


# Manchester Academic Charter School
# Student Handbook
# 2026-2027
# School Year

Dear MACS Family,

Welcome to Manchester Academic Charter School. Our vision is that MACS will continue to be an educational center of excellence and become a community pillar of support where students excel, families are engaged,teachers are empowered, and alumni flourish.

The education of  our students through initiating rigorous academics, hands-on-learning, family involvement, and technology integration is the first priority of its Administrators, Teachers, volunteers, and supporters.

This student handbook has been designed as a reference to a support you in learning MACS' culture and academic expectations. MACS is built upon the foundation and expectation that scholars, staff and families will work together to continue our journey towards excellence for all by upholding our shared values and core beliefs:

- Every child has the right to obtain an excellent education.
- All students can learn and there are many paths to learning.
- Strong, professional faculty is essential for student success.
- Knowledge can be obtained in a safe, nurturing environment.
- Education extends beyond the classroom and into the community.
- An engaged family is critical for student success.
- Creativity is indispensable for long-term success.
- Success is measured by individual academic achievement, personal growth and maturity, and contribution to society.

As a Scholar, you are part of a loving, dynamic learning environment that seeks to first understand the scholar, and then to educate. As a Family, you are now a part of our family where we support each other to reach goals. We look forward to developing critical thinkers together.

May you have a joy filled year with amazing learning, growth, experiences and opportunities.

Sincerely,

Vasilios Scoumis, CEO

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**MANCHESTER ACADEMIC CHARTER SCHOOL**
**2026-2027 ADMINISTRATIVE STAFF**

## ADMINISTRATION

| | |
|---|---|
| Vasilios A. Scoumis | Chief Executive Officer |
| Lori Figueroa | K-5 Principal |
| Carton Watson | Middle School Principal |
| Bethany Stout | Operations Director |
| Dr. Phylissa Thomas | Curriculum & Instruction Director |

## ADMINISTRATIVE SUPPORT STAFF

| | |
|---|---|
| Melissa Strader | Business Manager |
| Chris Brown | Marketing and Graphic Designs |
| Kara Banks | Human Resources |
| Lolita Moses | Administrative Assistant 6-8 |
| Shamijya Price | Administrative Assistant K-5 |
| Samantha Banks | Special Education Administrative Assistant |

## BOARD OF TRUSTEES

Larry Berger, President
William Thompkins, Vice Chairperson
Jason Farmakis, Treasurer
Erin Curges
Leslie Kittenbrink
Jerome Jackson
Allen Robinson
James Robinson Jr.
Jessica Spradley

# 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 Vision

**Manchester Academic Charter School will be an educational center of excellence and a community pillar of support where scholars excel, families are engaged, educators are empowered, and alumni flourish.**

## The MACS Way

**At Manchester Academic Charter School, we believe every child can achieve at high levels when high expectations are paired with outstanding instruction, strong relationships, and meaningful support. The MACS Way defines who we are, how we learn, and how we work together as a school community.**

## We Learn

We believe academic excellence begins with engaging, rigorous instruction and a commitment to continuous growth.

- We challenge every scholar through rigorous, standards-aligned instruction.
- We develop confident readers, writers, mathematicians, scientists, and critical thinkers.
- We encourage curiosity, creativity, and a lifelong love of learning.
- We use assessment and feedback to celebrate growth and improve instruction.

## We Grow

We believe character is developed through responsibility, perseverance, and purposeful action.

- We make thoughtful choices and accept responsibility for our actions.
- We demonstrate integrity, resilience, and self-discipline.
- We solve problems, persevere through challenges, and learn from mistakes.
- We prepare scholars to become independent learners and future leaders.

## We Belong

We believe every member of our school community deserves to feel safe, valued, and respected.

- We foster a safe, inclusive, and welcoming learning environment.
- We value diverse perspectives and treat others with dignity and respect.
- We partner with families because student success is a shared responsibility.
- We strengthen our community through service, collaboration, and kindness.

## We Succeed

We believe success is measured by both achievement and character.

- We celebrate academic growth and personal excellence.
- We recognize effort, perseverance, and leadership.
- We prepare scholars for success in high school, college, careers, and life.
- We represent Manchester Academic Charter School with pride in everything we do.
- To encourage students to understand themselves and their motivations as well as explore outside themselves and their immediate circumstances for exposure to a variety of perspectives.
- 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 1st or date determined by their home school district 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 Kindergarten 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.

### New Student

All students who are enrolling in Manchester Academic Charter School, in any grade other than Kindergarten, will be required to attend the new student orientation which takes place prior to the beginning of the school year. Students who enroll after the start of the school year will meet with Administration to go over vital information.

**School Hours**

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

The school day is from 8:00 am to 3:15pm, Monday through Friday. Traditional breakfast is served daily from 7:30 a.m. to 8:15 a.m. Students arriving after 8:15 a.m. will be provided with a grab-and-go breakfast. Students arriving late due to school bus transportation delays may be served a traditional breakfast, as determined by school administration. 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 they are permitted to enter the classroom.

## Compulsory Attendance

Pennsylvania law requires students to attend school if they are between six and eighteen 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 Pennsylvania's compulsory attendance requirements, the matter may be referred to the student's home school district for enforcement. The home school district may then submit the case to the appropriate District Magistrate for further action in accordance with state law. 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. Please see our Attendance Policy for further information.

## 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[1] 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. If a parent has moved to a different address and would like to have communications and mailings sent to their address, they will need to make a formal request to the school.

