletic events, tools for technical and practical art classes, and guns and knives used in fine arts productions.) This exception may also include weapons possessed and used with appropriate permission in connection with ceremonial events occurring on school property. **However, in any such case, the "weapon" may not be in the possession of or under the control of students at any time, except as specifically authorized and under the supervision of and in the presence of authorized MACS Staff. Otherwise, they must at all times be in the possession of or under the control of the specific MACS Staff authorized by MACS Administration to possess and control such devices.**
3. Instruments or implements possessed controlled and used by authorized maintenance and construction personnel in conjunction with performance of their duties.

### Student Discipline for Possession of Weapons

In the event any student of MACS is determined to have, or to have brought a weapon onto or to have been in possession of a weapon on or at any MACS property, any MACS-sponsored activity or any public conveyance providing transportation to MACS or MACS-sponsored activity, **the student shall be expelled from MACS for not less than one (1) year**, provided that the Administrator of MACS may recommend to the Board of Trustees of MACS modifications of the expulsion requirements for a student on a case-by-case basis.

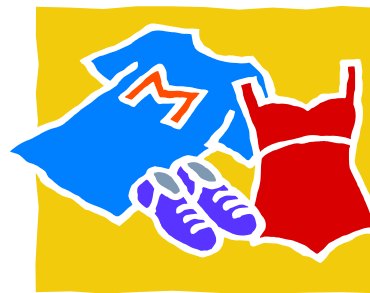
Any student determined to have or to have brought a weapon onto or have been in possession of a weapon on any MACS property, any MACS-sponsored activity or any public conveyance providing transportation to or from MACS or a MACS-sponsored activity, shall be referred to the appropriate criminal justice or juvenile delinquency offices.



## SCHOOL UNIFORM REGULATIONS

**Note:** *The following represents an extension of the Rules of Conduct*

Uniforms are mandatory for all students regardless of age. No student may attend class out of uniform.



Uniforms can be purchased from *Crill Tog Co., Inc*, on-line at [frenchtoast.com](http://frenchtoast.com), *Target, Wal-Mart, Kids R Us, Kmart, or J.C. Penneys*. The uniform colors are burgundy, gray, black, and white and must be solid colors or plaid. Shoes must also be gray, black or burgundy and must be one solid color. Boots are only allowed in winter - see *winterized regulations*. Sandals are not allowed. "MACS" T-shirts and sweatshirts may also be purchased with the *MACS PTO* and are acceptable on Fridays.

### **General Provisions:**

1. Uniforms are to be worn from the first day of classes to the last day of classes and on all school trips unless students are notified otherwise.
2. School uniforms must be worn to and from school unless an individual student receives a waiver from the Administrator.
3. No "buttons" or ornamentation may be worn on the school uniforms, unless provided by or approved by the school (*logos*).
4. Neither male nor female students may wear hats in the school building. Waivers may be obtained. (See Rules of Conduct - Rule 1.)
5. No outside coats, jackets, or hoodies may be worn in class or assembly.
6. Uniforms are always required for school trips, etc., unless notified otherwise by the Administrator. If advised that uniforms are not required for a school trip, i.e. a play or concert, then appropriate dress clothes are required. See *SCHOOL DRESS CODE*.
7. Uniforms must not have labels or logos other than "**MACS.**"
8. Belts must be worn and must be school colors.
9. For regulations regarding gym classes or other unusual circumstances, check with the teacher.

10. Shirts must be tucked in at all times. Shirts must have a collar. Turtlenecks and mock turtlenecks may be worn in the winter.

