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MANCHESTER ACADEMIC CHARTER SCHOOL
2018-2019 STAFF

ADMINISTRATION

Vasilios A. Scoumis  Chief Executive Officer / Interim Elementary Principal
Dennis Henderson  Deputy Chief Executive Officer / Development
Phylissa Thomas  Middle School Principal
Lauren Fouse  Vice Principal
Tracy Carr  Special Education Director

ADMINISTRATIVE SUPPORT STAFF

Danya Sear  Business Manager
Chris Brown  Marketing and Graphic Designs
Kara Banks  Main Office Administrative Assistant
Lolita Moses  Administrative Assistant / 6-8 Attendance
Trudy Johnson  Reception/Attendance
Jean Fritz Lewis  Resource Manager

ELEMENTARY FACULTY:
Interim Principal Vasilios Scoumis

Britney Bush  Kindergarten Teacher
Frankie Goshay  Kindergarten Teaching Assist
Lori Figueroa  Kindergarten Teacher
Andrew Banks  Kindergarten Teaching Assist
Kevin Boden  1st Grade Teacher
Morgan Perla  1st Grade Teacher
Matt Nichols  1st Grade Teaching Assist
Tonya Holyfield  2nd Grade Teacher
Kristian Paladin  2nd Grade Teacher
Darlene King  2nd Grade Teaching Assist
Aubrey Cathcart  3rd Grade Teacher
Bianca Christof  3rd Grade Teacher
Veronica Burress  3rd Grade Teaching Assist
Dave Haslett  4th and 5th Grade English and Language Arts
Maria Young  4th and 5th Grade English and Language Arts
Rema Hord  4th and 5th Grade Math
Linda Lodge  4th and 5th Grade Math
Michael Reid  4th and 5th Science and Social Studies
MIDDLE SCHOOL FACULTY
Principal Phylissa Thomas

Phillip Braxton 6-8 Science and ELA Teaching Assist
Amanda Butler 6-8 ELA / Science Co-Teach
Doug Duda 6-8 History and Social Studies / ELA Co-Teach
Carla Knight 6-8 ELA / History and Social Studies Co-Teach
Caranina Koloshinsky 6-8 Science / ELA Co-Teach
Dan Kuban 6-8 Math
William McCoullum Jr. 6-8 Math
Robert Michaels 6-8 Math
Ryan Singleton 6-8 Social Studies and History / ELA Co-Teach

ART / MUSIC / PHYS EDU and FOREIGN LANGUAGE FACULTY

Molly Cavanaugh Music K-8
Kenie Edwards Physical Education K-5
Lora Hutlemyer (Venture Outdoors) Physical Education 6-8
Audrey Rogers Spanish K-5
Hassan Sharif Art

FACULTY and STUDENT SUPPORT STAFF

Patria Davenport Director of Student Development 6-8
Nichole Gardner Student Development K-5
Timothy Amos Emotional Support Teacher K-5
Keane Jones Emotional Support Assist K-5
Stacy McCandless Learning Support Teacher K-5
RaeLynn Melnyk Learning Support Teacher 6-8
Anna Marie Rainey Social Worker K - 8
Mark Beck Reading Specialist K - 5
Lynn Baldwin Reading Support K - 5
Bethany Stout Library / Technology Support
Dan Dimucci Tech Management and Makers Education
Erin Chaney School Nurse K - 8
Dr. Sarah Evans School Psychologist

MACS BOARD of TRUSTEES

Isabel Beck, PhD. Larry Berger, BSCS/E & PP
James J. Browne, CFP Janaé K. Dandridge, PhD.
Jason R. Farmakis, MBA & BA Richard Garland, MA & BA
Tyra L. Good, EdD Jocelyn Horner, PhD.
Allen Robinson, B.A. Betty H. Robinson, PhD.
Daniel Taylor, B.A. Sociology Carlton F. Watson, B.S. Elem.Ed
Manchester Academic Charter School
Our Mission

The mission of Manchester Academic Charter School is to foster the dreams of all children by providing an outstanding and dynamic education in a nurturing environment.

Our Educational Objectives

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

Registration of New Students

Kindergarten

All children who have reached the age of five on or before September 30th are eligible to apply for Kindergarten. Preliminary registration of Kindergarten children is made during the month of April preceding their entrance to school. Then, in June, the school administers the DIAL-4 readiness test and a speech and language screening to all students entering kindergarten. A Kindergarten orientation is conducted in July for new students and parents.

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

Students from Other School Districts

A student who transfers from another school district should register as soon as possible. Parents/caregivers must fill out a Manchester Academic Charter School Request for Records form so that records from the previous school can be obtained. Parents/caregivers must provide an Act 26 Affidavit.

School Hours

- 7:00 a.m. Before school care
- 8:15 a.m. Classes begin
- 3:15 p.m. Student Dismissal

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

Pennsylvania law requires students to attend school if they are between the ages of eight and seventeen years of age. Students in this age range, with few exceptions, must be enrolled in a public or private school approved by the State, or properly registered with the School District for home-schooling. The parents/caregivers of such children are subject to civil and criminal penalties if students in the compulsory-attendance age group are not enrolled in and attending school. If the parent(s)/caregiver(s) do not comply with the compulsory-attendance they will be reported to their Home School district for further disciplinary actions. MACS adheres to Pennsylvania law and also insists that every child enrolled at the school be present everyday that classes are conducted, unless excused because of illness, family emergencies, and family travel or other good causes shown. A written excuse should be presented to the homeroom teacher upon returning.

