

“ROOTS TO GROW, WINGS TO FLY”



**2009 – 2010
PARENT AND STUDENT HANDBOOK**

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RUSSELL BYERS

CHARTER SCHOOL

Mission

The Russell Byers Charter School provides students *roots*, a safe stimulating environment with a rigorous academic education grounded in Expeditionary Learning. Our students take responsibility for their learning to become powerful communicators, creative problem solvers and compassionate, engaged citizens. Russell Byers Charter School students develop *wings* to succeed in selective schools and embrace a love for learning.

HISTORY OF RUSSELL BYERS CHARTER SCHOOL



Philadelphia Daily News columnist Russell Byers believed that the greatest gifts you can give a child are roots and wings. In his columns for the paper, Russell wrote frequently and passionately about how to improve the city of Philadelphia and was most passionate when writing about public education. He thrived on the excitement of city life and believed that a solid education has the power to change the life of a child... thereby helping to change the world.

Russell died on December 4, 1999, when he was murdered during an attempted robbery. As a tribute to his life, the columnist's family – his widow, Laurada Byers; his daughter, Alison Byers; and his son, Russell Byers, Jr. – have founded a charter school that honors Russell's lifelong commitment to civic responsibility, community service and academic excellence.

With tremendous community support, the Russell Byers Charter School opened its doors on September 17, 2001 to 160 students, in grades 4K through second, in the diverse Spring Garden neighborhood of Philadelphia.

Because of the number of interested families and in an effort to continue to grow and expand, the Russell Byers Charter School relocated in September 2003 to 1911 Arch Street, located in the heart of Center City, Philadelphia. Currently, the Russell Byers Charter School serves over 400 students in grades 4K through sixth.

ABOUT THE RUSSELL BYERS CHARTER SCHOOL

The Russell Byers Charter School is a public elementary school with over 400 students in grades 4K through 6th. Russell Byers Charter School offers a full-day kindergarten for four and five year-old students, one of the few kindergarten programs of this kind in Pennsylvania. Our students are from 37 neighborhoods across Philadelphia.

The Pennsylvania Academic Standards serve as the framework for our curriculum planning in reading, language arts, mathematics, science, and social studies. Music, Art, Spanish, and Physical Education are offered as cultural arts disciplines and also follow the Pennsylvania Academic Standards. There are computers in every classroom and a computer lab that provides student's access to the Internet, publishing software and educational programs.

Located in the heart of Center City, in our spacious building at 1911 Arch Street, the School is within walking distance of many of the city's cultural treasures, including the Academy of Natural Sciences, the Franklin Institute, and the Free Library and makes regular use of these facilities, as well as the entire city, in our studies.

The school reflects Russell's values of academic excellence, civic responsibility and community service. Our approach to teaching, school culture and teacher training are centered upon Expeditionary Learning Schools (ELS) school design—an innovative model founded on the guiding principles of the famed outdoor educational program, Outward Bound. ELS emphasize high achievement through hands-on learning, inquiry, character growth and teamwork.

Russell Byers Charter School complies with all applicable federal, state and local laws in providing equal opportunity to all of its students. Consistent with the Pennsylvania Human Relations Act (43 P. S. § § 951—963) and Chapter 12 of Title 22 of the Pennsylvania School Code, a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, religion, color, ancestry, national origin, sex, disability or any other legally protected classification.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival Procedure: Students may enter the Multi-purpose Room at 7:45 a.m. *Parents may not leave their children before 7:45 a.m.* unless enrolled in the Watoto Before School Program.

- Upon entering the building, students should go directly to the Multi-purpose Room and assemble at their assigned meeting place.
- All students are expected to sit and read independently until their teacher arrives. Students may not leave the room without the direct supervision of a staff member.
- If your child arrives after 8:00 a.m., he/she is considered late. Please see *Lateness Procedure*.

Dismissal Procedure: School ends at 3:25 p.m. at which time all students will be either dismissed from the school building or transitioned to after school programs. No child may remain in the building after 3:30 p.m. unless they are involved in after school activities for which they are registered.

Picked-up by Parent/Guardian:

- Students being picked up by parents/guardian will sit in the Multi-purpose Room (Grades 1-6) or front lobby (4K-5K) for pick-up.
- Parents, guardians, and carpools should use the Cherry Street entrance for picking up their children.
- A staff member will greet each car and radio into the school for the child to come out.
- We have a *“Shake and Point”* procedure for parent pick-up. Parents must come over to the class line and children must shake their teacher’s hand and point to the person picking them up before they are dismissed.
- To ensure their personal safety, children are not permitted to wait outside or in any other non-designated area.

Bus Riders: Students will be called down by the front desk and go directly to their assigned bus.

Students Riding Public Transportation: Students taking public transportation must have written permission from a parent or guardian and sign out at the front desk before leaving the school.

