



## **Spectrum Charter School, Inc.**

**4369 Northern Pike**

**Monroeville, PA 15146**

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## **Student and Parent Handbook**

This handbook is intended to provide important information for Spectrum Charter School, Inc. Students and Parents, but is not a complete or an up-to-the-minute compilation of all Spectrum Charter School, Inc. policies. The Chief Executive Officer may revise the information contained within at any time. Students and Parents will be notified of any changes in writing.

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**MISSION STATEMENT**

Spectrum Charter School provides school to work transition instruction in the classroom, on-site business, and community-based work sites for student's aged 13 through 21. The program is structured to meet the needs of students who do not learn well in typical classroom settings due to unique cognitive, communication, and sensory challenges, including students with autism spectrum disorders.

**SCHOOL HOURS**

The school day for students is 8:30 a.m. to 3:00 p.m.

**SCHOOL BOARD MEETINGS**

The public is invited to attend any public School Board meeting in accordance with Board of Trustees Policy. Current school year board meeting dates and times can be found on the current school calendar. A time segment is provided at the meetings for public comments.

## GRADING SYSTEM

Spectrum Charter School recognizes that a system of grading student achievement can help in assessing the student's progress toward personal educational goals.

The evaluation of pupil progress and achievement is the continuing responsibility of the teacher. Grades will reflect a student's progress both as to the quality of performance and the educational growth of the student. Report Cards and progress reports will be directly related to the student's traditional academic courses and/or to the student's IEP goals and objectives. Report cards and written progress reports will be provided to families on nine (9) week intervals. For students in classrooms that follow the percentage grading scale, our online grading system is updated weekly for families to check progress on their child's coursework. For our Life Skills classroom that follows a letter grading system, families are kept updated on their child's progress via their preferred method of communication throughout the 9 weeks. The following uniform standards will apply in accordance with the grade level designated.

### Percentage Grading Scale:

- A = 90-100% Mastery
- B = 80-89% Above Competency
- C = 70-79% Competency
- D = 60-69% Minimum Competency
- F = 0-59% Below Minimum Competency

### Letter Grading Scale:

- O= Outstanding/meeting maximum competency
- S= Satisfactory/meeting minimum competency
- U= Unsatisfactory/not meeting minimum competency

## GRADUATION REQUIREMENTS

To graduate from Spectrum Charter School, the IEP team will decide if that student is most appropriate to graduate from their IEP or from a transcript with all State required course credits.

Students graduating from their IEP prior to the age of 21 must complete all IEP goals and objectives devised by the team to the mastery level defined in order to meet "minimum competency" as described in the "Grading System" section. Spectrum Charter School will follow PDE's course requirements for 9<sup>th</sup> - 12<sup>th</sup> grade students graduating from a transcript. Credits earned at previous school placements will be taken into consideration and may be accepted towards graduation requirements. Students are required to accumulate a minimum of 120 instructional hours in the following 21 units of credits:

<i>Unit of Credit</i>	<i>Subject</i>
4	English
3	Mathematics
3	Science
3	Social Studies

2	Arts or Humanities or Both
1	Health and Physical Education
5	Student selects five additional courses

Graduation will be held annually at the end of each school year. Special education students who turn 21 years old during the “school term” are entitled to finish that “school term”. Pennsylvania Law defines “school term” as commencing on the first day of school in the fall of one year and ending on the last day of school in the spring of the following year. If a student turns 21 years of age before the first day of school, the student will be required to graduate the year before they turn 21 years of age.

### **GRADE ADVANCEMENT**

It is the policy of Spectrum Charter School that the determination as to whether a child will be advanced to the next grade level, will be the responsibility of the teacher and other educators that plan and implement the curriculum under the direction of the administration of Spectrum Charter School.

Parents can be assured that Spectrum Charter School staff is dedicated to the continuous academic progress of every student. The professional staff will determine each student’s grade level based on their age, academic, social, and emotional development.

Students will generally progress annually from grade to grade, **except in cases where they have not demonstrated the required competencies for advancement.** Decisions regarding retention will be made by the teachers under the direction of the administration.

If a teacher has concerns about a student’s progress, the child’s parents will be notified in a timely manner. Additional support will be the course of action for all students who display signs of struggling. Retention of students will be recommended only when efforts at remediation of academic and social deficiencies have proven to be unsuccessful.

To be promoted, students must complete graded courses with “minimum competency” as described in the “Grading System” section, unless it is the decision of the IEP team that separate criteria is more appropriate for that student.

### **STUDENT ATTENDANCE**

Attendance involves a sequential continuity of instruction, classroom participation, learning experience, and study in order that students attain the planned educational goals. Student interaction with one another and participation in planned learning activities are vital to the learning process. In an effort to improve student attendance, the following shall be followed:

1. **Compulsory School Age** – Except as otherwise stated, students may not be excused from compulsory attendance until age seventeen (17). Section 1330 of the Public School Code states that a 16 year old student "who is regularly engaged in any useful and lawful employment or service during the time the public schools are in session, and who holds an employment certificate issued according to the law" is exempt from compulsory attendance.

2. **Excused Absences** –Excused absences include: personal illness, quarantine, death in family, impassable roads, Physician’s excuse due to illness, recognized religious holidays, pre-approved family educational trips, required court attendance, other reasons approved by the CEO or designee.
3. **Return To School After Absence** – Within three (3) school days, the student shall present a written excuse from the parent or guardian that includes: The date(s) of the absence, the reason for the absence, and the parent’s/guardian signature.
4. **Unexcused Absences** – A child is “truant” if they have three (3) or more school days of unexcused absence during the current school year. An unexcused 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. This also includes any student who leaves class without the permission of the teacher. An out of school suspension shall be considered an excused absence. When a child demonstrates truant behavior, the Charter School will schedule a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Attendance Improvement Plan to resolve truant behavior. The plan can include a myriad of options for the elimination of truancy that are mutually agreed upon by the participants.

A child is “habitually truant” if they have six (6) or more school days of unexcused absences during the current school year. This may warrant truancy charges filed with the local district magistrate.

For the first and second unexcused absences, the Charter School will send the parent/guardian a notice of the unexcused absence as well as attach a copy of the legal penalties for violation of compulsory attendance requirements. In addition to stating the legal consequences, the name and telephone number of a school contact person will be included.

For the third unexcused absence, the Charter School will send the parent/guardian notice by certified mail within 10 school days of the child’s third unexcused absence that the child has been truant. This notice shall 1) include a description of the consequences that will follow if the child becomes habitually truant in the future; 2) will be in the mode and language of communication preferred by the person in parental relation; and 3) will advise that an Attendance Improvement Conference will be held.
5. **Excused Absences & Missed Work** --Students who have a legal excuse will have the number of days that they were absent to complete any class assignments or turn in any missed work. Teachers, at their discretion will determine due dates for long term projects.
6. **Unexcused Absences & Missed Work** -- Students will receive a zero “0” for any work missed during an unexcused absence. This includes, but is not limited to tests, quizzes, classwork and homework.

7. **School Conference & Attendance Improvement Plan** -- Parents/guardians will receive in writing, a Formal Notice after 3 unexcused absences. Parents/guardians will be required to attend an Attendance Improvement Plan Conference. The conference will occur even if the parent declines to participate. After six (6) unexcused absences, the student will be referred to a Community-based Attendance Improvement Program (Focus on Attendance).
8. **Maximum 10 Days Absent**- A maximum of ten (10) cumulative days of legally excused absences may be permitted during a school year. All legal absences beyond (10) cumulative days require an excuse from a doctor. Doctor excused absences are not counted in the 10 cumulative absences.
9. **Tardiness** – After 8:35am, students will be marked tardy. When students are tardy, they shall follow the same procedure used for an absence (written parent/guardian/doctor excuse). See # 2 for legal excuses. Missing more than one-half (arriving at 11:45 or after) of the school day is considered an absence.