Student Records

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

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

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

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

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

*MACS does require an adequate amount of time to access and send student records to a new school or released to parent/guardian.

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

MACS recognizes that Parents may have issues or concerns they wish to address with the School. In all cases the Parent should initially attempt to address the issue with the classroom teacher. If this cannot be done or the Parent is still dissatisfied, the Parent may send a written statement to the CEO setting forth the issue and if necessary, requesting a meeting.

The CEO will acknowledge receipt of the complaint in writing and will thoroughly investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the Parents is reached, no further investigation or action is required.

If the problem cannot be informally resolved or Parent disagrees with the CEO determination, the Parent may file a written statement to the Board of Trustees. The Board may request a meeting with the Parent. The Board will issue a final written determination. The Parent may also appear at regular meetings of the Board of Trustees. These meetings are held the second Thursday of each month at 5:30 pm.

Parents and Visitors to the School

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

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

Parents/caregivers, volunteers, and other visitors are to use the main entrance during school hours. To maintain building security, all other entrances will be secured against entry from the outside after 8:15am. When picking up your child during the school day, it is MANDATORY for the parent/caregiver to come into the building. A student will not be allowed to walk outside alone.
TRANSPORTATION

General Information

Regular daily transportation to and from the school are provided by the residing school district’s transportation for all students during the school year. However, parents/caregivers are required to provide transportation for their children when they participate in other activities after regular school hours.

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

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

- Students are requested to wait for the bus to come to a complete stop before entering or leaving the bus.
- There are no reserved seats unless the Chief Executive, Deputy Chief Executive, or the school bus driver assigns them.
- Students will take the seats that are available as they board the bus.
- State law forbids students to stand in the aisle of the bus while it is in motion.
- State law forbids students to put hands, arms or head out of the bus window at any time, whether the bus is moving or not.
- Eating, drinking, abusive language, pushing, shoving, fighting by students **will not** be tolerated, while waiting for the school bus, on the bus, or after getting off the bus.
- Students are not to steal, tamper with, deface or vandalize bus or the property of other students.
- Students should talk in a quiet and polite manner, refraining from loud talking or shouting that might distract the driver's attention.
- When departing from the bus to cross a street, students are required to cross in front of the bus and to be careful of traffic coming from either direction.
- No student is permitted to get off the bus at any stop other than his/her own.
- The bus driver's directions **SHALL BE FOLLOWED AT ALL TIMES.** Any situation that needs attention should be reported to the bus driver at once, and he/she will bring this infraction to the attention of the Chief Executive or Deputy Chief Executive.
- Problems with bus or pickup or the driver should be brought to the attention of the Chief Executive or Deputy Chief Executive.
- Students may be removed from bus transportation at the discretion of the driver and/or the Chief Executive or Deputy Chief Executive.

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

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

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

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

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

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


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**STUDENT SAFETY**

**Fire Drills/Emergency Procedures**

During the first days of school, each teacher will discuss with students the proper methods for evacuation or other procedures to be followed in case of an emergency. The School will conduct fire drills and other emergency procedures, periodically throughout the School year. Students are expected to treat each fire drill as though it were a real fire or emergency and behave accordingly.

**Lockers**

Each student in grades 2-8 has a locker in which to store books, clothing, and school supplies. Students in grades K and 1 use the coat room. Students are responsible for keeping their lockers and coat room in order.

Book Bags are to be kept inside of the lockers and not left in the cafeteria or in the hallways as these items are in violation of the fire code and can be taken by others. Lockers can be inspected by the principal, assistant principal and security at anytime. Locks may be bought by parents but their homeroom teacher needs either an extra key or combination.
SCHOOL TEXTBOOKS AND SUPPLIES

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

FOOD SERVICES

All students receive free breakfasts and lunch in accordance with the National School Lunch Program (NSLP). MACS participates in the NSLP-Community Eligibility Provision. For more information contact Pam Wright at 412-322-0585. Students are also permitted to bring their own lunches from home, which must be carried in an insulated bag or container and include the entire lunch and beverage. **Students are not permitted to bring a lunch that needs to be heated by the use of a microwave.** Breakfast and lunches are to be eaten in the school cafeteria, unless excused from doing so by a teacher or another authorized staff person.

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

**BREAKFAST**

School breakfast will be served at the school from 7:30 am to 8:15 am. If your child walks to school or is dropped off, he/she must arrive before 8:10 am to eat breakfast. Only under special circumstances will students be permitted to eat breakfast after 8:15 am. (i.e. School bus arriving to the building late). Students are to report to their homeroom or assigned area at 8:00 am. Students who do not report to homeroom or their assigned area by 8:15 am are late and must receive a tardy slip from the receptionist before entering the classroom.

**7:30AM – 8:15AM**

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SPECIAL EDUCATION PROGRAM

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

At each grade level, regular and special education teachers provide special education services in the regular education setting using a co-teaching/push-in model. Co-teaching/push-in models are provided to allow students to be exposed to the regular curriculum while receiving services in the least restrictive environment. Pull-out special education services are offered as a last resort when the student's needs cannot be met in the regular education setting even with supplementary aids and services.

Occupational Therapy, Physical Therapy and Speech and Language services are provided by Therapy Source. Psychological services and Counseling Services are provided by the School.