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

## Parental Concerns and Complaint Resolution

Manchester Academic Charter School recognizes that parents/guardians may have questions, concerns, or complaints they wish to address. Parents/guardians are encouraged to first discuss the matter with the

[1]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.

classroom teacher whenever appropriate. If the concern cannot be resolved at that level, or if the parent/guardian remains dissatisfied, they may contact the building principal by phone, email, or in writing, or submit the concern through the school's Suggestions, Concerns, and Comments Form, which is included in the weekly school newsletter.

The building principals will acknowledge receipt of the complaint and will thoroughly investigate the complaint and attempt to resolve the complaint informally.

If the concern is not resolved to the parent's/guardian's satisfaction, the parent/guardian may submit the concern in writing to the Chief Executive Officer (CEO) for review. The CEO will review the concern, conduct any additional investigation deemed necessary, and provide a written response.

If the parent/guardian remains dissatisfied after the CEO's review, the parent/guardian may submit a written appeal to the Board of Trustees. The Board of Trustees will review the appeal in accordance with Board policy and may, at its discretion, request a meeting with the parent/guardian before issuing a final written determination.

Parents/guardians may also address the Board of Trustees during the public comment portion of a regularly scheduled Board meeting. Board meetings are typically held on the second Thursday of each month at 5:30 p.m. in the elementary building.

## Parent and Visitors Procedures

To ensure the safety and security of all students and staff, all parents, guardians, and visitors must sign in at the school security desk upon arrival and sign out before leaving. All visitors are required to wear a visitor badge while in the building.

Parents/caregivers, volunteers, and all other visitors must enter the building through the main entrance during school hours. To maintain a safe and secure learning environment, all other exterior entrances will be secured against entry after 8:15 a.m. Visitors may be required to complete the school's security screening procedures, including passing through a metal detector and other safety measures, before being granted access to the building.

During the instructional day, parents and visitors must remain in designated areas unless accompanied by a staff member. Parents and visitors should not wait outside classroom doors while instruction is taking place. If waiting for a student, please remain in the elementary school office, the middle school lobby, or another designated waiting area until a staff member is available to assist you.

### Classroom Visits

Manchester Academic Charter School values family involvement and welcomes parents/guardians to observe their child's learning. To minimize disruptions to instruction, the following procedures apply:

- Parents/guardians may schedule one classroom observation per month.

- Requests for classroom observations must be submitted at least 24 hours in advance to the building principal.
- All classroom observations are subject to administrative approval and scheduling based on the instructional calendar and school activities.
- Classroom observations are limited to up to one (1) hour.
- Visitors are expected to observe quietly and may not interact with students, teachers, or classroom instruction during the visit.
- If a parent/guardian wishes to discuss what was observed, a separate conference with the teacher or administrator should be scheduled at a mutually convenient time.

# TRANSPORTATION

## General Information

Regular daily transportation to and from the school is 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 of your home district 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.**

***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 Administration, 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 the 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 Administration.
- Problems with bus or pickup or the driver should be brought to the attention of the Administration.
- Students may be removed from bus transportation at the discretion of the driver and/or the Administration.

*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.*

*Failure to follow bus expectations may result in disciplinary action, including but not limited to:*

- *Verbal warning or conference with the student*
- *Parent/guardian notification*
- *Assigned school consequences, including detention*

- *Temporary suspension of bus transportation privileges*
- *Long-term or permanent revocation of bus transportation privileges for repeated or serious violations*

*Students who are suspended or removed from bus transportation are still expected to attend school. Parents/guardians are responsible for arranging transportation to and from school during any period in which bus privileges have been suspended or revoked.*

*If a bus student is assigned a morning or afternoon detention, the parent/guardian is responsible for providing transportation to or from school as needed. Whenever possible, families will receive at least 24 hours' notice before the detention is served.*

## Port Authority

- The middle school uses Port Authority for transportation to and from school
- Students will receive their first bus tickets in the mail prior to the start of the school year
- Study the bus schedule and bus stops prior to school beginning
- If possible, do a practice run to build confidence
- Students will receive their ConnectCard at the end of August
- The school will provide up to two replacement ConnectCards at no cost. If a third replacement ConnectCard is needed during the school year, families may either purchase the replacement card or choose to have the cost deducted from the student's MACS Bucks account at a rate of **3 MACS Bucks for every $1.00** of the replacement cost.

## 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.

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

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

## STUDENT SAFETY

### Fire Drills/Emergency Procedures



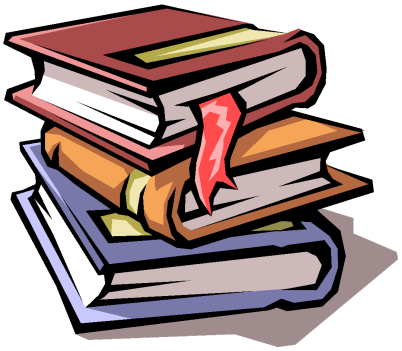
During the first days of school, each teacher will discuss with students the proper methods for evacuation or other procedures to be followed in case of an emergency. The School will conduct fire drills and other emergency procedures, monthly throughout the school year. Students are expected to treat 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 any time. Students in grades 2nd through 5th grade may have locks bought by parents but their homeroom teacher needs either an extra key or combination. Middle school students must use the lock provided by the school.

## 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

Manchester Academic Charter School participates in the **National School Lunch Program (NSLP)** through the **Community Eligibility Provision (CEP)**, allowing all students to receive breakfast and lunch at no cost.