#### **EARLY DISMISSALS**

Spectrum Charter School values student attendance and the instructional process. Consequently, early dismissals are for rare, occasional and urgent needs that cannot be scheduled outside of the school day. Scheduling of appointments during the school day is discouraged. If the appointment cannot be arranged other than during school hours, students may be permitted to arrive late or be dismissed early.

#### **-----The parent is responsible for notifying the bus company-----**

Students to be excused from school before regular dismissal time must bring an excuse from home and signed by the parent or guardian stating the time, reason, and person picking them up for the early dismissal. If the person who is picking up the student is not the parent/guardian, then Spectrum Charter School requires that person to show identification such as a driver's license stating who they are. If the person picking up the child does not have any kind of identification then Spectrum Charter School will not permit the early dismissal. It is a requirement that students receiving an early dismissal for medical or dental appointments bring an excuse when the student returns to school.

#### **EDUCATIONAL TOUR OR TRIP**

Spectrum Charter School students may be excused from school attendance to participate in educational trips. Families wishing to travel during the school year must submit a written request form for educational tour/trip to the Principal for approval of the travel dates. The Principal must receive the form from the parent at least 3 weeks prior to the travel dates. Parents will be informed when the dates are approved or the reason(s) for the request being denied.

Spectrum Charter School will review the following before approving a trip: the length of the trip; the number of absences and late arrivals accumulated prior to the scheduled trip and the student's academic performance.

It is the responsibility of the parent/guardian to contact the student's teacher a minimum of one week in advance of travel to request assignments that will be missed. All missed work must be completed and submitted to the teacher within three schools days of returning to school.

## **EVALUATION**

An evaluation request can be initiated for a student by the parent or staff member. If a student has an IEP, Reevaluation Reports (R.R.'s) are on a 2 or 3 year schedule depending upon the student's diagnosis. If the student has a diagnosis of intellectual disability, regardless of additional diagnoses – R.R.'s are to be completed every 2 years. Students without a diagnosis of intellectual disability are on a 3 year cycle. All evaluations are done in accordance with the rules governing Free Appropriate Public Education (FAPE).

## **INDEPENDENT EDUCATIONAL EVALUATION**

Parents of children with special needs have the right to request an independent evaluation for their child at no cost to them. Parents who are not satisfied with the results of the evaluation and wish to pursue an Independent Educational Evaluation (IEE) must follow the Procedural Safeguard Notice procedures, which can be found at <http://www.pattan.net>

A parent who disagrees with an evaluation performed or obtained by Spectrum Charter School may request an independent educational evaluation (IEE) at public expense to the extent allowed by applicable state and federal regulations. If the request is received verbally, the staff member who receives the IEE request will inform the parent that the staff member is forwarding the request to the CEO or designee. Within ten school days of receipt of a request for an IEE in writing from a parent, the CEO or designee will issue a NOREP and Procedural Safeguards Notice to the Parent approving or denying the request for the IEE.

## **ASSESSMENTS**

Spectrum Charter School is committed to following research-based best practices regarding curriculum, assessment, and instruction. In this regard, multiple forms of assessment are used by our teaching staff as a means of evaluating skill development in academic, social, emotional, career readiness and independent living skills. In addition to these measures, teachers utilize observations, data collecting on target skills, task-analysis, and quarterly progress reports. Student interest and learner profile are also assessed to facilitate the development of learning experiences that are engaging to all students. Assessments that are used to determine the eligibility of a student for special education are determined on an individual basis by the school psychologist.

The Pennsylvania System of State Assessment (PSSA) is a series of assessments developed around state standards in Reading, Math, Writing, and/or Science. These are administered annually in all districts across Pennsylvania as a federal requirement of The Every Student Succeeds Act. Spectrum students in grades 7 and 8 participate in PSSA every spring.



The Keystone Exams are end-of-course exams for the content areas of Algebra I, Biology and Literature as a substitute for the Grade 11 PSSA. Spectrum students in grades 9-12 having completed these courses will begin participating in these exams no later than the winter of their Grade 11 year. Middle school students that have completed a course may be given that Keystone Exam in May. Passing these exams is not currently a state requirement toward graduation.

The Pennsylvania Alternate State Assessment (PASA) is the alternate assessment designed for students with the most significant cognitive disabilities. The tests are administered every spring to Spectrum students in grades 7, 8, and 11 in the same content areas as the PSSA. These assessments are video-recorded responses rather than given in traditional format.

### **Opting- Out of State Assessments**

Pennsylvania is one of a handful of states where the right of parents to opt their children out of state-mandated testing is written into law. That right is described in 22 PA Code 4.4. This law says that you may only opt out on religious grounds (see page 8 of 22 PA Code).

Parents and guardians may review any state assessment if they believe it may be in conflict with their religious beliefs by requesting a review of the materials. Request must be given either verbally or in writing to the Principal **no later than end of the first marking period**.

### **PARENT/GUARDIAN INVOLVEMENT**

Parents/guardians are encouraged to be actively involved in the education of their child. In addition to their participation in their child's IEP, it is hoped that parent/guardians will take an active part in the programmatic and operational decision making process through participation in Parent Task Force meetings, Board Meetings, and school activities. It is through the active support of parents/guardians that Spectrum Charter School can fulfill its mission and students can fulfill their potential.

### **PARENT TASK FORCE**

Spectrum Charter School's Parent Task Force meets periodically throughout the school year. Families are strongly encouraged to participate in this partnership and to be involved in many activities throughout the year. Family involvement is crucial to the endurance of Spectrum Charter School.

### **CHANGE OF ADDRESS, EMERGENCY CONTACT & MEDICATION INFORMATION**

A parent/guardian must immediately notify the student's teacher in writing of any change in address, emergency contact information, and telephone number and student medication.

### **STUDENT OBSERVATION GUIDELINES**

Spectrum Charter School encourages parents to be active participants in their child's education. While we permit parents to observe in the classroom, we do have rules and guidelines that are to be followed at all times. Parents who are interested in observing their child in the classroom are required to follow the guidelines listed below:

1. Requests to observe must be made in writing to the teacher and shall include the reason for the request
2. Requests will be reviewed and approved by the CEO and Principal
3. Once approved, a “Student Observation Confidentiality Agreement” must be signed by the observer
4. The actual observation date and time will be determined by the parent and teacher
5. Disruption and distractions must be kept to a minimum; the following observation guidelines must be followed:
  - A. observations can take place up to 2 partial days (i.e. in the a.m. or p.m.) or 1 full day per each nine (9) week period per student;
  - B. observations shall be limited to the on-site school environment; any request to observe a student in the community will require further review,
  - C. only 1 (one) observer is permitted in the classroom,
  - D. the observer is to sit in the back of the classroom,
  - E. the observer is to have no interaction with students or staff and is not to be an active participant in the classroom; Spectrum is bound by law to protect the confidentiality of all students
6. also, to minimize disruption and distractions, students are to have no interaction with the observer
7. an observer will be asked to leave the classroom if disruptions or distractions occur within the classroom with any student, at any time, at the discretion of the classroom teacher
8. any comments or suggestions parents wish to share with the teacher must be made no sooner than the following school day
9. CEO or designee reserves the right to observe within the classroom simultaneously.

### **DRESS CODE**

Spectrum Charter School has formulated dress regulations for all students. Dress regulations serve as a guide for students. A student’s appearance should be a source of pride not only to the school, but also to the individual and their family. Teachers will use discretion in enforcing the following dress code. In no instance should regulations impose undue financial hardship on the individual student. If a student is uncertain as to the appropriateness of clothing for school wear, they should check with their classroom teacher before wearing the clothing to school.