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

If your child has been identified prior to attending MACS or if you have any questions in regards to our Special Education Program, contact our Special Education Director, Tracy Carr at 412-322-0585 ext. 172.

Screening and Evaluation

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

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

The Manchester Academic Charter School, as prescribed in Section 1402 of the School Code, conducts vision and hearing acuity screening for students. Academic skills, social-emotional skills, and gross and fine motor skill development are assessed by the classroom teachers on an ongoing basis. Other screening activities include: the review of student records as they are forwarded from the student’s previous school, the review of cumulative group achievement and ability data, health and attendance records, grades and other relevant information shared by the teachers and parents. Teacher and parent concerns should be directed to the Chief Executive Officer (CEO) of the school. A parent may request that the school initiate a screening or evaluation of their child’s specific needs at any time by contacting the CEO and expressing his/her concerns.

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

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

Parents/caregiver may at any time request to have their child evaluated for eligibility for special education eligibility. If the need arises to evaluate a student to determine special education eligibility the Parents/caregiver will be provided with a permission to evaluate form for their consent. Thereafter an Evaluation Report (ER) will be compiled with parent involvement and include recommendations for the types of intervention necessary to meet the student’s specific needs. Parents are then invited to participate in a meeting where the results of the ER will be discussed. An Individualized Education Program (IEP) will be developed at an IEP team meeting for any eligible student requiring specialized services.

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

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

**Privacy Rights of Parents and Students**

The Manchester Academic Charter School protects the confidentiality of personally identifiable information regarding exceptional children in accordance with state and federal laws dealing with regular and special education students’ rights and privacy. The foundation of the rights and laws comes from federal legislation titled, Family Educational Rights and Privacy Act of 1974. There are also State Rules and Regulations dealing with students’ rights and privacy. All students are covered by the regulations contained in Chapter 12 known as Students’ Rights and Responsibilities.

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

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

**Chapter 15 Protected Handicapped Students**

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

**Special Education Programs**

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

Services designed to meet the needs of exceptional students include the annual development of an IEP and a re-evaluation as mandated. The IEP Team will consider a student's learning needs when assigning the student to one of the following instructional groupings: autistic support, blind/visually impaired support, deaf/hearing impairment support, emotional support, learning support, life skills support, multiple disabilities support, physical support, and speech and language support. The extent of special education services and the location of delivery of such services are determined by the parents and staff at the IEP meeting and are based on the student’s identified needs and abilities, chronological age, and the intensity of the specific intervention. The Manchester Academic Charter School provides a range of services as appropriate.
The Manchester Academic Charter School does not discriminate on the basis of age, race, color, national or ethnic origin, gender or handicap in employment practices or in the administration of any of their educational programs and activities in accordance with applicable federal statutes and regulations.

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

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

Teacher Contact

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

Parent/Teacher Conferences

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

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

If parent(s)/caregiver(s) are interested in observing their children in the school environment, they may make arrangements with the individual teacher and/or the respective building administrator.
SCHOOL HEALTH SERVICES

Administering Medicines to Students

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

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

Procedures for the Administration of Medications:
In order for your child to take any medication during school hours (over-the-counter medications Ex: Tylenol, Antacids, Motrin, Cough drops and/or prescription medications Ex: Epi-pen, Inhalers, Antibiotics), you must provide a prescription from a licensed prescriber (Doctor - MD, Nurse Practitioner- CRNP, Physician Assistant- PA) and consent from a parent/guardian. Children are not permitted to carry ANY medication on them (including cough drops) during school hours unless there is a specific request and prescription from a physician. Students are not permitted to transport medication to and from school unless it has been approved by the school nurse.

Permission from the parent/guardian should contain:
- A parent/guardian's printed name
- Signature and an emergency phone number
- Approval to have the school nurse, or in the absence of the school nurse other licensed school health staff (RN, LPN) administer medications
- A list of all other medications that the student is currently taking (recommended)

A prescription (medication order) from a doctor should contain:
- Student's name
- Name and signature of the licensed prescriber and phone number
- Name of the medication
- Route and dosage of medication
- Frequency and time of medication administration
- Date of the order and discontinuation date
- Specific directions for administration, if necessary

All medication orders and parental permission must be provided at the beginning of each school year. There are permission forms for medication administration available in the school office.
The Manchester Academic Charter School recognizes that when students’ health needs make it necessary for medication to be taken during school hours, sound medical practice and State Law indicate certain procedures must be followed.

**Emergency Information**

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

Parents/caregivers are advised that in the event a student experiences an emergency, from either a serious accident or the onset of an unexpected and serious medical condition, school officials will immediately call city or other emergency personnel through the 911 emergency calling network. Parents/caregivers will be contacted immediately thereafter and provided with all of the information then available about the condition of the child, the cause of the emergency, treatment rendered and the current location of the child.

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

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

**Illnesses/Guidelines for sending your children to MACS with an illness**

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

**Fever** - This is one symptom that automatically rules out school, no questions. Any child that has a fever that is 100 degrees or higher is not permitted to attend school. If a fever is discovered you will be asked to pick your child up immediately. Your child should be fever-free without medication for at least 24 hours before s/he can return to school.
• **Diarrhea** - This could be a sign of a viral infection, so it’s best to keep your child at home. It’s also important to keep rehydrating your child with an oral rehydration solution (Examples: pedialyte, popsicles, gatorade, and water) when they have diarrhea, and the best way to do that is by keeping your child at home.