## Breakfast and Lunch Program

- All students receive **free breakfast and lunch** each school day.
- For questions regarding school meals, please contact **Pam Wright** at **412-322-0585**.
- Students may bring lunch from home in an **insulated lunch bag or container** that includes all food and beverages.
- Lunches requiring heating in a microwave are **not permitted**.
- Breakfast and lunch must be eaten in the school cafeteria unless otherwise authorized by a teacher or school administrator.
- Requests for meal accommodations due to a medical need (e.g., milk substitutions or dietary restrictions) must be submitted in writing and signed by a parent/guardian. Additional medical documentation may be required.

## Breakfast Procedures

- Traditional breakfast is served daily from **7:30 a.m. to 8:15 a.m.**
- Students arriving after **8:15 a.m.** will receive a **grab-and-go breakfast**.
- Students arriving late due to **school bus transportation delays** may be served a traditional breakfast, as determined by school administration.
- Students are expected to report to their homeroom or assigned area promptly after receiving breakfast.

## USDA Nondiscrimination Statement

Manchester Academic Charter School complies with all federal civil rights laws and USDA regulations governing the National School Lunch Program. The complete **USDA Nondiscrimination Statement** is included in the Appendix of this handbook.

# 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, at 412-322-0585

## Screening and Evaluation

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, Gifted and 504 programs and services.

- 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 or Gifted determination. 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.
- All communication with parents will be in English, and if appropriate, their native language.
- 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 Principal of the school.

School records are always open and available to a child's parents/legal guardians, and specific 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 record 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 (which is not an IEP) for the student. The information might, if appropriate, be used to determine if a child needs additional services including special education. If it is determined that the child needs additional services, the referral team will make recommendations relative to specific educational programming geared to maximize the student's learning. If a student does not make progress after the strategic educational plan is implemented, parents will be asked to give written permission for further individual evaluation that might lead to a special education eligibility decision.

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

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

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

## Privacy Rights of Parents and Students

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, intellectual disability, 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. Manchester Academic Charter School provides a range of services as appropriate.

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; vscoumis@macsk8.org

# FAMILY COMMUNICATION

## Protocol for 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/email/Class Dojo message for the teacher, and the teacher will return the call within 24 hours.

## 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 conferences may be requested by the parent(s)/ caregiver(s) or teacher to discuss concerns about a student'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 once a year in October..

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 Administration.

## Homework

### Our Homework Philosophy

At Manchester Academic Charter School, learning extends beyond the classroom. Homework is designed to reinforce classroom instruction, strengthen independent learning habits, and foster a strong partnership between school and home. Homework provides students with opportunities to practice essential skills, develop responsibility, and prepare for future learning without introducing new concepts.

Homework assignments are purposeful, aligned to current classroom instruction, and designed so that students can complete them independently whenever possible. Because we recognize that every family has different schedules, responsibilities, and access to resources, homework accounts for **5% of a student's overall grade**. This approach emphasizes that grades should primarily reflect what students know and are able to demonstrate through classroom learning and assessments while reinforcing the importance of completing assignments consistently.

## Family Partnership

Families play an important role in supporting student success. We encourage parents and caregivers to:

- Establish a consistent homework routine.
- Provide a quiet, distraction-free space for homework whenever possible.
- Encourage students to complete assignments independently before offering assistance.
- Review completed work and celebrate effort, growth, and perseverance.
- Communicate with teachers if questions or challenges arise.

If a student is consistently unable to complete homework, families are encouraged to contact the classroom teacher so that we can work together to identify barriers and provide appropriate support.

## Accessing Homework

Homework is available through multiple resources to help families stay informed and ensure students have access to assignments.

Homework may be found in:

- Grades K–2: Student Homework Folder
- Grades 3–8: Student Planner
- ClassDojo
- MACS Homework Log (Google Doc)

If homework is not available in one location, families should check the other available resources before contacting the classroom teacher.

# 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.




**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.

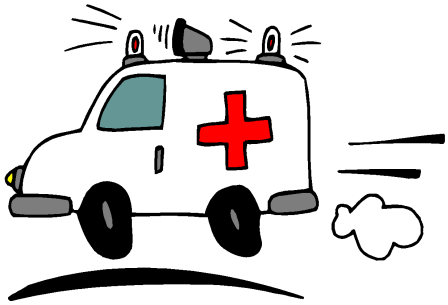
**Permission from the parent/guardian should contain:**

- 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. 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 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 or 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 mean 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 ($4^{th}$) 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 ($1^{st}$) birthday. Often the Measles, Mumps, Rubella vaccines are administered as a single antigen vaccine (MMR).
- One (1) dose of attenuated Mumps vaccine administered on or after the first ($1^{st}$) birthday.
- One (1) dose of live, attenuated German Measles (Rubella) vaccine administered on or after the first ($1^{st}$) birthday.
- Three (3) properly spaced doses of Hepatitis B vaccine.*
- One (1) dose of attenuated Mumps vaccine administered on or after the first ($1^{st}$) 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 ($4^{th}$) birthday.
- ❑ Three (3) or more properly-spaced doses of Poliomyelitis vaccine (any combination of oral polio vaccine or enhanced, inactivated polio vaccine is acceptable).
- ❑ One (1) dose of live, attenuated Measles (Rubeola) administered on or after the child's first ($1^{st}$) birthday. Often the Measles, Mumps, Rubella vaccines are administered as a single antigen vaccine (MMR).
- ❑ One (1) dose of attenuated Mumps vaccine administered on or after the first ($1^{st}$) birthday.
- ❑ One (1) dose of live, attenuated German Measles (Rubella) vaccine administered on or after the first ($1^{st}$) 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."***

## MACS School-Wide Expectations

At Manchester Academic Charter School, we believe that every scholar can contribute to a safe, respectful, and engaging learning environment. Our school community is guided by the MACS expectations, which apply in every classroom, hallway, bus, activity, and school event.