The following are examples of inappropriate dress for school:

- Hats, sweatbands, bandanas, and other head coverings cannot be worn in the building-Exceptions are head coverings for religious reasons.
- Skirts and shorts that are above the bottom of the person’s fingertips when the fingertips are placed on the person’s legs while standing.
- Leggings or form-fitting pants without tops that “cover” the body to fingertip length when standing
- Beach sandals or flip-flops

- Any item of clothing that exposes the shoulder or midriff (halter, tube tops, see-through mesh clothing, etc.), thin strapped tank tops, boxer shorts, cutoffs, and clothing that is ripped, cut, or has holes
- Coats, jackets, or garments designed for protection from outside weather shall not be worn in the building under ordinary circumstances
- Clothing, patches, buttons, pins, or accessories that advertise alcohol, tobacco, drugs, violence, weapons or have suggestive connotations
- Jewelry creating a hazard, including chains, spiked jewelry, etc., hanging from clothing, purses, or backpacks
- Articles of clothing which hinder or impede the normal function of the school's educational process, i.e. pajamas.

Additions to this list may be made at any time, without prior notification, at the discretion of the CEO or designee. Students who do not follow the "Dress Code" will be subject to discipline in accordance with the "Student Code of Conduct." The School may be able to provide alternative clothing, however the parents or guardian may be called to bring a change of clothes or pick their child up.

#### **SCHOOL RECORDS AND CONFIDENTIALITY; FERPA**

Spectrum Charter School recognizes the need to protect the privacy rights of students and their parents. Spectrum Charter School will adhere to the provisions of state and federal law pertaining to those privacy rights, including, but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA) regulations. The CEO or designee is responsible for the maintenance, access and release of student records. Under FERPA, Spectrum must annually notify eligible students in attendance of their rights under FERPA. These rights are explained more fully in the Spectrum Charter Schools' enclosed Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for the 2018-2019 School Year / Notice to Parents and Guardians Regarding the Disclosure of Student "Directory Information" Generally, Spectrum must have written permission from parents or eligible students in order to release any information from a student's education records. However, FERPA allows the Charter School to disclose that information without consent, to parties or under certain conditions outlined in the Annual Notice referenced above. Questions regarding the disclosure of student information must be directed to the CEO or designee prior to disclosure and must conform to Spectrum's student records/confidentiality policies.

#### **FREE APPROPRIATE PUBLIC EDUCATION**

The Individuals with Disabilities Education Act (IDEA) is the law that provides your child with the right to a free, appropriate public education (FAPE). The purpose of the IDEA is "to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.

## **TRANSFER OF RECORDS**

When a child transfers from Spectrum Charter School to another public school, public agency, private school, approved private school, or a private agency, Spectrum Charter School shall forward a copy of the student's health, disciplinary, and educational records, including the most recent IEP, within ten (10) school days after Spectrum Charter School is notified that the student is enrolled in their new school.

When a new student enrolls at Spectrum Charter School, the administration shall immediately request a copy of the student's complete records, including but not limited to the student's health record, disciplinary records, and educational records, from the appropriate individuals and ensure that the educational records for a child are received. If the records are not received within ten (10) school days of the request, a second request will be made.

## **PROCEDURES TO REVIEW CONCERNS**

Parents and/or students who are dissatisfied with any aspect of Spectrum Charter School are encouraged to contact the school. It is hoped that any difficulty that arises can be first addressed directly and immediately with the student's classroom teacher. However, when such resolution is not possible, any individual may bring concerns to the CEO by submitting correspondence addressed to the CEO. The CEO will respond, in writing, within 10 days of receipt of the correspondence. If the individual is not satisfied with the CEO's response, then the individual may bring its concerns to the Board of Trustees by emailing [boardpresident@spectrumcsi.org](mailto:boardpresident@spectrumcsi.org). Concerns raised with the Board of Trustees in a manner consistent with these procedures shall be addressed by the first Board meeting following the meeting at which such concerns were made known.

## **RESOLUTION PROCESS**

Prior written procedural safeguard notices are provided to families at the time of meetings regarding their child's placement and program. Parents will receive procedural safeguard notices when their child is initially referred for an evaluation and thereafter on the schedule set forth by the IDEA guidelines.

Every effort will be made to insure that parents are able to participate in their child's educational program. Special arrangements can be made for those parents who are unable to meet during the day including later meeting times and phone conferencing. If however, after two (2) written invitations and three (3) phone calls have been made without a response from a parent, the proposed event will take place in order to fulfill our obligation to provide FAPE to the student.

If Spectrum Charter School feels the event (e.g. evaluation, re-evaluation) should occur, and the parents have refused consent, the parents and/or Spectrum Charter School will pursue the resolution process.

Parents are able to request due process at any time. Spectrum Charter School, Inc. will, upon receiving written request, initiate the mediation procedure according to the Procedural Safeguard Notice. During this period, Spectrum Charter School, Inc. will continue to provide FAPE to the student.

## **CARE OF SCHOOL PROPERTY BY STUDENTS**

Payment for lost or damaged textbooks beyond normal wear and tear shall be the responsibility of the student, their parent(s) or legal guardian(s). Students shall be responsible for the proper care of all supplies and equipment provided. Payment for loss of such supplies and equipment, or misuse on the part of the student, shall be the responsibility of the student, their parent(s) or legal guardian(s). Students will not be permitted to have gum or other food/drink items in the classroom during school hours unless otherwise specified by their teacher.

## **STUDENT PERSONAL TECHNOLOGY DEVICE REQUIREMENTS**

Parents are encouraged to have their child leave their personal technology devices at home. Students are not permitted to use their personal technology devices (i.e. cell phone, mp3, iPod, iPad, CD player, game boy, etc.) during school hours between 8:30 a.m.-3:00 p.m.. This applies to activities on school property and in the community. Technology device usage is permitted under the following conditions: When being transported home to school and school to home. After 3:00 p.m. while waiting for transportation to go home is permitted, night time dances, direct permission given by teacher, which includes any time after 8:30 a.m. and before 3:00 p.m., when given teacher permission only or in an emergency. Students in violation of these requirements may be subject to disciplinary actions.

## **PHOTOGRAPHER'S RELEASE**

In order to publicize and promote the program of Spectrum Charter School, photographs and/or video may be taken of your child. Parents/guardians relinquish and give to Spectrum Charter School the right, title and interest of the photos and/or videos and further grant the school the right to transfer and exhibit the negatives, original prints, or copies and facsimiles thereof, to any responsible individual or publication, or to any of their assignees.

**If a parent/guardian does not want their child to be photographed or videotaped, they are to contact their child's teacher no later than Friday, November 16<sup>th</sup> 2018 to obtain, sign and return a form that states that they do not want their child photographed or videotaped.**

## **LEGAL CUSTODY**

Separated or divorced parents are advised of their obligation to inform the school about the situation in the home and provide written documentation about the custody status of the student. This would involve making available:

1. court orders or directives related to custody and access to the student
2. shared custody plans
3. documents fixing responsibility for student's education
4. informal parental understandings, expectations, and agreements regarding the student's education and welfare
5. information verifying a non-legal "custodial parent" arrangement

Absent a court order stating otherwise, Spectrum Charter School will assume that each natural parent has joint legal custody of the student entitling them to access to health and education records. No matter what form the custodial arrangement takes, one parent may not prohibit the other from viewing the records of the student. The only way a parent loses the

right is through a specific order of the court restricting access. It is the policy of Spectrum Charter School to remain neutral in concerns of custody issues. We provide both parents, upon proper request, access to school records and school functions.