• **Vomiting** - Aside from the fact that your child won’t be comfortable, one bout of vomiting is usually followed by another. Children cannot attend school if they are vomiting. If the vomiting begins at school, you will be asked to pick them up immediately. Children must be kept home until they have gone 24 hours without vomiting.

• **Cough** - This depends on how severe the cough is. Coughs can spread infection to other students. A serious cough can also keep a child from getting a good night’s rest, which means s/he’ll be too tired for school in the morning. If your child has a serious cough, particularly if it’s accompanied by breathing troubles, call your doctor and keep him/her home. But if it’s just a mild cough and s/he has no other symptoms, s/he can attend school.

• **Rashes** - Skin rashes could be a sign of a contagious infection, such as impetigo. You should have a rash evaluated by a doctor before sending your child to school.

• **Pinkeye** (conjunctivitis) - This infection can quickly and easily spread from one child to another. The most common pink eye symptoms include: redness in one or both eyes, itchiness in one or both eyes, a discharge in one or both eyes that forms a crust during the night, and tearing. Your child will be sent home from school immediately and will be able to return with documentation from a physician and 24 hours of an antibiotic.

• **Ringworm** (tinea corporis) - This infection is a fungus that develops on the top layer of your skin which can also be quickly and easily spread from one child to another. Symptoms include an itchy, red circular rash with healthy-looking skin in the middle. Ringworm gets its name from the characteristic ring that can appear, but it has nothing to do with an actual worm under your skin. Your child will be sent home from school immediately and will be able to return with documentation from a physician and 24 hours of an antibiotic.

• **Head lice** - All students found to have lice or nits will be sent home. The child must return to school with a note from a physician indicating that he/she is lice and nit free.

**Immunization Requirements**

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

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

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

For children entering Seventh Grade, the following immunizations are required as a condition of attendance at Manchester Academic Charter School:

❑ One (1) dose of Tetanus/Diphtheria/Pertussis (Tdap)
❑ One (1) dose of Meningitis (MCV4)

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

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

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

Parents/caregivers must show proof of immunizations at the time of school enrollment, even if the child has attended another school in the Commonwealth of Pennsylvania. A Record of Immunization (a written document showing the date of immunization—that is, baby book, Health Passport, family Bible, another state’s official immunization documents, International Health Certificate, immigration records, physician record, school health records, and other similar documents or history) or a signed verification of immunization provided by a licensed physician may, at the discretion of the School Administrator, serve as adequate substitutes.

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

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

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

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

Manchester Academic Charter School also recommends the following:

- Annual vision tests
- A hearing test prior to the start of Fifth (5th) Grade
- Annual dental examinations
RULES OF CONDUCT

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

Scope of the Rules of Conduct

THESE RULES SHALL APPLY TO ANY CONDUCT:

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

Definitions

THE FOLLOWING DEFINITIONS APPLY TO THE CODE OF CONDUCT:

Student
A person enrolled in the Manchester Academic Charter School.

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

Administrative Responsibility

It shall be the responsibility of the Administration of MACS to develop the rules and regulations necessary to implement and enforce this policy to the public, to all persons seeking to use MACS premises or attend its functions and to all MACS personnel, students and parents. The Chief Executive Officer has the authority to discern any actions or reports that may not fall specifically under the subsequent codes. The Chief Executive Officer also has the right to impose whatsoever corrective action deemed as necessary for protecting the well being of our students and the school community.
DISCIPLINARY CODE: OFFENSES & CORRECTIVE ACTIONS

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

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

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

2. **Smoking in the building**: MACS is a smoke free zone. The City Fire Code prohibits it, as well as common sense and health concerns which dictate that no smoking is permitted in the Manchester Academic Charter School facility. Additionally, no smoking is permitted on school grounds. This includes the schoolyard, the sidewalk in front of the building and the area in the back of the building. No student may have in his/her possession any cigarettes or tobacco products. Parents, visitors, teachers, and any staff member must adhere to these rules.

3. **Disobedience to the lawful instruction of a teacher**: A student shall not disobey the lawful instructions of a teacher, administrator, teacher's aide, lunchroom worker, non-teaching assistant or any adult staff member or volunteer of the Manchester Academic Charter School. These include, but are not limited to, individual detentions or punishments.

4. **Missing homework or class work**: A student may not refuse to do assigned homework or class work. Usually, a school does not include this item in its disciplinary code; however, the special nature of the Manchester Academic Charter School's mission requires us to emphasize the importance of classroom concentration and hard work to insure that students progress academically. Any work missed because of absence must be made up within one (1) week after returning to school. All makeup assignments are at the discretion of the individual teacher.

5. **Graffiti, unreadable or sloppy notebooks, bags, etc.**: A student shall not deface his/her books, notes or book bags, particularly, but not limited to: graffiti or reference to drugs, drug corners or gangs, sexual conduct, or other illegal activities.

6. **Prohibition against wearing hats or caps indoors**: A student (both male and female) shall not wear a hat, cap or other head covering in school or indoors during any school-sponsored activity whether in uniform or not in uniform. The rule may be waived only for religious or medical reasons; however, the Administrator shall demand evidence of the religious or medical restriction.

7. **Possession of electronic or communication devices**: Students shall not bring personal electronic devices to school. These devices include, but are not limited to cellular phones, electronic dialers, ipods, ipads, radios, portable t.v.’s, electronic games etc. Students are permitted to use the school phone only for emergencies.