### MACS Scholar Expectations

Every MACS scholar is expected to live out the MACS Way in the classroom and throughout the school day.

### *M — Make Good Choices*

- Keep hands, feet, and objects to yourself, and follow classroom and school safety procedures.
- Report unsafe behavior or situations to a teacher or staff member.
- Take responsibility for your actions and choices, and work to make things right when a mistake is made.
- Focus your energy on what you can control: your own words, actions, and choices, rather than managing or reacting to others' behavior.

### *A — Act Responsibly*

- Arrive on time, prepared, and ready to work.
- Complete your own work with honesty, and give credit when referencing others' ideas.
- Use technology responsibly and only as directed by staff.
- Follow through on commitments, including homework and classroom duties.

### *C — Commit to Learning*

- Engage in lessons and discussions to the best of your ability.
- Follow directions and stay on task.
- Keep the classroom focused during instruction and independent work; avoid disruptive talking or off-task activity.
- Approach challenges with a growth mindset and a willingness to try.

### *S — Succeed and Show School Pride*

- Treat classmates, teachers, and staff with kindness and respect, and value differing opinions and backgrounds.
- Work well with others by listening and responding thoughtfully.
- Encourage classmates and contribute to a positive classroom culture.
- Represent MACS with pride in how you carry yourself, in and out of the classroom.

Classroom Expectations are the foundation of our Code of Conduct, describing what every MACS scholar strives to demonstrate each day and in every school setting. The Code of Conduct that follows describes specific violations of these expectations and the consequences that apply when a serious or repeated violation occurs. When students meet these expectations, they help build a positive school culture where everyone can learn, grow, and succeed. .

## Code of Conduct

The following Code of Conduct applies to all students while participating in any school-related activity or under the authority of Manchester Academic Charter School, including:

- ✓ 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;
- ✓ While traveling to and from school, including while riding a school bus, school van, or public transportation;
- ✓ Off school property when student conduct has a direct impact on the school environment or school community, including, but not limited to, fighting, threats (in person, by phone, or electronically), cyberbullying, harassment, intimidation, 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. Administration has the authority to discern any actions or reports that may not fall specifically under the subsequent codes and 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

## BEHAVIORAL VIOLATIONS

1. **Disruptive Behavior:** Any behavior that negatively impacts the educational environment or interferes with the rights of others, including disturbing classes or school events, fighting or encouraging a fight, repeated willful refusal to follow staff directives, or infringing on the safety or well-being of students, staff, or administrators. Filming a fight or altercation to circulate or share, rather than to report, is a violation. Students who report a fight or unsafe situation in good faith will not be disciplined for the incident. Corrective action considers the student's age and developmental stage.

2. **Inappropriate Language:** Use of profane, obscene, racist, sexist, homophobic, or otherwise offensive language, in speech, writing, or on clothing or belongings, is prohibited on campus, during school activities, or while traveling to and from school. Claiming a joke or common usage is not a defense.

3. **Disrespect and Defiance:** Students must comply with reasonable instructions from any staff member, teacher, or approved volunteer. Repeated and deliberate refusal after a directive has been clearly communicated, as well as disrespectful words, gestures, or body language directed at a staff member, is a violation.

4. **Fighting or Encouraging a Fight:** Physical fighting, pushing, striking, or verbally inciting or encouraging a fight is prohibited. This applies before, during, and after an incident.

5. **Hazing, Bullying, or Cyberbullying:** Hazing (humiliating or painful initiation rituals), bullying (repeated negative targeting, intimidation, or exclusion of a student), and cyberbullying (using social media or electronic means to demean a student or provoke conflict, including recording a fight) are prohibited. **How to Report:** A student who experiences or witnesses bullying should tell a teacher or the Student Development Specialist as soon as possible. Reports may also be made by a parent/guardian directly to the Student Development Specialist. For digital or cyberbullying, save the evidence (screenshots or copies of messages) whenever possible before reporting, since this helps the school respond effectively. A student who reports in good faith will not be disciplined for the incident.

6. **Leaving the Classroom Without Permission:** Students may not leave a classroom during instructional time without teacher permission.

7. **Leaving School Grounds Without Permission:** Students may not leave school property during the school day, including during lunch, without administrative authorization.

8. **Unauthorized Presence:** Students may not be in an unauthorized area of the school, or remain in an area after being asked to leave by a staff member with authority over student conduct.

9. **Smoking, Vaping, and Tobacco:** Possession or use of tobacco or vape products is prohibited anywhere on school property, including outdoor areas. This applies to all persons on premises, not just students.

10. **Possession or Use of Drugs or Alcohol:** Possessing, using, or being under the influence of any illegal drug, alcohol, or unauthorized substance on campus or at a school event is prohibited.

11. **Weapons on School Property (Zero Tolerance):** Possession of any weapon capable of causing death or serious injury — including but not limited to firearms, knives, razors, box cutters, BB guns,

stun guns, throwing stars, or explosive devices — is prohibited on school grounds, on school transportation, at any school-sponsored event, or while traveling to or from school. This includes any object that reasonably appears to be a weapon or is represented as one, and applies whether the item is on the student's person, in personal belongings, or in any school-provided storage space.

***12.*** **Assault on School Personnel:** Causing or attempting to cause physical injury to a staff member, or threatening to do so, is prohibited.

***13.*** **Harassment, Assault, Battery, or Extortion:** Any incident involving a student or staff member must be reported directly to the Chief Executive Officer.