## **WINTERIZED UNIFORMS**

Starting November 1 and proceeding through February 28 Students will be able to wear:

- Boots - Must be school colors
- Thermals under their uniforms
- MACS sweatshirts
- Corduroy pants

### **Uniform Regulations and Dress Codes-- Approved Corrective Actions**

**Violations of the uniform and dress codes will result in a Level-1 offense. However, a student in violation of the dress code will be required to change into appropriate clothing before attending or returning to class. If necessary, the student will contact parents to provide the appropriate clothing. Failure to do so will result in a discipline referral. Repeated violations of the dress code will result in being assigned a Level II or III offenses.**

**School dress down passes may only be used on Fridays!!!**

## SCHOOL DRESS CODE

***Note: The following represents an extension of the Rules of Conduct***

The dress code is a set of guidelines to follow when “***dressing down***” or dressing “***out or uniform***”. Be advised, the Chief Executive will make the decision if a student's appearance meets school and community standards. The Chief Executive's decision on the appropriateness of dress is final.

### General Provisions:

1. Students shall not wear hats or head coverings inside the school building unless previously approved for medical or religious reasons or special school activities by the Chief Executive.
2. Students shall not wear shirts, sweaters, or blouses that leave the stomach showing. No sleeveless, strapless, spaghetti strap, sheer, see-through shirts or blouses. Tops must be long enough to be tucked into pants/skirts and stay tucked in the course of normal movement throughout the school day.
3. Students shall not wear very short shorts or miniskirts, see-through clothing. Shorts and skirts should be reasonable length. Reasonable length is 4” above the knee or finger tip length.
4. Sexually implicit or explicit clothing, bikini and tank tops (without a sleeved shirt underneath), and spandex clothing. Especially the kinds of clothing worn while engaging in recreation activities are not appropriate for the regular school day.
5. Jewelry shall be worn in a way that does not present a safety or health hazard or cause a major distraction to the educational process.
6. Students should wear shoes for foot protection and hygienic reasons while on school grounds. Flip-flops, slippers, and shower shoes are not acceptable.
7. No clothing advertising tobacco, alcoholic beverages, or illegal substances.
8. No clothing with sexually suggestive pictures, sayings or slogans
9. No clothing with culturally offensive messages. Especially decoration, symbols, mottos, or designs imprinted or attached to the body or clothing which are offensive to good taste or maintaining decorum.
10. No clothing accessories or body markings that demonstrate or suggest anti-social groups or gang-related symbols or colors.

Reminder: A student in violation of the dress code will be required to change into appropriate clothing before returning to class. If necessary, the student will contact parents to provide the appropriate clothing. Failure to do so will result in a discipline referral. Repeated violations of the dress code will result in being assigned a Level II or III offenses.

## **STANDARDS FOR AWARDS**

### **High Honor Roll (G.P.A. 90% - 100%)**

This award is given to the students who excel academically and whose citizenship displays the high standards that are expected at MACS. To receive high honor roll students must receive all 90% - 100% in all subjects and no less than a "2" in behavior/effort.

### **Honor Roll (G.P.A. 85% - 89%)**

This award is given to students who achieve academically and whose citizenship displays the high standards that are expected at MACS. To receive achievement award students must receive an 85% - 89% in the academic subjects, and no less than a "2" in behavior/effort.

### **Citizenship Award Policy\***

This award is given to students who show great effort academically and whose citizenship exceeds the high standards that are expected at MACS. To receive a citizenship award students must have the majority of your behavior grades be "4's".

### **Perfect & Outstanding Attendance Awards**

PERFECT ATTENDANCE: No absences and No tardies.

OUTSTANDING ATTENDANCE: Students must attend school every day and not have more than two days, which are affected by a partial day absence. In addition a student must have less than three tardies.

### **ATTENDANCE, Absence, and TARDY POLICY**

Regular attendance is absolutely essential for children to be successful in their educational endeavors. Students are expected to attend school and be on time for classes in order to obtain the maximum benefit of classes and to develop habits of self-discipline and responsibility. Moreover, students who miss a class will never be able to take advantage of their complete learning experience

Responsibility for assuring regular attendance rests cooperatively with the student, parents, and school. The following guide-lines are set forth to notify students and parents of the school's desire to assume its share of the responsibility.

Absence shall be defined as missing all or any portion of a school day by the student. All absences shall be classified as unlimited, limited or unexcused as set forth in the following.