### **SURROGATE PARENT**

Spectrum Charter School will attempt to identify, at the time of enrollment, any student who may be in need of a surrogate parent due to their status as ward of the state, whose parents are unknown, unavailable or have had their rights terminated. In Pennsylvania, Intermediate Units have been given the responsibility to select, train, and assign surrogate parents to those children who have been identified to need them. Spectrum Charter School will utilize the services of the Allegheny Intermediate Unit to fulfill any surrogate parent need.

### **DELAYS AND CLOSING OF SCHOOL**

Watch your local television (KDKA, WTAE, WPXI) stations for **“Spectrum Charter School”** delays and closings. Announcements will be made only if the school will be closed or delayed. Speak with your student’s individual bus driver regarding their policy for home school district transportation. For example, if your child’s home school district is cancelled or delayed and Spectrum Charter School is in session, you will likely need to follow the home school schedule. This will not count as an absence for your child.

Spectrum days lost due to inclement weather may be made up at a later date at the discretion of Spectrum’s CEO and Board of Trustees.

Occasionally, school must be discontinued during the school day due to some unexpected circumstances. Such things as severe weather conditions, broken water or gas lines, heating or sewer problems may be serious enough to necessitate the closing of school and sending the students home early. We are aware of the problems this can cause in the homes of our students. Therefore, we urge parents to have an emergency plan in place. Special instructions that differ from the student’s normal dismissal should be given to the student’s teacher and the Principal.

### **STAFFING INFORMATION**

All staff of Spectrum Charter School must provide up-to-date clearance records upon hire. The Staff is trained in Cardiopulmonary resuscitation (CPR), First Aid, Automated External Defibrillator (AED) use, mandated reporting, and suicide prevention, and non-violent Crisis Prevention Intervention (CPI) techniques as required by law.

### **MANDATED REPORTERS**

All employees of Spectrum Charter School are mandated reporters in accordance with the Child Protective Services Law. All incidents of suspected child abuse will be reported immediately to the CEO or Principal and then reported to the corresponding County Children & Youth Services.

### **SCHOOL NURSE**

According to the Pennsylvania Public School Code, all students are to have access to school nurse services. School nurses provide the school evidence-based practices to facilitate

normal development, advance academic success, and advocate for quality student-centered coordinated care. School nurses work under the same Nurse Practice Act and rules as registered nurses in any other practice setting. Spectrum's school nurse is a registered nurse licensed by the Department of State, Board of Nursing, and certified by the Department of Education. The school nurse is on-site 1 full day a week and on call 4 days a week.

## **IMMUNIZATIONS**

Students exempted from immunizations will be excluded from school during an outbreak of diseases for which they have not been immunized.

## **SPECIAL HEALTH PROBLEMS**

Parents must notify the school in writing on the "Medical Conditions Form" regarding any special health problems. Such notification may include precautions for school personnel. Updates of emergency medical information will be requested yearly.

## **ALLERGIES**

Spectrum Charter School is not a peanut free environment. Parents must notify the school of any and all allergies or special dietary restrictions that need to be followed.

## **MEDICATION**

Only prescribed medicines will be given at school. The parent or guardian will assume full responsibility for all medicines sent to school. **Medicines will be self-administered by the student with supervision and assistance from a designated certified teacher or administrator.**

1. All medicines:
  - A. A doctor's or dentist's written order must accompany each medicine, including over-the-counter medicines.
  - B. A physician signed Spectrum Charter School "Permission to Assist in Medication Administration Form" is required for the medicine to be assisted for administration in school.
  - C. Prescriptions must be packaged according to current pharmacy standards and in corresponding properly labeled pharmacy container including, the number of pills in the container and stated number of refills allowed.
  - D. Over-the-counter medicines must be in the manufacturer's original container and be labeled by the parent or guardian with the child's name.
  - E. All medicines will be kept by the school in a locked cabinet.
  - F. Medicines not in compliance with above policy cannot be given and will be sent home to the parent or guardian.
2. Injectable medicines:
  - A. Non-emergency medicines, where assistance in administering by injection is needed, will be given by the school nurse or self-administered by the student. A student who will self-administer the prescribed medication shall be certified by the student's doctor to have demonstrated competency for self-administration and

responsible behavior in use of the medication. Teachers or school administrators are not permitted to administer non-emergency injectable medications.

Medicines needed in an emergency situation, such as Epi pen, will be administered by teacher, administration, or student, if the student is able to self-administer the medication.

- B. Injectable medicines must follow the procedure for “all medicines” listed above and in accordance with School Policies adopted by the Board of Trustees.

### **COMMUNICABLE/CONTAGIOUS DISEASES**

Students with skin rashes, sore throats, fever, etc. should not be sent to school and will be sent home until they recuperate or have a written diagnosis and permission to return to school from their doctor. Under the Pennsylvania health regulations the CEO or designee may immediately exclude from school any student or other person for example “showing an unusual skin eruption, swelling about the neck suggesting mumps, soreness of the throat or having symptoms of whooping cough or diseases of the eyes.” The families of students involved in a blood or body fluid exchange with another student will be notified of the incident.

### **A certificate of recovery/treatment may be required for readmission following a communicable/contagious disease.**

It is required that the student not exhibit any symptoms such as a fever (defined as 100 degrees Fahrenheit), colored discharge from nose or eyes, or vomiting, for a period of 24 hours prior to returning to school. If temperature is elevated over 100.0 degrees, the student may not return to school until they have been fever free for 24 hours without the use of fever reducing medications.

### **HEALTH SCREENING**

A certified school nurse will administer annual height, weight, vision, and hearing screening. Parents will be informed of results from the screening.

### **ASSISTIVE TECHNOLOGY**

Spectrum Charter School in conjunction with the Allegheny Intermediate Unit provides assistive technology services, devices and training as determined by the student’s IEP. The speech therapist, teacher, occupational therapist, and/or assistive technology consultant, will complete the necessary evaluations and make recommendations to the IEP team for possible incorporation into the student’s IEP. The instructional team, headed by the classroom teacher, will insure that all assistive technology (devices, materials, techniques, etc.), specified on the IEP are implemented accordingly.

### **SCHOOL HEALTH RECORDS**

Parents and students have an expectation of privacy where the student’s health information is concerned which is supported by ethical and legal considerations. Legal sources of privacy and confidentiality protections include the U.S. and State Constitutions, federal and state laws, and case law. The Public School Code, at 24 P.S. § 14 - 1409, states that all health records shall be confidential, and their contents may be divulged only when necessary for the



health of the child or at the request of the parent or guardian to a physician. Regulations promulgated pursuant to the Nurse Practice Act, addressing standards of nursing conduct, require a registered nurse to safeguard the patient's dignity, the right to privacy and the confidentiality of patient information. 49 Pa. Code § 21.18.

Additionally, FERPA protects privacy interests of parents in their children's education records, defined to include school health records, and prevents an educational institution from having a policy or practice of disclosing the education records of students, or personally identifiable information contained in education records, without the written consent of the parent. Under FERPA, there are a number of specific statutory exceptions to the general rule against nonconsensual disclosure that are set forth at U.S.C. § 1232g (b) - (j) and 34 C.F.R. § 99.31. Also, FERPA provides for disclosure of confidential information about individual students in health and safety emergencies. In general, health and safety emergencies refer to situations of immediate and serious danger, such as critical illness, serious accident, or threatened homicide or suicide. If the situation is serious enough to telephone for emergency services (e.g. call 9-1-1), release of sufficient student information to assist in emergency treatment is appropriate. Such release may be made only to appropriate parties, and may be made only if knowledge of the specific information is necessary to protect the health or safety of the student or other individuals. Please see the Board's Administration of Medication Policy for more information.