***14.*** **Sexually Provocative Gestures:** Sexually suggestive gestures, behavior, or language, whether verbal or non-verbal, are prohibited. This includes gestures simulating sexual acts, inappropriate touching, leering or suggestive body language intended to make others uncomfortable, and sexually suggestive use of objects or clothing. Incidents are addressed case by case and may result in loss of privileges, counseling referral, parent contact, suspension, or other action based on severity.

***15.*** **Public Displays of Affection:** Physical contact of a romantic nature between students is not permitted on campus.

***16.*** **Damage, Destruction, or Theft of Property:** Causing material damage to, defacing, or stealing school or personal property is prohibited.

***17.*** **Electronic Devices:** Personal devices may not be used, seen, or heard during the school day without staff or administrative permission. Students in grades 3 to 8 check in devices at homeroom and check them out at dismissal. Devices found in a student's possession during the day will be confiscated and released only to a parent or guardian.

***18.*** **Misuse of Computers or School Network:** Any violation of the MACS Internet and Computer Use Policy is a disciplinary offense (see appendix).

## ACADEMIC VIOLATIONS

***19.*** **Academic Dishonesty:** Cheating, plagiarism, or knowingly enabling another student to do so on any exam, assignment, or project, whether completed during or outside school hours, is prohibited.

***20.*** **Missing Homework or Classwork:** Students are expected to complete assigned work. Work missed due to absence must be made up within one week of returning to school, at the teacher's discretion.

# CORRECTIVE ACTIONS

## Our Approach to Restorative Practices

MACS is committed to restorative practices that address the harm, needs, and causes behind student behavior, not just the rule that was broken. Restorative practices give students the chance to take accountability for the harm caused, repair it, and build the skills to resolve conflict peacefully going forward. This approach centers healing, respect, and accountability, and reflects our belief that discipline should strengthen the school community, not just respond to it.

### Classroom-Level Redirection (Teacher-Managed)

1. **Proximity** – The teacher moves nearer to the student as a nonverbal cue to refocus.
2. **Eye contact** – A brief, direct look used to redirect without interrupting instruction.
3. **Verbal redirection** – A quiet, private reminder of the expectation.
4. **Sensory/calming break** – A brief pause for the student to regulate before returning to the task.

If a student's behavior is preventing the teacher from teaching or classmates from learning and cannot be resolved through the strategies above, the teacher may send the student directly to the Student Development Specialist for immediate support.

### Parent Contact

5. **Teacher contacts parent/guardian** – Before submitting a written referral, the teacher reaches out to the parent or guardian directly, whether the redirection strategies were unsuccessful or the student was removed from class. This keeps families informed early and treats them as partners in resolving the concern.

### Written Referral

6. **Write-up** – The teacher documents the behavior and refers it to the Student Development Specialist, who determines the appropriate next step from the options below.

### Student Development Specialist Response (Restorative or Punitive)

7. Restorative conference with student
8. Problem-solving conference
9. Healing circle
10. Peer mediation
11. Intervention conference
12. Behavior plan/contract
13. Conference with student and parent/caregiver
14. Agency referrals
15. Exclusion from activities

16. Detention (before or after school)
17. Lunch detention
18. Saturday detention
19. In-school suspension
20. Out-of-school suspension
21. Expulsion
22. Transfer
23. Alternative educational placement

A student placed on suspension is not allowed on school grounds or at school activities for any reason during the suspension period, unless authorized by Administration.

## POLICY REGARDING POSSESSION OF WEAPONS

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

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

### Definitions

The term "Weapon" includes, but is not limited to, any knife, razor, razor blade, sharpened wood, sharpened metal or other cutting or stabbing instrument. It includes nunchuck sticks or other martial art devices, 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.

### Enforcement

The Police will be called if any person is found to possess any weapon described above, other than an employee lawfully carrying a device under the Exception for Employees section.

**Student Discipline for Possession of Weapons**

In the event any student of MACS is determined to have, or to have brought a firearm onto or to have been in possession of a firearm on or at any MACS property, any MACS-sponsored activity or any public conveyance providing transportation to MACS or a MACS-sponsored activity, the student shall be expelled from MACS for no less than one (1) year, as required by law, provided that the Administration of MACS may recommend to the Board of Trustees of MACS modifications of this expulsion requirement for a student on a case-by-case basis.

In the event any student of MACS is determined to have, or to have brought, any other weapon, as defined in this policy, onto or to have been in possession of any other weapon on or at any MACS property, any MACS-sponsored activity or any public conveyance providing transportation to MACS or a MACS-sponsored activity, the discipline imposed shall be at the discretion of the Administration, consistent with the Code of Conduct and the range of consequences available under it, up to and including expulsion.

Referral to the appropriate criminal justice or juvenile delinquency offices shall be made at the discretion of the Administration, based on the nature of the weapon, the circumstances of the incident, and the age of the student involved. Referral is mandatory in the case of a firearm.

# SCHOOL UNIFORM POLICY

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

MACS scholars are expected to take care in their personal appearance and present themselves with pride each day. Uniforms are mandatory for all students regardless of age. No student may attend class out of uniform.

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, and undershirts, must be solid school colors or school plaid. Boots are only allowed in winter — see Winterized Uniforms.

**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 class or other unusual circumstances, check with the teacher.
3. **Ornamentation** – No buttons or ornamentation may be worn on the school uniform unless provided 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, or sparkles.
4. **Shoes** – Shoes must be dress or tennis shoes in solid school colors (black, white, gray, or burgundy). Crocs and similar clog-style shoes are not permitted with the uniform. Boots are only allowed in winter (see Winterized Uniforms). 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 for religious or medical reasons (see Rules of Conduct, Rule 1).
6. **Outerwear** – No outside coats, jackets, or hooded sweatshirts may be worn in the classroom or during assembly.
7. **Belts** – Beginning in 1st grade, belts must be worn on all pants, dresses, or skirts with belt loops. Belts must be solid school colors.
8. **Shirts** – Shirts must be tucked in at all times and must have a collar. Turtlenecks and mock turtlenecks may be worn in winter (see Winterized Uniforms). 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, and must be small and understated. All visible items must be school colors.