Updated August 2019
8. **Fighting or encouraging fighting**: No student may fight, push, strike, hit or use violence in any manner against a fellow student; nor may any student encourage another student to violate this rule. Any person, who verbally encourages a fight, whether before, during or after an incident, will be held liable under this rule.

9. **Hazing/Bullying/Cyberbullying**: Hazing of any sort is forbidden at all times within the scope of the Rules of Conduct. At Manchester Academic Charter School, hazing is defined as, "To initiate or discipline fellow students by means of horseplay, practical jokes and tricks, often in the nature of humiliating or painful ordeals."

10. **Encouraging others to violate rules**: Willfully encouraging others to commit any of the acts which are prohibited by the Rules of Conduct of the Manchester Academic Charter School is prohibited.

11. **Damage, destruction, graffiti or theft of school or private property**: A student shall not attempt to cause material damage or steal school or personal property.

12. **Leaving the Classroom**: No student is permitted to leave or "walk out" of the classroom when class is in session without the permission of the teacher.

13. **Disrespect of teachers and adult personnel**: At no time may a student express with words, gestures, or body language disrespect to a teacher, adult supervisor, and employee or volunteer of the Manchester Academic Charter School.

14. **Academic Dishonesty**: A student shall not participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, homework and other projects and assignments, whether done during or outside of school hours.

15. **Misuse of Computers/Computer Network**: A student shall not engage in any act that violates MACS Internet Computer Use Policy.

16. **Assault on school personnel**: A student shall not cause or attempt to cause physical injury to any school employee, nor shall any student make any threats to cause harm to any school personnel.

17. **Weapons on school property**: A student shall not possess on his/her person, in his/her personal effects, or in any storage area provided by the school, any weapon capable of causing death or serious injury. Such weapons shall include, but are not limited to firearms, knives, razors, box cutters, BB Guns, stun guns, throwing stars, baseball bats, or explosive or incendiary devices.

18. **Leaving school building without permission**: No student may leave the school premises without the Administrator’s or Assistant Administrator’s permission. No student may leave school during the lunch period.

19. **Harassment, assault, battery or extortion of students or staff members**: Must be reported to Chief Executive Officer.

*Updated August 2019*
20. **Possession of drugs or alcohol**: A student may not possess, use or be under the influence of any narcotic drug, hallucinogenic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant or any kind.

21. **Unauthorized presence during school hours**: A student shall not be on any portion of the school grounds where his/her presence is unauthorized, nor remain after having been either ordered or requested to leave by any school employee possessing apparent authority over student conduct.

**CORRECTIVE ACTIONS**

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

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

**DETENTION**

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

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

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

No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. When a student is suspended the C.E.O. or Director of Student Affairs shall:

a. Attempt to contact the student’s parent(s)/guardian to inform them of the child’s conduct and the school’s recommended action. If a parent cannot be reached, the student will remain in the school for the remainder of the school day.

b. Immediately remove the student to restore order or to protect persons on the school grounds.
c. MACS designee will send a statement to his/her parent(s)/guardian fully describing the student’s misconduct stating the rule violation and stating the reason behind the corrective action.

d. Make every effort to hold an informal hearing before or at the time the student returns.

e. Secure written statements when appropriate and keep on file all documents and relevant information received about the misconduct.

f. Schedule a parent conference for out-of-school suspensions.

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.

Expulsion

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

a. The rule and the alleged act of the student that are in violation of the rule, including a summary of the evidence against him/her.

b. A tentative time and place of the informal hearing.

c. Notification that written statements about the conduct, if any, and the student’s academic and behavior records are available at the school for examination by the student, his/her parent or guardian, and his/her representative.

d. A description of the hearing procedures.

e. A statement that the student has the right to an informal hearing.

f. A statement of action that the C.E.O. plans to apply at the conclusion of the hearing.

g. A statement that the student and his/her parents parent/guardian have the right to present witness and be represented by legal counsel or some other adult at the hearing.

POLICY REGARDING POSSESSION OF WEAPONS

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

It is the objective of this policy to provide a safe and secure environment, free from weapons, for students, MACS personnel and persons using and visiting MACS property and participating in school activities, whether or not on MACS property.
The Police will be called if any person(s) possess any of the below described weapons.

Definitions

The term “Weapon” includes, but is not limited to, any knife, razor, razor blade, sharpened wood, sharpened metal or other cutting or stabbing instrument. It includes nunchuck sticks or other martial art devises, brass or metal knuckles, clubs, metal pipes and blackjacks.

“Weapons” also means a chemical agent, such as mace; a razor, shocker or other stun gun, any explosive or incendiary device and firearm (including pellet guns and B.B. guns) and other guns. Slingshots, bows, arrows or any other similar devices from which a projectile may be discharged are “Weapons.” Firearms or other weapons, even if unloaded or lacking a component or device necessary to make them work immediately are “Weapons” under this policy. So too are any other tools, instruments or implements capable of inflicting serious bodily injury.

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

GENERAL POLICY

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

Exceptions

This policy shall not apply to:

1. Police and licensed, approved security personnel in the performance of their duties.

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

3. Instruments or implements possessed controlled and used by authorized maintenance and construction personnel in conjunction with performance of their duties.
**Student Discipline for Possession of Weapons**

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

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

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

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

Uniforms can be purchased from frenchtoast.com, Target, Wal-Mart, Kmart, or J.C. Penney. The uniform colors are burgundy, gray, black, and white. Uniforms must be solid colors or school plaid. All visible articles of clothing, including shoes, tights, socks, undershirts, must be solid school colors or school plaid. Boots are only allowed in winter - see winterized regulations.