#### **FIRST AID**

If a student becomes injured or ill during the school day, they will be cared for by a Spectrum employee or the nurse, depending upon the seriousness of the illness or injury. The parent/guardian will be contacted if referral to a physician is necessary or the student develops a fever or gets an upset stomach, intestinal flu, etc. Parents may be required to pick the student up under these conditions. If the parent cannot be reached, the school will contact the designated person on the student's "Emergency Medical Information Form". If necessary, 911 will be utilized.

First aid in the school is limited to injuries that occur at school. Injuries that occur in the home are the responsibility of the parent/guardian and must be treated before sending the student to school.

Transportation of ill or injured students from school is the responsibility of the parent/guardian. Ambulance service in extreme emergencies will be at the expense of the parent/guardian.

#### **BEHAVIOR HEALTH REHABILITATION SERVICES**

Some students may be participating in Behavioral Health Rehabilitation Services (BHRS) in their home. BHRS are defined as Behavioral Specialist Consultants (BSC), Mobile Therapists (MT), and Therapeutic Staff Support (TSS) services. The inclusion of this service in the school program is not automatic. The student's teacher and school administration will discuss the necessity of these services within the school environment. If it is decided to utilize TSS services in the school, the student's teacher and school administration will further define how the BSC/TSS will support the student in the school program.

It must be clearly understood that while Spectrum and the BHRS staff will be working together to support the student, services provided during the school day will be designed to fulfill the student's IEP. The Education section of the BHRS plan should reflect the student's IEP, particularly the Behavioral Intervention Plan. The classroom teacher will decide the activities that the student will engage in. The teacher and the BSC will meet routinely to discuss the student's progress, discuss specific strategies to be used by the TSS and collaborate on behavioral issues in order to fulfill the student's IEP goals and objectives. The Principal will participate in all treatment team meetings and will routinely monitor BHRS providers during the school day.

Any parental concerns regarding the provision of these services will be discussed with the CEO and a plan of action will be developed. During school hours, the student's IEP, not the BHRS treatment plan, will take precedence. The student's teacher with the goal of fading these services as soon as possible will routinely review the need for TSS support during the school day.

### **BEHAVIOR MANAGEMENT**

All Spectrum teaching staff receives ongoing professional development; training in the utilization of positive behavioral interventions, functional behavioral assessment, and writing positive behavior support plans. Trainings include in-house, Allegheny Intermediate Unit, and on-line learning. Training is provided annually to staff in Crisis Prevention Intervention (CPI).

All students and staff are expected to conduct themselves in a manner that promotes a safe and productive school environment. Spectrum staff members are positive role models and provide daily examples of appropriate work place behavior. Students who exhibit appropriate behaviors are encouraged to be positive peer models.

All staff and students are expected to:

1. be respectful of self and others
2. abide by the directions given from teachers and/or other supervisors
3. be honest and ethical
4. accept responsibility for their actions
5. respect and protect school property and the property of others
6. know and follow the rules of their individual classrooms and off-site locations and to seek out explanations if not understood
7. recognize that the teacher serves in place of the parent/guardian while the student is at school or school related functions
8. that regular punctual school attendance and conscientious effort in class and in the community are essential to learning
9. remain with your group during community outings & within the school building, unless otherwise directed by a supervisor

School staff is aware of the individual educational needs of all of the students. The day to day running of the school is intended to mirror the work place environment, therefore there are a wide variety of opportunities for instruction regarding appropriate ways to act and interact in a school/work environment. Appropriate behaviors will be positively reinforced during the learning process. The staff will immediately address inappropriate conduct, for

example inappropriate dress, verbal language, interactions etc. Private counseling, informal behavioral contracts, redirection and time to regroup are some of the interventions that will be utilized school-wide to deter and intervene with inappropriate behaviors.

Students may have behavioral goals and objectives in their IEP. If deemed necessary by the IEP team, Positive Behavioral Support Plans may be developed using best practice procedures like; functional behavioral assessment, task analysis, data management and specific intervention protocol. Staff will utilize non-violent crisis prevention techniques if a student is in danger of hurting themselves or others. Spectrum Charter School staff does not engage in the use of corporal punishment under any circumstances.

## **ELOPEMENT**

It is the goal of Spectrum Charter School, Inc. to ensure the care and welfare, safety and security of all students. Staff are to utilize nonviolent crisis Intervention techniques to de-escalate behaviors before they become problematic and to intervene with behaviors that have progressed. At times students may attempt to leave the building or community group they are with. If this occurs, staff will implement the following steps:

### **On School Grounds:**

1. Alert other staff and follow student
2. One staff member will speak with student; other staff will serve as back-up to assist
3. Available staff notifies CEO and/or Principal
4. All staff carry 2-way cell phones
5. If the situation can be safely maintained without therapeutic physical intervention, staff should do so utilizing verbal and non-verbal techniques and directives
6. If the situation is such that the student is a danger to themselves and/or others:
  - a. Staff will utilize CPI to insure the safety of the situation
  - b. CEO and/or Principal monitor the situation and intervene as necessary
  - c. If student leaves school grounds, 911 will be called by the CEO, Principal or designee to alert and identify the student as enrolled at Spectrum Charter School and for the Police to pull any "Police Identification Form" they may have on file regarding the student that eloped
  - d. Parents/guardians and Spectrum Board President will be notified immediately and kept informed of situation

### **In-Community:**

1. Staff will follow same procedure as in "ON SCHOOL GROUNDS"
2. If staff cannot contain student, 911 will be called by the CEO, Principal or designee to alert and identify the student as enrolled at Spectrum Charter School and for the Police to pull any "Police Identification Form" they may have on file regarding the student
3. Parents/guardians and Spectrum Board President will be notified immediately and kept informed of situation
4. CEO or Principal will proceed to community site if needed and if it is feasible

Students who violate this policy may be subject to discipline under the “Student Code of Conduct.”

### **IN CASE OF EMERGENCY**

If there is an emergency at school such as fire, evacuation of building, tornado, terrorist attack, bomb threat, or active shooter, as soon as possible all parents and guardians will be notified immediately of the situation. Please tune to local media for any information pertaining to the emergency. If we would have to move to another location, when possible, all parents and guardians will be notified before and after we move.

Please see the School’s Emergency Prepared Policy available in the CEO Office for procedures and more information in case of emergency at the School.

### **STUDENT CODE OF CONDUCT**

To accomplish the school’s mission, all students are expected to conduct themselves in a manner appropriate for the work environment. This applies to interpersonal relationships, manner of dress, hygiene, language, voice volume, promptness, manners, and quality of work. Students who have difficulty following these guidelines, depending on the severity of the conduct, are subject to possible disciplinary action.

Spectrum Charter School retains the right to implement disciplinary action, in the form of exclusion from general population, detention, suspension, and expulsion which will be done in accordance with IDEA regulations in the event it is deemed necessary by the CEO.

### **Search and Seizure**

The Board of Trustees acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property. Lockers, shelves or cabinets may be provided. The Board of Trustees reserves the right to authorize the CEO or designee to inspect a student’s storage space when such has a reasonable suspicion to believe that the storage space is improperly used for the storage of contraband, a substance or object the possession of which is illegal or any material which poses a hazard to the safety, sanitation and good order of the school.

A student’s person and possessions may be searched by the CEO or representative provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the student had violated or is violating either the law or the rules of the school. Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

Any illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary hearing or proceeding and may be turned over to law enforcement authorities.

## **Guidelines and Consequences for Student Behavior**

To foster a positive school culture at Spectrum Charter School, priority will be placed on modeling and actively teaching positive behaviors such as generosity, perseverance in the face of challenges, kind and respectful communication, curiosity and commitment to learning, cultivation of a feeling of connection and community, intellectual rigor, and compassionate responses to those who are upset or in need. Although the active teaching of positive behaviors will be of paramount importance at Spectrum Charter School, the necessity of explicit prohibition of negative behaviors—with prescribed consequences when a prohibition is violated—is also recognized.