**Uniform Regulations and Dress Code – Corrective Action**

Violations of the Uniform and Dress Code will result in an infraction. A student in violation of the dress code will be required to change into appropriate clothing before attending or returning to class. If necessary, the student's parent/guardian will be contacted to provide appropriate clothing.

**Winterized Uniforms**

During inclement weather, students may 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

## 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. The Administration or designee will determine whether a student's appearance meets school and community standards, and that decision is final.**

General Provisions:

1. Students shall not wear hats or head coverings inside the school building unless previously approved for medical, religious, or special school activity reasons by the Chief Executive Officer or designee.
2. Tops must provide full coverage of the stomach, chest, and back, and must be long enough to stay tucked in during normal movement throughout the school day. Sheer or see-through tops are prohibited unless a fully opaque layer is worn underneath.
3. Shorts and skirts must be fingertip length or longer (measured with arms relaxed at the student's side).
4. Pants must be worn at the waist. Undergarments may not be visible.
5. Pants must not be ripped, torn, or shredded. Ripped pants may not be worn with another layer underneath in place of repair.
6. Athletic wear such as leggings, yoga pants, or other stretch/spandex clothing is not appropriate for the regular school day and should be reserved for gym class or approved recreational activities.
7. Clothing with sexually suggestive images, language, or slogans is prohibited.
8. Jewelry must be worn in a way that does not present a safety or health hazard or cause a significant distraction to the educational process.
9. Students must wear shoes for foot protection and hygiene while on school grounds. Flip-flops, slippers, and shower shoes are not acceptable. All shoes must have a back or a strap securing the back of the shoe.
10. Clothing advertising tobacco, alcohol, or illegal substances is prohibited.
11. Clothing with symbols, language, or imagery that is discriminatory, hateful, or targets a protected group is prohibited.
12. Clothing, accessories, or body markings that display gang-affiliated symbols or colors are prohibited.
13. Dark-tinted glasses or sunglasses may not be worn indoors, except prescription transition lenses.

14. Hooded sweatshirts may not be worn in class.

***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's parent/guardian will be contacted to provide appropriate clothing.***

# STANDARDS FOR AWARDS

Manchester Academic Charter School recognizes students who demonstrate academic excellence, positive citizenship, and a commitment to the MACS Way.

## High Honor Roll

Grade Point Average (GPA): 3.5 or Higher

Students earning a cumulative GPA of 3.5 or above are recognized for:

- Outstanding academic achievement
- Consistently demonstrating the high standards of citizenship expected at MACS

## Honor Roll

Grade Point Average (GPA): 3.0–3.49

Students earning a cumulative GPA between 3.0 and 3.49 are recognized for:

- Strong academic performance
- Demonstrating the high standards of citizenship expected at MACS

## Citizenship Award

The Citizenship Award recognizes students who demonstrate exemplary character, responsibility, and positive contributions to the school community.

To receive this award, students must:

- Demonstrate consistent effort toward academic success.
- Model the MACS expectations of Making Good Choices, Acting Responsibly, Committing to Learning, and Showing School Pride.
- Earn a majority of "4" behavior grades during the grading period.

## Hall Passes (Middle School)

To minimize disruptions and maintain a safe learning environment:

- Students are expected to remain in their assigned classrooms during instructional time unless they have permission from a teacher or authorized staff member.
- Students leaving the classroom must have an official hall pass and travel directly to and from their approved destination.
- Students are expected to use hall passes only for legitimate purposes and return promptly to class.
- Students found in the hallways without a hall pass or staff supervision, or who misuse a hall pass, may be referred to Administration for disciplinary action.

# ATTENDANCE POLICY

At MACS, we believe that regular attendance and punctuality are key components of student success. Attending school consistently helps students build strong academic skills, develop positive relationships, and fully participate in the school community. We recognize that attendance challenges can arise for a variety of reasons and are committed to working collaboratively with students and families to identify barriers and provide support whenever possible.

MACS follows the Pennsylvania Department of Education (PDE) Compulsory Attendance and Truancy Laws and is responsible for monitoring, maintaining, and reporting student attendance. The school also monitors chronic absenteeism, which occurs when a student misses 10% or more of their enrolled school days for any reason, including both excused and unexcused absences.

School Hours & Tardiness

- School begins at 8:15 AM. Students arriving after this time are marked tardy.
- Students who arrive after 10:30 AM without a valid excuse, such as a doctor's note, will be marked absent for the day.
- Late arrivals must check in at the front office and receive a late slip before going to class.
- Chronic tardiness can lead to:
    - Attendance improvement meetings
    - Behavioral contracts
    - Other administrative actions if needed

How to Report an Absence

If your child is absent, you have 3 calendar days to provide a written excuse. You can send it by:

- Hand-delivering a note
- Emailing attendance@macsk8.org
- Sending it through ClassDojo to your child's teacher

If no excuse is received within 3 days, the absence stays unexcused.

Excused Absences

Valid reasons for excused absences include:

- Illness or medical appointments (doctor's note required for three or more consecutive days)
- Family emergencies
- Death of an immediate family member
- Religious observances
- Authorized school activities
- Educational travel or vacation (requires prior approval and completion of all assigned work)

Excessive Absences

- Ten total absences (excused or unexcused) are considered excessive.
- Students exceeding 10 absences may be required to provide a doctor's note for any further absences to be excused.
- Students who are absent for 10 consecutive school days without any communication from a parent or guardian will be withdrawn from the school roster in accordance with state attendance guidelines.