General Provisions:

1. Uniforms are to be worn from the first day of classes to the last day of classes and on all school trips unless students are notified otherwise.

2. For regulations regarding gym classes or other unusual circumstances, check with the teacher.

3. Ornamentation – No “buttons” or ornamentation may be worn on the school uniforms, unless provided by or approved by the school. Shirts must not have labels or logos other than "MACS." Pants and shoe logos must be smaller than a quarter. Clothing may not have stripes, feathers, sequins, and/or sparkles on them.

4. Shoes – Shoes must be dress shoes in solid school colors (black, white, grey or burgundy). No trim of a different color around the sole greater than ¼ inch. Boots are only allowed in winter (see winterized regulations.) Pants may not be tucked into boots.

5. Hats – Neither male nor female students may wear hats in the school building. Waivers may be obtained (See Rules of Conduct – Rule 1.)

6. Outerwear – No outside coats, jackets, or sweatshirts with hoods may be worn in the classroom or assembly.

7. Belts – Beginning in 1st grade belts must be worn on all pants, dresses, or skirts that have belt loops. Belts must be solid school colors.

8. Shirts – Shirts must be tucked in at all times. Shirts must have a collar. Turtlenecks and mock turtlenecks may be worn in the winter. (see winterized regulations). MACS T-shirts must be worn with a school color collared shirt underneath.

9. Pants and Skirts – Pants must be dress pants or slacks. Jeans, stretch pants, jeggings, or sweatpants are prohibited. Only official school uniform skirts and jumpers may be worn.

10. Jewelry – Jewelry must be school colors, gold or silver. Jewelry must be small and understated.

*All visible items must be school colors.
UNIFORM REGULATIONS and DRESS CODES – Approved Corrective Actions Violations of the Uniform and Dress Codes will result in an infraction. However, a student in violation of the dress code will be required to change into appropriate clothing before attending school or returning to class and noted on school records accordingly. If necessary, the student will contact parent to provide the appropriate clothing. Repeated violations of the dress code will result in more involved administrative action.

WINTERIZED UNIFORMS

During inclement weather, students will be able to wear:

➢ Boots - Must be solid school colors
➢ Thermals under uniforms – Must be solid school colors
➢ MACS sweatshirts
➢ Corduroy pants – Must be solid school colors
➢ Turtlenecks and mock turtlenecks – Must be solid school colors

School dress down passes or 2 MACS Bucks to dress down may only be used on the LAST FRIDAY OF THE MONTH.
OUT OF UNIFORM DRESS CODE

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

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

General Provisions:

1. Students shall not wear hats or head coverings inside the school building unless previously approved for medical or religious reasons or special school activities by the Chief Executive Officer or designee.

2. Students shall not wear shirts, sweaters, or blouses that leave the stomach showing. Sleeveless, strapless, spaghetti strap, sheer, see-through shirts or blouses are prohibited. Tops must be long enough to be tucked into pants/skirts and stay tucked in the course of normal movement throughout the school day.

3. Students are not permitted to wear very short shorts, mini skirts, or see-through clothing. Shorts and skirts should be a reasonable length. Reasonable length is 4” above the knee or fingertip length.

4. Sexually implicit or explicit clothing, bikini and tank tops (without a sleeved shirt underneath), and spandex clothing are prohibited; especially the kinds of clothing worn while engaging in recreation activities are not appropriate for the regular school day (EX: yoga pants or stretch pants).

5. Jewelry shall be worn in a way that does not present a safety or health hazard or cause a major distraction to the educational process.

6. Students should wear shoes for foot protection and hygienic reasons while on school grounds. Flip-flops, slippers, and shower shoes are not acceptable.

7. Clothing advertising tobacco, alcoholic beverages, or illegal substances is prohibited.

8. Clothing with sexually suggestive pictures, sayings or slogans is prohibited.

9. Clothing with culturally offensive messages is prohibited; especially decorations, symbols, mottos, or designs imprinted or attached to the body or clothing which are offensive to good taste or maintaining decorum.

10. Clothing accessories or body markings that demonstrate or suggest anti-social groups or gang-related symbols or colors are prohibited.

Reminder: A student in violation of the out of uniform dress code will be required to change into appropriate clothing before returning to class. If necessary, the student will contact parents to provide the appropriate clothing.
STANDARDS FOR AWARDS

High Honor Roll (G.P.A. 3.5 and above)

This award is given to the students who excel academically and whose citizenship displays the high standards that are expected at MACS. To receive high honor roll students must receive a grade point average of 3.5 and above and no less than a “2” in behavior/effort.

Honor Roll (G.P.A. between 3.0-3.4)

This award is given to students who achieve academically and whose citizenship displays the high standards that are expected at MACS. To receive honor roll students must receive a grade point average between 3.0-3.4 and no less than a “2” in behavior/effort.

Citizenship Award Policy*

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

Perfect & Outstanding Attendance Awards

PERFECT ATTENDANCE: No absences and No tardies.

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

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

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

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

CONSEQUENCES FOR TARDIES and ABSENCES

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

DAYS OF ATTENDANCE

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

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

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

Involuntary exclusions from school such as suspension or as mandated by legal or medical professionals.
ILLEGAL ABSENCES

Students who are absent from school for the following reasons will receive a corrective action and will be required to make up school work missed, but will NOT receive credit. Students who fail to turn their make-up work in for any unexcused absences will be given an incomplete for that grading period. Incompletes may turn into a failing grade if the work is not completed by the end of the reporting period.