After school Programs:

- Students enrolled in after school programs or clubs will be escorted from the multi-purpose room at 3:30 p.m. to their respective classrooms.
- Students involved in these activities are expected to be picked up by parents/guardians or depart for public transportation by 4:30 p.m.
- Students will be dropped from the extra-curricular activity if the child is not picked up on time.

When parent/guardian pick up change:

- On the day of the change, the parent/guardian must submit a signed note when an individual other than the parent/guardian will be conducting the afternoon pick-up.
- This note may be submitted to the front desk or homeroom teacher. This signed note must designate the 1) name of the person authorized to take the student from school property, 2) relationship of the person authorized by the parent/guardian and 3) the date(s) on which this authorization is permitted.

- If the student normally rides the bus or attends Watoto After Care, but will have alternate plans for a particular day, the parent/guardian is expected to send a signed note detailing the arrangements.
- If anyone other than a parent, guardian or relative will be picking up your child that person needs to come to the front desk and present identification that he/she is the person authorized by the parent/guardian before the child will be released.
- The child must recognize the person. We will not release a student to a stranger.

BEFORE AND AFTER CARE PROGRAM

Before and after school programs are provided on a fee-for-services basis. Information on enrolling your child is available at the front desk. The morning program begins at 7:00 a.m. The after-school program ends at 6:00 p.m.

ATTENDANCE AND PUNCTUALITY POLICIES AND PROCEDURES

Our Expectations: Good attendance and punctuality are essential for reaching higher standards of achievement and progress. Responsibility for student attendance and punctuality lies primarily with students' parents/guardians. Frequent absences or instances of lateness interfere with the learning process and increase students' risks for academic difficulty or failure.

Perfect Attendance Award: To qualify for the perfect attendance award, students must be present every school day and not have accrued an unexcused lateness or unexcused early dismissal.

Lateness Policy and Procedure: Lateness can be "Excused" or "Unexcused". Excused lateness includes a medical appointment or a family emergency (death, hospitalization). To be considered an excused lateness, it must be documented and explained by the parent/guardian within 24 hours of the lateness. Acceptable documentation includes: 1) A note that is signed and dated by a parent/guardian or medical professional, 2) An email (pknapper@byerschool.org) to the School from the parent/guardian, or 3) A phone call (215-772-1700, extension 221) to the School from the parent/guardian.

- Arrival after 8:00 a. m. is considered late except in the case of a late school bus, which is not considered late under this policy.
- At 8:00 a.m. the back door will be locked.
- Children who arrive late must be escorted to the front entrance of the school by their parent/guardian to sign in at the school check-in computer.
- Students will receive a late slip, which the classroom teacher will collect as the student enters the room.
- No student will be admitted to the classroom without a late slip, except in the case of a late school bus.

Early Dismissal Policy and Procedure: Early dismissals can be "Excused" or "Unexcused". Early dismissals are excused only in the case of a medical appointment or family emergency. To be considered an excused early dismissal, it must be documented and explained by the parent/guardian within 24 hours of the early dismissal. Acceptable documentation includes: 1) A note that is signed and dated by a parent/guardian or medical professional, 2) An email (pknapper@byerschool.org) to the School from the parent/guardian, or 3) A phone call (215-772-

1700, extension 221) to the School from the parent/guardian. Without the written note, the early dismissal will be considered unexcused and will count as an unexcused absence.

- When picking up a student before 3:00 p.m., the parent/guardian is asked to either call the front desk or send a note to the teacher. The child will be responsible for completing any work that is missed.
- On the day of early dismissal, the parent/guardian must go to the front desk to request the student be dismissed.
- A member of the front desk staff will then call the classroom and ask the teacher to send the child to the front lobby to meet the parent/guardian.
- Children will not be dismissed from the school classroom without a call from the front desk. Parents/guardians are not permitted to go up to the classroom to pick up their child.

Attendance Policy: We expect a child to attend every scheduled school day unless for excused absences as defined below. However, a child who is absent and/or late more than five (5) times due to an excused absence and/or lateness is subject to disciplinary action as described below. Additionally, a child who is absent and/or late more than three (3) times due to an unexcused absence and/or lateness is subject to disciplinary action as described below

Excused Absences: Excused absences include:

- **Serious Injury or Death in the Immediate Family:** The immediate family of a student includes, but is not necessarily limited to parents/guardians, grandparents, brothers and sisters.
- **Medical or Dental Appointments:** A note from the medical professional is required to consider this absence as excused and any 3 consecutive day absences require a signed doctor's note for medical excuse.
- **Personal Illness or Injury:** A note from a medical professional is required.
- **Quarantine:** An absence that is ordered by the local health office or State Board of Health.
- **Court or Administrative Proceedings**
- **Observance of a Religious Holiday:** If the religious tenets to which the student and/or his/her family adhere require observance of the holiday.
- **Out of School Suspensions**
- **Other Reasonable and Unavoidable Absences Approved by the Principal**