Accordingly, we stipulate that no student may engage in conduct, or encourage any other person to engage in conduct, that jeopardizes or threatens the health, safety or welfare of any member of the school community, or that disrupts or undermines the educational mission of Spectrum Charter School.

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 Spectrum Charter School will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code. 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.

Spectrum Charter School 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.

Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Some means will be “restorative” in the sense that they involve “making up for” damage that was done: for example, a student who mistreats another might be required to do something that restores the dignity of the victim (e.g., offer an apology in front of peers), or a student who damages property might be required to repair or pay for whatever damage was done. Other means might focus on encouraging greater self-awareness in the transgressor: for example, a transgressor might be required to write about the transgression, its consequences, and perhaps suggest what they would consider an appropriate punishment. Various other means will be used as well and may include counseling the student; conferencing with the parent(s); assigning extra responsibilities at school; assigning community service; or imposing detention, in-school suspension, out-of-school suspension for up to ten (10) consecutive school days, or referral to the Board of Trustees for an expulsion hearing with a recommendation that the student be expelled.

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. Teachers and school authorities may only use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.

- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

### **Level I Rules**

Various means may be used by school personnel on a case-by-case basis to discourage violations of Level I Rules (see means described above).

#### **Rule 1            No student may disrupt the school or the learning environment.**

- Students shall act in a courteous manner at all times and toward all members of the school community, and shall not engage in conduct which disrupts any school-sponsored or school-related educational program or activity.
- The following, although not exhaustive, shall be considered violations of this Rule:
  1. Disobedience
  2. Disrespect
  3. Dishonesty
  4. Failure to follow established school rules
  5. Failure to attend class or late arrival to class without a valid excuse
  6. Failure to comply with the established dress code
  7. Failure to comply with the established attendance policy
  8. Loitering and/or failure to provide identification upon request
  9. Possession or use of smart phones, cell phones, iPods, MP3 players, look-alike or toy weapons (those that are capable of inflicting serious bodily injury will be treated as a Level II offense), laser pointers, mace, pepper spray, lighter, or any telephonic, stereophonic or digital device, not including a calculator or digital watch, during school hours or programs
  10. Running or making of excessive noise in the school building with the intention of disrupting the school or learning environment
  11. Lying to school authority
  12. Failure to follow established classroom rules
  13. Elopement (leaving the school without permission)

#### **Rule 2            No student shall use offensive language.**

- Students shall refrain from using language that may be classified as obscene, offensive or vulgar, or which would violate school policies regarding discrimination and/or harassment of any kind.

A student will be considered to have violated this Rule if they;

- Make libelous or slanderous remarks directed at another member of the school community.
- Send or forward any offensive, sexually-oriented, obscene, vulgar, and/or threatening messages, pictures, or symbols from any source to any member of the school community.
- Wear or display any colors or symbols with the intent to show or indicate allegiance to or affiliation with any gang.

**Rule 3            Students shall maintain the highest standards of academic honesty and integrity.**

A student will be considered to have violated this Rule if they;

- Forge any paper, report, test or notes, or engage in any other type of cheating and/or copying of the work of another student.
- Plagiarize any publication or paraphrase any publication without appropriate citation.

**Rule 4            Students shall be kind, respectful, self-controlled, non-disruptive and considerate in their relationships with all members of the school community.**

**Rule 5            Students shall not engage in gambling, or take or place bets on chance for personal benefit.**

**Rule 6            Students shall not engage in improper use of technology.**

- Students shall respect the computer privileges granted to them and shall comply with Spectrum Charter School's Social Media and Networking Guidelines Policy whenever they use Spectrum Charter School's computers, equipment, network system or any other technology owned by or licensed through Spectrum Charter School.
- The following, although not exhaustive, shall be considered violations of this Rule:
  1. Giving their password to another individual
  2. Using another's password
  3. Illegally downloading copyrighted material from the internet
  4. Purposely or recklessly visiting sites on the internet that contain sexually explicit or otherwise offensive materials

5. Harming, damaging or disrupting hardware and/or software
6. Harming or destroying the data of another person or student
7. Harming or destroying the internet or other school networks
8. Purposely or recklessly creating, downloading, or uploading a computer virus
9. Breaking into or hacking into other files or systems
10. Accessing and/or altering school records, information or files without express permission
11. Conducting any business enterprise
12. Material that is fraudulent, harassing, sexually explicit, pornographic, violent or advocating of violence, profane, obscene, intimidating, threatening, defamatory, discriminatory, or otherwise unlawful or inappropriate may not be sent by e-mail or other forms of electronic communication (such as bulletin board systems, newsgroups, chat groups) or accessed, reviewed, displayed on or stored in Spectrum Charter School's Computer Resources.

**Rule 7                    Students shall not damage, deface, destroy or steal school property or the personal property of another member of the school community.**

A student will be considered to have violated this Rule if they;

- Create graffiti, carves, tears, cuts or otherwise marks, regardless of whether the marking is permanent, property owned or leased by, or licensed to Spectrum Charter School.
- Steal or attempt to steal school property or any property leased or licensed to Spectrum Charter School, or the personal property of another member of the school community while on school property or at any school-sponsored or school-related activity or event.
- Attempt to pass or solicit counterfeit money or to make counterfeit money.
- Attempt to purchase stolen or illegally obtained property at any school-sponsored or school-related activity or event.

**Rule 8                    Students shall not cause or attempt to cause physical injury to any member of the school community.**

- Students will be held responsible for their purposeful, reckless and negligent actions and the reasonably foreseeable consequences of their actions.



- The following, although not exhaustive, shall be considered violations of this Rule:
  1. Physical contact by pushing, punching, shoving, slapping or hitting
  2. Physical contact by kicking
  3. Throwing any object that may cause injury to another at any member of the school community
  4. Biting
  5. Spitting
  6. Roughhousing or horseplay

**Rule 9                    Students shall not recklessly endanger any member of the school community.**

- Students shall not act in any manner which creates a substantial and unjustifiable risk of harm to others and indicates a conscious indifference to the consequences of the act.

**Rule 10                  Students shall not falsely activate any fire alarm, security system, smoke detector or any other device which may cause disruption of the school community, fear or panic.**

- Any student who falsely activates any such device or renders a false report that results in a response by authorities including, but not limited to, the fire department, the police, emergency medical personnel, and/or results in evacuation of Spectrum Charter School's building(s) will be considered to have violated this Rule and may be subject to sanctions under federal, state and/or local law.

**Rule 11                  Students may not possess, use, distribute or solicit the use or distribution of any tobacco product or related paraphernalia (including vaping) while on property owned by, leased or licensed to Spectrum Charter School, or while at any school-sponsored or school-related activity or event.**

**Rule 12                  Students shall not directly or indirectly communicate any threat to any member of the school community which places that person in fear or apprehension of injury, pain and/or ridicule.**

Continual threats, harassment, bullying and/or intimidation are considered and treated as Level II offenses.

## **Level II Rules**

Students who 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 Spectrum Charter School. Violations of Level II rules can result in suspension from Spectrum 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.

**Rule 13**            **No student shall engage in repeated violations of this Code.**

- A student will not be considered to have engaged in repeated violations of this Code unless the student has previously been warned or disciplined for violations of this Code.
- A student who repeatedly violates this Code may be subject to suspension and/or expulsion.