Illegal Absences are defined as:

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

CLASS TARDINESS

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

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

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

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

CONSEQUENCES FOR TARDIES and ABSENCES

Please be aware that MACS is obligated to notify the home school districts regarding attendance issues and concerns. Parents/Guardians may be subjected to legal action for truancy from their home school districts. A truancy elimination plan will be developed.
Regular attendance is absolutely essential for children to be successful in their educational endeavors. Students at Manchester Academic Charter School are expected to attend school and be on time for classes to obtain the maximum benefits of their education and to develop habits of self-discipline and responsibility. It is the cooperative responsibility of parent/caregivers, students, and MACS school faculty to ensure regular attendance.

We ask that you familiarize yourself with the following guidelines for student attendance so you may take an active role in maintaining your child’s attendance at MACS while working with our staff:

**School Day Tardy Students**
The school day begins at 8:15 am. *Students who are not in their assigned classrooms by 8:15 am are considered tardy* and must see the front desk to receive a tardy slip before going to their assigned classroom.

**Absent Students**
*Students arriving to school after 10:30 am are considered absent.* As mandated by the state, any student missing 10 percent of the school day is considered to be absent.

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

**Chronic Absences**
Students who are absent for 6 days during one academic quarter will receive a failing grade for that quarter. Students who are absent for 6 days during two academic quarters (12 absences total) will receive a failing grade for the school year. During extenuating circumstances which require long absences (i.e. surgeries or extreme illness), parents should contact the school and provide written notice from a doctor, documenting the student’s need to stay home from school. Parents/caregivers will be charged a fee for summer school if the student must attend due to attendance-related failure.

**Out-of-school Suspensions**
Out-of-school suspensions are considered absences and *will count* towards the 6 days of absence allowed per academic quarter.

**Early Dismissals**
*Students must present an early dismissal note to the front desk upon entry to the building* (before going to their assigned classrooms). Early dismissal notes must be written by a parent/caregiver or doctor. A student who leaves school before 1:30pm and does not return within 1 hour will be considered absent. As mandated by the state, any student missing 10 percent of the school day is considered to be absent.
Returning to School After an Early Dismissal
Students may return to school after an early dismissal appointment as long as they are gone for no longer than an hour. If a student does not return to school within 1 hour, they will be considered absent and may not return to school for the day. When a student returns to the building, they must check in at the front desk before returning to their assigned classroom.

After School
All students must be picked up from school no later than 3:15 pm. Any students who are still present after 3:15 pm will be referred to …

Two-Hour Delays
During a two-hour delay, students must arrive at the building no later than 11:30 am. Students arriving later than 11:30 am will be considered absent. Students with an early dismissal who leave before 1:30 pm on two-hour delay days will be considered absent.

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

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

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

Bullying/Digital Bullying

Please review the tips below with your child(ren) to make them aware of Bullying/Digital Bullying.

❖ Don't respond. If someone bullies you, remember that your reaction is usually exactly what the bully wants. It gives him or her power over you. Who wants to empower a bully?

❖ Don't retaliate. Getting back at the bully turns you into one and reinforces the bully's behavior. Help avoid a whole cycle of aggression.

❖ Save the evidence. The only good news about digital bullying is that the harassing messages can usually be captured, saved, and shown to someone who can help. You need to do this even if it’s minor stuff, in case things escalate.

❖ Talk to a trusted adult. You deserve backup. It’s always good to involve a parent but – if you can’t – a school counselor usually knows how to help. Sometimes both are needed. If you’re really nervous about saying something, see if there’s a way to report the incident anonymously at school.

❖ Block the bully. If the harassment is coming in the form of instant messages, texts, or profile comments, do yourself a favor: Use preferences or privacy tools to block the person. If it’s in chat, leave the “room.”

❖ Be civil. Even if you don’t like someone, it’s a good idea to be decent and not sink to the other person’s level. Also, research shows that gossiping about and trash talking others increases your risk of being bullied. Treat people the way you want to be treated.

❖ Don’t be a bully. How would you feel if someone harassed you? You know the old saying about walking a mile in someone’s shoes; even a few seconds of thinking about how another person might feel can put a big damper on aggression. That’s needed in this world.

❖ Be a friend, not a bystander. Watching or forwarding mean messages empowers bullies and hurts victims even more. If you can, tell bullies to stop or let them know harassment makes people look stupid and mean. It’s time to let bullies know their behavior is unacceptable – cruel abuse of fellow human beings. If you can’t stop the bully, at least try to help the victim and report the behavior.
Internet Safety and Responsible Use Policy

Introduction

It is the policy of Manchester Academic Charter School (MACS) to: a) prevent users from accessing or transmitting inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful online activity; c) prevent use of or dissemination of personal identification information of minors; d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. It shall be the policy of all staff members of MACS to supervise and monitor usage of network and online activity.

Objective

The MACS mission states an intention “to empower each child to grow to be an essential component of their community...by preparing each child to meet academic standards through technological innovations...thus preparing our students for the challenges of the 21st Century.” MACS maintains a commitment to integrating technology into the educational experience to meet those goals. However, use of all digital devices and the MACS network is a privilege, not a right. All users must adhere to the Internet Safety and Responsible Use Policy in order to maintain that privilege.