- Exception: Students with an active Individualized Education Program (IEP) will not be automatically withdrawn and will be reviewed on a case-by-case basis in collaboration with the IEP team.

Make-Up Work for Absences

- Students are responsible for making up all missed work due to absences.
- Teachers will provide assignments and set a reasonable deadline based on the number of days missed.

Unexcused Absences

Absences without a valid excuse or prior approval will be considered unexcused.

Attendance Monitoring and Notification

MACS monitors student attendance throughout the school year and will communicate with families when attendance concerns arise.

Unexcused Absences

- 3 Unexcused Absences: Parents/guardians will receive a written truancy notification letter.
- 6 Unexcused Absences (Habitual Truancy): An Attendance Improvement Conference (AIC) will be scheduled with the student and parent/guardian. These conferences are designed to build partnerships with families and identify strengths, resources, and supports that can improve student attendance. During this meeting, the school will review attendance concerns, identify barriers to attendance, and develop a written Attendance Improvement Plan. Students with six or more unexcused absences will receive a failing grade for the quarter in accordance with school policy.
- 10 Unexcused Absences: The school may initiate truancy proceedings and file the appropriate documentation with the local magistrate in accordance with Pennsylvania compulsory attendance laws.

Academic Impact of Attendance

- Regular attendance is directly tied to academic success, and MACS's grading policy reflects that connection.

Failing Grade Threshold

- A student who reaches 6 unexcused absences in a quarter will receive a failing grade for that quarter, regardless of assignment completion.
- Excused absences count toward this threshold once a student exceeds 10 excused absences in a school year. Any absence beyond the 10th excused absence is considered unexcused unless supported by a doctor's note or other approved documentation, and will count toward the 6-unexcused-absence failing grade trigger for whichever quarter it falls in.
- Completing make-up work does not offset or prevent the failing grade once the threshold is reached. Make-up work remains mandatory regardless of grade impact, since it ensures the student stays as close to grade-level content as possible while the attendance concern is addressed.

Path to Recovery

- A failing grade issued for attendance is not permanent. A student may recover the grade, or avoid a repeat failing grade in a future quarter, by completing an Attendance Improvement Plan (see Attendance Improvement Conference) and demonstrating improved attendance for the remainder of the quarter or the following quarter, as determined by the Administrator. Recovery terms will be documented in writing and shared with the family at the time the plan is created.

Excused Absences

- 5 Parent-Excused Absences: Parents/guardians will receive a reminder letter indicating that only five additional parent-excused absences remain before a doctor's note may be required for future absences.
- 10 Parent-Excused Absences: Parents/guardians will receive written notification that a doctor's note or other approved documentation may be required for any future absences to be considered excused.

Attendance Improvement Conference (AIC):
Before the Charter School files a citation with the court or makes a referral to Children Youth, and Families (CYF), the school will first hold an Attendance Improvement Conference (AIC) with the student and their parent/guardian. The purpose of this meeting is to:

- Review the student's attendance record.
- Identify the reasons for the absences.
- Develop a written Attendance Improvement Plan with strategies and supports to help improve attendance.

The school will document the AIC and provide a copy of the plan to the family.

Age-Specific Procedures for Habitual Truancy:

- Students under 15 years old:
    - The Charter School will either:
        1. Refer the child to a school-based or community-based attendance improvement program, or
        2. Refer the child to the county CYF agency for services or possible disposition as a dependent child under the Juvenile Act.
    - A citation may also be filed against the parent/guardian in magisterial district court.
- Students 15 years and older:
    - The Charter School will either:
        1. Refer the child to a school-based or community-based attendance improvement program, or
        2. File a citation against the student or parent/guardian in magisterial district court.
    - If the student continues to be truant after referral or refuses to participate in the program, the school may refer the child to CYF for possible disposition as a dependent child.

Important Note:
Students will not receive exclusionary discipline (such as suspension or expulsion) for truancy.

OSS and School-Initiated Sick Dismissals

Out-of-School Suspensions (OSS) and school-initiated dismissals due to illness will not be counted as unexcused absences for attendance accountability purposes.

- OSS: While suspension is a disciplinary action, it is also a school-initiated removal. As such, absences during OSS will be recorded but not penalized in the same way as unexcused absences initiated by the student or family.
- Sick Dismissals (SI): If a student is sent home by the school nurse or administration due to illness, the absence will be marked accordingly and not held against the student in relation to attendance policies or incentives.

This approach ensures we do not double-penalize students for absences caused by school decisions and supports a more equitable attendance tracking system.

Partial-Day Attendance

- Students arriving after 10:30 AM or leaving before 1:30 PM without a valid excuse will be marked as absent for that day.

Early Dismissals

- Parents must submit a written request or phone call for early dismissal by noon.
- The office will call to confirm requests before releasing a student.
- Students must provide a written excuse upon returning, or the absence will be marked unexcused.

Bereavement Leave

- Excused bereavement days may be granted based on the relationship to the deceased. The number of days will be determined on a case-by-case basis, generally ranging from one to five school days.
- Parents/guardians should notify the school as soon as possible and provide any necessary documentation upon request.

Educational Travel Requests

- Parents must submit a written request for educational travel at least one week in advance for administrative approval using the Planned Absence Request Form.
- Students must complete all assigned work within the timeframe set by their teachers for the absence to be excused.
- Parents may not request pre-approved absences during standardized testing periods.
- Students are limited to 10 total absences per school year. This total includes pre-approved absences as well as all other excused absences.
- The total number of days granted for pre-approved absences may not exceed five school days per year.