**Rule 14**            **Students may not possess, use, distribute or solicit the use or distribution of any unauthorized prescription or non-prescription medication, drug, narcotic, hallucinogen, steroid, growth hormone, amphetamine, barbiturate, opiate, marijuana, inhalant, alcohol or any other intoxicant or related paraphernalia while on property owned by, leased or licensed to Spectrum Charter School, or while at any school-sponsored or school-related activity or event. No violation of this rule will occur where the student is specifically allowed to possess such drug or inhaler by the student's physician, upon receipt of documentation from the student's physician and approval by the school nurse in accordance with Spectrum Charter School's Medications Policy.**

**Rule 15**            **Students shall not expose or attempt to expose their genitalia to any member of the school community, nor shall they touch the genitalia of another.**

**Rule 16**            **Students shall not engage in any activity which can reasonably be expected to have the effect of harassing, threatening or damaging the safety or reputation of any member of the school community.**

- The following, although not exhaustive, shall be considered violations of this Rule:
  1. Unwelcome sexual advances
  2. Requests for sexual relations and/or favors
  3. Sexual comments
  4. Offensive sexually-oriented gestures, sounds, remarks or comments
  5. Offensive remarks or comments related to a person's race, gender, religion, disability, sexual orientation, gender identity or presentation, or national origin
  6. Efforts to intimidate or bully
- Any of the above actions or any other conduct which may reasonably be considered as a violation of this Rule, whether in written, oral, electronic or digital form is subject to disciplinary consequences.

**Rule 17**            **Students shall not engage in any consensual sexual acts.**

**Rule 18**            **Students shall not force or attempt to force any other member of the school community to engage in any sexual act.**

**Rule 19**            **Students shall not cause or attempt to cause physical injury or pain to any student, teacher, administrator, staff member or any other employee or agent of Spectrum Charter School, or any member of the school community.**

**Rule 20**            **Students shall not cause, attempt to cause or threaten to cause serious bodily injury to any member of the school community with a weapon or without regard to the value of human life.**

**Rule 21**

**Students shall not possess on their person, in their clothing or belongings, in their vehicle, or in any storage space or container provided by Spectrum Charter School any weapon.**

- For the purposes of this Rule, “weapon” shall include any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.
- The following steps shall be taken by appropriate personnel at Spectrum Charter School in the event a student violates this Rule:
  1. The student will be detained and, where possible, brought to the office of the CEO or designee;
  2. The incident will immediately be reported to Police or any other appropriate authority;
  3. The parent/s or guardian/s of the student will be immediately notified;
  4. Expulsion may be recommended in accordance with the law of the Commonwealth of Pennsylvania.

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

**Rule 22**

**Students shall not engage in or attempt to engage in any conduct which endangers the health, safety or welfare of any other member of the school community.**

- The following, although not exhaustive, will be considered violations of this Rule:
  1. Setting or attempting to set a fire or explosion on or in property owned by, leased or licensed to Spectrum Charter School.
  2. Retaliating against any member of the school community who participated in any investigation or proceeding.
  3. Activating the fire alarm, security system or other such device when there is no threat of fire or breach of security, and fire personnel, police or other authority is dispatched to Spectrum Charter School.

4. Planting, hiding or locating, or threatening to plant, hide or locate, any bomb or explosive device on property owned by, leased or licensed to Spectrum Charter School.

### **Disciplinary Action**

Detention is defined as retaining a student after school hours with the parent and/or student being responsible for transportation of the student at the end of the detention period.

Exclusion from school may take the form of suspension or expulsion. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days. Suspensions may be given by the CEO or person in charge of the public school. 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. The parents or guardians shall be notified immediately in writing when the student is suspended.

When a suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania Code. Suspensions may not be made to run consecutively beyond the 10 school day period. 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.

Expulsion is exclusion from school for a period exceeding 10 school days and may be a permanent expulsion from Spectrum Charter 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 their 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. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by Spectrum Charter School's CEO. Within 30 days of action by the board, the parents or guardians shall submit to Spectrum Charter 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 parents or guardians are unable to provide the required education, Spectrum Charter School 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. If the approved educational program is not complied with, Spectrum 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).

### **Exclusion from classes—in-school suspension**

A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. Communication to the parents or guardian shall follow the suspension action taken by Spectrum Charter School. When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the CEO or designee shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in the Pennsylvania Code.

### **Hearings**

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. 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 parents 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 requests a public hearing.
- (4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent 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.

#### *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. 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 parents or guardians and school officials to discuss ways by which future offenses might be avoided. The following due process requirements shall be observed in regard to the informal hearing:

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

#### **Discipline of Students with Disabilities**

Spectrum Charter School complies with the Individuals with Disabilities Education Improvement Act and all applicable federal and state statutes and 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.

#### **Anti-Discrimination/Anti-Harassment**

Students at Spectrum Charter School have the right to education in an environment that is free from harassment and discrimination. Harassment occurs when a student demands a sexual favor, or otherwise threatens, intimidates, annoys, alarms, causes substantial emotional distress, or creates a hostile environment for another based on the other's gender, age, race, color, national origin, religion, disability, sexual orientation, gender identity or presentation, socioeconomic status or beliefs. Discrimination occurs when a rule or established practice confers privileges on or denies privileges to a particular class of persons based on race, sex, color, religion, sexual orientation, gender identity or presentation, national origin or disability.

If a student believes they are the victim of harassment or discrimination, they shall report the alleged harassment or discrimination to the CEO, or to another administrator if the CEO is the accused. Any student who believes they are the victim of harassment or discrimination may likewise make a complaint to the Board of Trustees by emailing [boardpresident@spectrumcsi.org](mailto:boardpresident@spectrumcsi.org). Spectrum Charter School and/or the Board of Trustees will undertake to investigate the student's complaint thoroughly and completely, and will maintain confidentiality to the extent allowed by federal, state or local law and the policies established by the Board of Trustees of Spectrum Charter School.

Nothing in this Code shall be construed to discourage or prohibit a student who feels they have been the subject of criminal activity or a criminal offense from contacting the police or other appropriate authority.

To the extent anything in this Code could be construed to conflict with federal and/or state law, the federal and/or state law applies and will guide student rights, responsibilities and behavior.



***Annual Notification of Rights under Family Educational Rights and Privacy Act (FERPA)  
for the 2018-2019 School Year /Notice to Parents and Guardians 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 eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s educational records.

These rights are briefly summarized below and are explained more fully in the Board’s School Records and Confidentiality Policy, which is on file at the School and is available upon request:

1. The right to inspect and review the student’s educational records within forty-five (45) days of the day the Spectrum Charter School (“Charter School”) receives a request for access. Parents or eligible students should submit to Charter School’s Chief Executive Officer (“CEO”) or designee a written request that identifies the record(s) they wish to inspect. The Charter School official will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student’s educational record(s) the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Charter School to amend a record that they believe is inaccurate or misleading. Parents or eligible students should write to the Charter School’s CEO or designee, clearly identifying the part of the record(s) they want amended, and specify why the record(s) is inaccurate or misleading. If the Charter School decides not to amend the record(s) as requested by the parent or eligible student, the Charter School will notify the parent or eligible student of the decision in writing and advise 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.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational record(s) except to the extent that FERPA authorizes disclosure without consent, as discussed below.
4. 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. 20202-8520**

***Release of Records Without Consent***

Generally, the Charter School must have written permission from parents or eligible students in order to release any information from a student's education records. However, FERPA allows the Charter School to disclose that information without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interests. A School Official may include a person employed by the 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 Charter School official in performing their tasks. A School Official has a legitimate educational interest if the official needs to review an educational record(s) in order to fulfill his or her professional responsibility;
- Other schools, school systems, or institutions of postsecondary education to which a student is transferring;
- Authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education, or State and local educational authorities. Disclosures may be made in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. The entities and officials identified here may re-disclose student information to outside entities and/or individuals that are designated as "authorized representatives" to conduct an audit or evaluation, or enforcement or compliance activity on their behalf. A designation of an "authorized representative," other than an employee, shall be memorialized in a written agreement. The same agreement shall contain provisions intended to guard the privacy of student information. Student records for children seven (7) years or older is exempt from the use of authorized representatives for agencies running programs to improve social, emotional and physical development;
- Appropriate parties in connection with financial aid for which a student has applied or has received, if the information is necessary to determine eligibility for aid, determine the amount of aid, determine the conditions of aid, or enforce the terms and conditions of aid;

- Organizations conducting certain studies for or on behalf of the school, to develop, validate or administer predictive tests; administer student aid programs; or improve instruction. The U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education, or State and local educational authorities may re-disclose student information to organizations conducting studies identified here. Any re-disclosure of student information, whether by schools or the entities and officials identified here, requires a written agreement. The written agreement shall contain provisions intended to guard the privacy of student information;
- Accrediting organizations;
- To parents of dependent students for IRS tax purposes;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities within a juvenile justice system, pursuant to specific State law.