All students and MACS employees are responsible to act in compliance with federal, state and local laws governing computer and telecommunications use, as well as all other applicable school policies.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter the Internet or other forms of electronic communications and access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults, or in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Manchester Academic Charter School online computer network when using electronic mail and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Any communications that would be improper or illegal on any other medium are equally so on the computer, including but not limited to: libelous material, obscene messages, harassment, forgery, threats, etc.
Penalties for Improper Use

As stated in the MACS Employee Handbook and in the Disciplinary Code in the MACS Parent/Student Handbook, "misuse of computers/computer network" is an offense that warrants disciplinary action. This includes misuse of a personal device on MACS’s network.

Certain offenses may be subject to prosecution under federal, state, or local laws.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Manchester Academic Charter School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology teacher or designated representatives.

The technology teacher or designated representatives will provide age-appropriate training for students who use Manchester Academic Charter School’s Internet facilities. The training provided will be designed to promote MACS’s commitment to:

a. The standards and acceptable use of Internet services as set forth in MACS’s Internet Safety Policy.

b. Student education and safety with regard to:
   i. safety on the Internet;
   ii. appropriate behavior while online, on social networking sites, and in chat rooms;
   iii. cyberbullying awareness and response; and
   iv. digital citizenship.

c. Compliance with the E-rate requirements of the Children’s Internet Protection Act.

Responsibility and Privacy

Access to MACS’s network and the Internet is for educational and operational purposes. MACS does not guarantee network functionality, nor is it responsible for the accuracy and reliability of the information found on the Internet. Although MACS will make efforts to secure the network and school controlled servers from abuse and damage, it cannot guarantee against data loss by a user either on a school-operated or an individually owned computer. MACS will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. MACS reserves the right to establish network storage limitations.

In compliance with CIPA, MACS employs the use of an Internet filter (technology protection measure) to block inappropriate material and monitors student use. MACS cannot guarantee the effectiveness of the Internet filter. MACS will not be held responsible when a user knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

Users are responsible to respect copyright agreements and intellectual property ownership. Any material that is the work of another, whether explicitly copyrighted or not, should not be distributed by a user without appropriate acknowledgement or permission of the creator; unless permission has been granted by the owner of copyright protected materials. Distribution of copyright protected material via the school network or computer systems is prohibited. While the school has been granted permission by software vendors to distribute certain software packages via the network, it is not generally permissible for individual users to distribute that same software to others via the school network or computers.

The privacy of system users is limited. MACS reserves the right to log network and internet use and to monitor file server space utilization by MACS network users. MACS reserves the right to review and edit any materials, including e-mail messages on individual user accounts and workstations where reasonable suspicion of abuse of this or other
school policies exists. MACS reserves the right to purge data stored by all authorized users and to delete an account when staff or students are no longer enrolled in or in the service of MACS.

Adoption

This Internet Safety Policy was adopted by the Board of Manchester Academic Charter School in November 2013.
Internet Safety and Responsible Use Agreement  
Manchester Academic Charter School  
Student and Parent/Guardian Agreement

I have read and understand the Manchester Academic Charter School’s Internet Safety and Responsible Use Policy and agree with its provisions. I understand that any violation of that Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued. Furthermore, I agree that:

- I will protect the privacy of myself and others by never giving out personal information (names, phone numbers, addresses, passwords).
- I will communicate in a kind and respectful way. Name calling, harassing, gossiping, bullying etc. are not permitted.
- I will use the technology at MACS for educational purposes only.
- I will immediately report to a school teacher or administrator if someone is misusing technology or if I see something that makes me feel uncomfortable and I think is inappropriate.
- I will not access any social networks, e-mail accounts, instant messaging or chat rooms; however, these sites may be accessed only for bona fide educational purposes with teacher supervision.
- I will not download/transfer music or inappropriate material while using the MACS network; however, music may be downloaded or transferred only for bona fide educational purposes with teacher supervision.
- I will respect the work of others and laws by not violating copyright or plagiarizing.
- I understand that if I do not follow the MACS Internet Safety and Responsible Use Policy that I may no longer have technology and Internet privileges.

Student Name (printed) ________________________________

Student Signature ________________________________ Date __________

As the parent or guardian of this student, I have read and understand the Manchester Academic Charter School’s Internet Safety and Responsible Use Policy and agree with its provisions. I understand that this access is designed for educational purposes. However, I also recognize that it is impossible for the Manchester Academic Charter School to restrict access to all inappropriate materials and I will not hold them responsible for materials acquired on the network. I hereby give my permission for my child to use the internet and certify that the information contained on this form is correct.

Parent/Guardian Name (printed) ________________________________

Parent/Guardian Signature ________________________________ Date ______
STATEMENT OF COMMITMENT

I, ____________________, viewed online or received a copy of the Parents or Caregiver Name

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

______________________________________________  ______________________
Parent/Caregiver’s Signature                      Date

______________________________________________  ______________________
Student Signature                                Date

______________________________________________
Student Signature

______________________________________________
Student Signature

______________________________________________
Student Signature

If you have any questions, concerns or need clarification in regard to any matters within the student handbook prior to signing it, please feel free to contact Mr. Vasilios Scoumis at ext 166. This form is to be signed and returned to the school no later than 2 weeks after the distribution of the Student Handbook. For any students who fail to return this form a conference will be arranged with the parent, the child, and a school administrator to explain the contents of the Parent/Student Handbook in person.