Parent Notification & Legal Compliance

- MACS uses PowerSchool to update attendance by 9:00 AM daily.
- Parents/guardians will be notified about tardiness or absences from an automated phone call.
- Excessive attendance concerns following the attendance improvement plan may be reported to the magistrate.

We recognize that attendance challenges are often connected to complex circumstances. MACS is committed to creating a school environment where every student and family feels welcomed, respected, and supported. We believe strong partnerships between home and school are essential for student success, and we will work collaboratively with families to address barriers to attendance.

## ILLEGAL ABSENCES

The following are considered illegal absences and will be marked unexcused regardless of parental knowledge or permission:

- Absence from school without the knowledge of a parent/guardian or the school.
- Leaving school without obtaining prior approval from the Administrator or designee.
- Absence from school without parental permission, or in defiance of parental authority.
- Absence from class, or tardiness to class, without a valid pass, even if the student is present in the school building.
- Any absence not defined and specifically exempt under Pennsylvania law, including activities such as sporting events or recreational outings, even when parental permission has been given.

Students who fail to submit make-up work for an unexcused absence will receive an incomplete for that grading period. An incomplete may become a failing grade if the missing work is not completed by the end of the reporting period.

### Class Tardiness

Punctuality is a habit that supports student success both in school and beyond, and MACS expects students to be in their assigned seat and ready to begin class on time.

- Each teacher determines whether a student is in their proper seat when class begins and reports tardiness to the attendance office.
- The Administration may excuse a tardy at its discretion if the circumstances warrant it.
- Each unexcused tardy within a grading period is subject to corrective measures at the discretion of the classroom teacher (e.g., lunch detention, morning detention, or after-school detention).
- A student who is tardy multiple times in one day may receive a consequence for each instance.
- Tardies reset at the start of each new grading period and do not carry over.

### Early Dismissal, After-School Pickup, and Delayed Openings

### Early Dismissal

A student leaving before the end of the school day must present a written early dismissal note, signed by a

parent/guardian or doctor, at the front desk upon arrival that day. A student who leaves before 1:30 PM and does not return within one hour will be marked absent for the day and may not return to school.

**Returning After an Early Dismissal**

A student may return to school following an early dismissal appointment as long as they are gone no longer than one hour. Upon return, the student must check in at the front desk before returning to their assigned classroom.

**After-School Pickup**

All students must be picked up no later than 3:15 PM. A student still on campus after 3:15 PM will be referred to the building Administrator.

**Two-Hour Delays**

During a two-hour delayed opening, students must arrive by 11:30 AM. A student arriving after 11:30 AM will be marked absent for the day.

## SPECIAL CIRCUMSTANCES

The Administration 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 Administration if there are any questions on individual situations. The Administration 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 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. In the event of extenuating circumstances, which may seem to justify an exception to this policy, students must secure the approval from the Administration in advance.

## SNOW AND EMERGENCY CLOSING PROVISIONS

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 Administration's discretion. On days of inclement weather, please consult your television or radio.

## ATHLETICS

In order for students to participate in MACS' athletic programming, they must be in and maintain good academic and behavioral standing.

## WELLNESS POLICY

MACS' Wellness Policy outlines snacks that can be donated to the school for students to eat during the school hours on days that are not identified as "Birthday Celebration" days. You will find the policy in its totality here: https://macsk8.org/docs/important_docs/localwellnesspolicy.pdf

## SALES AND FUNDRAISING ACTIVITIES

All sales and fundraising requests (in-school or community) and the selection of vendors must be approved in advance by the sponsor and/or faculty requesting the sale and by the Administration. Officially recognized clubs, tams, classes, organizations that fail to receive approval to sponsor a fundraising sale or activity will have their activity terminated regardless of the monetary consequences.

# DIGITAL CITIZENSHIP & TECHNOLOGY USE

## Digital Citizenship

At Manchester Academic Charter School, technology is an important part of teaching and learning. Students are expected to use technology responsibly, ethically, and safely while at school and when participating in school-related activities.

Students are expected to:

- Use school technology and internet resources for educational purposes.
- Demonstrate respect and kindness when communicating online.
- Protect their passwords and personal information.
- Respect the privacy and intellectual property of others.
- Report inappropriate online behavior or safety concerns to a trusted adult.
- Follow all school technology and device expectations.

## Social Media Expectations

Students are expected to use social media responsibly. The use of Snapchat, Instagram, TikTok, Facebook, text messaging, gaming platforms, or any other digital communication to harass, threaten, bully, intimidate, or encourage conflict involving members of the MACS community is prohibited.

Although social media activity often occurs off campus, the school may investigate and respond when off-campus behavior:

- Creates a substantial disruption to the school environment;
- Results in bullying, harassment, or intimidation of students or staff;
- Leads to threats or altercations at school; or
- Otherwise interferes with a student's ability to learn or a staff member's ability to work.

Violations may result in disciplinary action in accordance with the Student Code of Conduct.

# Internet Safety and Responsible Use Policy

## Introduction

Manchester Academic Charter School complies with the Children's Internet Protection Act (CIPA) and uses internet filtering and monitoring systems to help provide a safe online learning environment. Students receive instruction on responsible digital citizenship and internet safety throughout the school year.

Additional information regarding the School's Internet Safety and Responsible Use Policy is available upon request and on the school's website.

## 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** _____

## Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

# 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 your building principal. 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.***

***A digital version of this form can be found here: https://forms.gle/vgX4nacgTsNZ1B8j8***