The Uninterrupted Scholars Act (USA) (Public Law 112-278), which was signed into law on January 14, 2013, amends FERPA in the following two ways:

1) Educational agencies and institutions are permitted to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student."

2) Educational agencies and institutions are permitted to disclose a student's education records pursuant to a judicial order without requiring additional notice to the Parent by the educational agency or institution in specified types of judicial proceedings in which a parent is involved. The theory behind this change is that the Parent has already been informed by being involved in the child abuse, neglect, or dependency proceeding.

The child welfare agency can then disclose (or re-disclose) the records to "an individual or entity engaged in addressing the student's education needs." This individual or entity must be authorized to receive the records and the disclosure (or re-disclosure) must be consistent with State confidentiality law.

These changes to FERPA (and, consequently, to the confidentiality provisions applicable to Parts B and C of the IDEA), help in improving educational and developmental outcomes for children in foster care by providing those agencies that are legally responsible for such children access to specific information that is maintained by those agencies that provide early intervention or educational services to such children. More specifically, child welfare agency workers must

develop a written case plan for each child in foster care, which includes the education records of the child, including the most recent information regarding:

- The names and addresses of the child's education providers;
- The child's grade level performance;
- The child's school record;
- Any other relevant education information the child welfare agency determines to be appropriate.

As part of the Student's Educational Stability Plan, which is revised when placing a child in foster care, or, when a child is changing foster care placements, the agency must consider the appropriateness of the child's current school and the proximity of that school to the foster care placement; and coordinate with the local educational agency to ensure the child can stay enrolled in his or her school of origin despite the foster care placement. However, if the child welfare agency determines it isn't in the child's best interests to stay in the same school, the agency must ensure that the child is immediately enrolled in a new school, and all the child's education records are provided to that new school.

Child welfare agencies must assure that each child receiving a Federal foster care payment is a full-time elementary or secondary school student (or is incapable of attending school due to a medical condition). Federal child welfare guidance encourages child welfare agencies to ensure that children are not only enrolled, but are actually attending school.

The Charter School must maintain records of each request for access and disclosure of information from a student's education record(s), except for disclosures to school officials with legitimate educational interests, disclosures to parties with written consent from parents or eligible students, disclosures of Directory Information (discussed below), disclosures under select judicial orders or lawfully issued subpoenas, and disclosures to parents or eligible students. Parents and eligible students have a right to inspect and review the records of requests for access and disclosures.

### ***Release of Directory Information***

Directory Information includes information contained in the educational record(s) of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent, unless parents or eligible students have advised the Charter School to the contrary in accordance with Charter School procedures. The primary purpose of Directory Information is to allow the Charter School to include this type of information from the student's educational records in certain school-related publications or notices.

As part of the Charter School's annual notification under FERPA, Charter School designates for the 2018-2019 School Year the following types or categories of information as "Directory Information":

- Student Name
- Participation in officially recognized activities, clubs, and sports
- Naming of student to the Honor Roll, National Honor Society or as Valedictorian
- Address
- Telephone listing
- Electronic Mail Address
- Photograph
- Degrees, honors, awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

“Directory Information” for the 2018-2019 School Year also includes:

- Except for social security number, a student ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used with one or more factors, such as a personal identification number (PIN), password or other factor known or possessed only by the authorized user; and
- Except for social security number, a student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used with one or more factors, such as a PIN, password, or other factor known or possessed only by the authorized user.

Examples of how and where the Charter School may disclose Directory Information include:

- Newsletters
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Companies or outside organizations that manufacture class rings or yearbooks
- Newspapers or other news sources
- Class Lists
- Staff and/or Student Directories and/or listings
- Charter School Website
- Charter School Bulletin Boards
- Institutions of Higher Learning requesting Directory information

These examples are for illustration only and are not an exclusive list of the manner in which Directory Information may be disclosed. This Notice provides parents and eligible students with an opportunity to object in writing to any or all of those types of information that the Charter

School has designated as Directory Information. Parents and eligible students have the right to refuse to permit the release by notifying the Charter School in writing that they do not want any or all of those types of information to be designated as Directory Information.

Please note that an opt out of Directory Information disclosures does not prevent the Charter School from identifying a student by name or from disclosing a student's name, identifier or institutional e-mail address in class in which the student is enrolled. The right to opt out of Directory Information disclosures does not include a right to remain anonymous in class, and may not be used to impede routine classroom communications and interactions, whether class is held in a specified physical location or on-line through electronic communications. Likewise, an opt out of Directory Information disclosures does not prevent the Charter School from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that the Charter School designated as "Directory Information" for the 2018-2019 School Year above.

**YOUR ACTION IS REQUIRED IF YOU WISH "DIRECTORY INFORMATION" NOT TO BE PUBLISHED.** Please submit any refusal with the types of information you wish removed from the list of Directory Information and mail your written objections on or before **November 16<sup>th</sup> 2018** to the CEO or designee of the Charter School at:

**Spectrum Charter School  
4369 Northern Pike  
Monroeville, PA 15146**

If you have any questions regarding this Notice, please call the CEO at: (412) 374-8130. **If you do not submit a written refusal on or before November 16<sup>th</sup> 2018, then the Charter School may disclose directory information without your prior consent.**

**THE CONTENT OF THIS NOTICE HAS BEEN WRITTEN IN STRAIGHTFORWARD, SIMPLE ENGLISH.**

**IF A PERSON DOES NOT UNDERSTAND ANY OF THIS NOTICE, THEY SHOULD ASK THE CEO OF THE CHARTER SCHOOL FOR AN EXPLANATION.**

**THE CHARTER SCHOOL WILL ARRANGE FOR AN INTERPRETER FOR PARENTS WITH LIMITED ENGLISH PROFICIENCY.**

**IF A PARENT IS DEAF OR BLIND OR HAS NO WRITTEN LANGUAGE, THE CHARTER SCHOOL WILL ARRANGE FOR COMMUNICATION OF THIS NOTICE IN THE MODE NORMALLY USED BY THE PARENT (E.G., SIGN LANGUAGE, BRAILLE, OR ORAL COMMUNICATION).**

**IF A STUDENT HAS A DISABILITY, ADDITIONAL INFORMATION IS AVAILABLE IN THE CHARTER SCHOOL'S ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS AND RIGHTS FOR STUDENTS WITH DISABILITIES.**

**ACKNOWLEDGEMENT OF RECEIPT OF STUDENT PARENT HANDBOOK**

To verify that you have received and reviewed the Spectrum Charter Student Handbook, **please sign the following statements:**

**STUDENT: I have reviewed the Student Parent Handbook, including the Student Code of Conduct, with my parent or guardian and understand my responsibilities and agree to abide by school rules.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PARENT/GUARDIAN: I have reviewed the Student Parent Handbook, including the Student Code of Conduct, with my child and understand my child's responsibilities.**

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_