### **CONSEQUENCES FOR TARDIES and ABSENCES**

**Please be aware that MACS are obligated to notify the home school districts regarding attendance issues and concerns. Parents/Guardians are subjected to legal action for truancy from their home school districts.**

### **DAYS OF ATTENDANCE**

Class attendance and participation in classroom activities are the basic underlying components of a student's academic work and are necessary for the accomplishment of curriculum objectives. Therefore, legal absences necessitate the completion of make-up assignments. Assignments must be completed prior to the close of grades for the student to be eligible to pass the report period.

Any student who has more than six (6) absences in a report period will receive a failing grade for the report period. However, a student should not receive a failing grade for any of the situations listed below so as long as the student makes up all of the missing assignments.

- Special or unusual circumstances surrounding incapacitation due to illness or injury.
- Illness that necessitates home recuperation, which must be verified in writing by the parent/guardian or a physician.
- Weather emergency, impassable roads, school transportation related or quarantined.
- Religious Holidays
- Bereavement and/or to attend the funeral of a family member.
- Hospitalization
- C.E.O. approved reasons for absence from school or class, i.e. field trips, activities, assemblies, service learning, counseling, mentoring, support groups, early dismissal etc.
- Involuntary exclusions from school such as suspension or as mandated by legal or medical professionals.

### **ILLEGAL ABSENCES**

Students who are absent from school for the following reasons will receive a corrective action (see pg. 20) and will be required to make up school work missed, but will NOT receive credit. Students who fail to turn their make-up work in for any unexcused absences will be given an incomplete for that grading

period. Incompletes may turn into a failing grade if the work is not completed by the end of the reporting period.

Illegal Absences are defined as:

- Absence without parental or school knowledge
- Leaving school without obtaining prior approval from the Chief Executive or his designee
- Absence from school without parental permission or in defiance of parental authority.
- Absence from class or tardy to a class without a valid pass (even if student is in the school building).
- Absences not defined and not specifically exempt by state law may be considered unexcused. This includes such things as going to sports events or amusement parks, even if parental permission is given.

### **TARDY / LATE ATTENDANCE**

Being punctual is a good habit that becomes increasingly important in life, especially when one enters the workforce. We believe teaching students to be responsible and punctual should be a part of their educational experience and have implemented the following progressive discipline policy to deal with students who are tardy to class or study halls.

Each teacher will determine whether a student is in his proper seat in time to start class, and each tardy will be reported to the attendance secretary. The Chief Executive or his designee has the right to excuse a student's tardiness if, in his judgment, the tardiness is of an excusable nature.

Each tardiness within the nine-week grading period, (without an excuse from a teacher) shall be subject to the corrective measures to the standards of their classroom facilitator. (i.e.) lunch, morning or after school detention)

Students receiving multiple tardies in one day may receive consequences for each tardy. Tardies accrued during one grading period do not count in the next grading period. (Students are given a fresh start each grading period.)

### **CONSEQUENCES FOR TARDIES and ABSENCES**

Please be aware that MACS are obligated to notify the home school districts regarding attendance issues and concerns. Parents/Guardians are subjected to legal action for truancy from their home school districts.

### **ATTENDANCE PROCEDURES**

Students are also expected to bring a note from their parent/guardian on the day they return to school explaining the nature of their absence.

## A. Admission Slips

To secure an admission slip, a student shall present to the Chief Executive or his designee (before school begins on the day they return) a note from his parent, guardian, doctor, or authorized adult setting forth the reason for the student's absence and the dates of the absence. If no note has been received within two days, the absence may be considered unexcused.

## B. Arriving at School Late

The student must sign-in, in the school office, with the attendance clerk upon arriving late to school and before going to class. For your child's safety, parent(s)/caregiver(s) will be contacted if their child arrives to school after 8:30AM without prior notice or a note from a parent/caregiver. Any student arriving to school after 11:00AM without formal verification of a scheduled appointment will be marked an absent.

## C. Leaving School Grounds During Class Hours

No student shall leave school at any time during class hours without first receiving permission from the Chief Executive or his designee. Students who must leave school during the day shall bring a signed note from their parents or guardian stating the reason and time the student is to be excused. This note must be taken to the school office before school begins so that a pass may be issued for the appropriate dismissal time. Students who forget to secure their pass before school begins will not be dismissed in the middle of a class for their appointment. Students who leave school without school approval will be considered truant. At the time the student leaves school with permission, the students shall sign-out on a sheet posted in the school office or other designated area. Students returning to classes before school is dismissed are to sign back in when they return.

## D. Student Illness During School

Students who become ill or injured at school are to report to the Chief Executive's or nurse's office. Before leaving the school grounds due to illness, the student must sign-out in the office after having secured the approval of the nurse, Chief Executive or his designee to leave school.

## E. Make-Up Work

On all make-up work, it is the student's responsibility to check with the appropriate teacher(s). A teacher may allow up to two (2) days for the work to be completed for the first day's absence and no more than a week for two (2) or more day's absence. In the event of extended illness, parents should request homework. Parents should turn completed homework in as soon as possible for teachers to grade and provide feedback to the student. The Chief Executive may allow additional time for extended absences.

## SPECIAL CIRCUMSTANCES

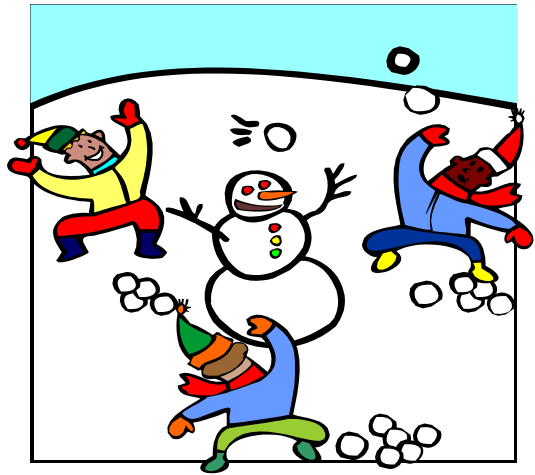
The Chief Executive reserves the right to evaluate and grant exceptions to the preceding policy for all extended absences due to injury, chronic illness, or special circumstances. Parents are requested to consult in person with the Chief Executive or his designee if there are any questions on individual situations. The Chief Executive also has the authority to contact the local school district or CYF in regards to any parent or caregiver who has a child in violation of the Pennsylvania Compulsory Attendance Law.

## ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES

Since a student's health is of paramount importance, students who are absent due to illness the entire school day or at the end of the school day, are prohibited from participation in any extra-curricular activity following that school day to help insure the student's recovery. In the event of extenuating circumstances, which may seem to justify an exception to this policy, students must secure the approval from the Chief Executive in advance.

## SNOW AND EMERGENCY CLOSING PROVISIONS

The Manchester Academic Charter School will close whenever the announcement **"ALL PITTSBURGH PUBLIC SCHOOLS ARE CLOSED"** is made via television or radio. In addition, Manchester Academic Charter School may close at the Administrator's discretion. On days of inclement weather, please consult your television or radio.



## STATEMENT OF COMMITMENT

I, \_\_\_\_\_, received a copy of  
*Parents or Caregiver Name*

the 2008 – 2009 MACS Parent/Student Handbook and reviewed all of its contents. I have taken the time to discuss the expectations of the school as well as my own with my child(ren) and my signature below indicates that we recognize, accept and commit to all the policies, codes, rules, etc, addressed in this handbook.

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Parent/Caregiver's Signature

Date

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Student Signature

Date

***If you have any questions, concerns or need clarification in regard to any matters within the student handbook prior to signing it, please feel free to contact Mr. Edmunds, Director of Student Affairs at 412-322-0585 ext. 127. This form is to be signed and returned to the school no later than 2 weeks after the distribution of the Student Handbook. For any students who fail to return this form a conference will be arranged with the parent, the child, and a school administrator to explain the contents of the Parent/Student Handbook in person.***