Excused Absence Documentation: To be considered an excused absence, it must be documented and explained by the parent/guardian. Acceptable documentation includes: 1) A note that is signed and dated by a parent/guardian or medical professional, 2) An email (pknapper@byersschool.org) to the School from the parent/guardian, or 3) A phone call (215-772-1700, extension 221) to the School from the parent/guardian. Additionally, if a child is absent three (3) or more consecutive school days due to illness, a doctor's note explaining the specific reason for and the dates of the absence must be presented to the school for the absences to be considered excused. If documentation is not provided within three (3) days of the absence, the absence will be considered unexcused.

Disciplinary Actions for Excessive Excused Lateness and/or Excused Absences: Excessive excused lateness or excused absences will be dealt with in accordance with the disciplinary actions set forth below:

1. **When a student exceeds five (5) excused latenesses and/or absences** the school administration will send to the parent(s) or guardian(s) a letter outlining the school's

lateness and absenteeism policy. In addition, the parent(s) or guardian(s) may be requested to meet with a school administrator regarding excused lateness or absence.

2. ***When a student exceeds ten (10) excused latenesses and/or absences***, the parent(s) or guardian(s) will be sent a letter notifying them that their child has been put on probation for excessive lateness and/or absenteeism. Additionally, the child and the parent(s) or guardian(s) will be required to attend a meeting with a school administrator. Within five days after this meeting, the school administrator will make a ruling regarding the child which may include but is not limited to:
 - Allowing credit for the school work missed
 - Restricting after school program participation
 - Requiring a make-up course on Saturdays
 - Requiring a make-up course in summer school

3. ***When a student exceeds fifteen (15) excused latenesses and/or absences***, the student's parent(s)/guardian(s) shall be notified by mail and phone to appear before the Board of Trustees for a hearing. At this hearing, the Board will make a ruling regarding the child which may include but are not limited to:
 - Requiring a makeup course in summer school
 - Restricting after school program participation
 - Requiring a make-up course on Saturdays
 - Retaining the child in the same in grade for the next school year
 - Notifying the Philadelphia School District of the latenesses and/or absences for possible action against parents or guardians for violation of the Pennsylvania compulsory attendance law
 - Expelling the child from the school

Unexcused Absences and Latenesses: *Any absence not documented in writing by a parent/guardian, physician, court, or other agency, within three (3) days of the student's return to school, is considered unexcused and is defined as truancy as per the PA School Code.* The following are considered unexcused absences:

- Acceptable documentation is not provided by the parent to explain the absence/lateness
- The student misses the bus and is unable to attend because the student has no transportation to school
- A lack of proper immunizations or waiver after first day of school
- Absence due to loss of bus privilege
- Family trips not pre-approved or not granted approval by the Principal
- Other reasons not noted as excused

Unexcused Absences, Regulations, and Reporting:

Pennsylvania Department of Education Truancy Elimination Plan defines truancy as any absence from school or from any scheduled class without a written explanation or acceptable reason. This also includes any student who leaves class without the permission of the teacher. Unexplained and unexcused absences are recorded as truanies. The Charter School Law and the PA State School Code requires RBCS to inform the Philadelphia School District whenever the student has three (3) days of unexcused absence during the school year. The Philadelphia School District is responsible under the Pennsylvania School Code to bring action against parents or students who have violated the compulsory attendance laws.

Penalties include the imposition of a fine, completion of parenting education programs and community service, and/or jail time.

Disciplinary Actions for Unexcused Lateness and Unexcused Absences: Unexcused lateness or unexcused absences will be dealt with in accordance with the disciplinary action as set forth below:

1. ***When a student incurs two (2) unexcused latenesses and/or absences*** the classroom teacher will call, email and/or send a letter to the parent(s) or guardian(s) notice of the latenesses and/or absences asking the parent or guardian to review the school attendance and punctuality policy.
2. ***When a student incurs three (3) unexcused latenesses and/or absences*** the school administration will send to the parent(s) or guardian(s) a warning letter outlining the school's policy. The school will notify the Philadelphia School District, which may institute compulsory attendance prosecution.
3. ***When a student incurs five (5) unexcused latenesses and/or absences***, the parent(s) or guardian(s) will be sent a letter indicating that their child has been put on probation. Additionally, the child and the parent(s) or guardian(s) will be required to attend a meeting with a school administrator. Within five days after this meeting, the school administrator will make a ruling regarding the child which may include but is not limited to:
 - Allowing credit for the school work missed.
 - Restricting after school program participation
 - Requiring a make-up course on Saturdays
 - Requiring a make-up course in summer school
4. ***When a student incurs ten (10) unexcused latenesses and/or absences***, the student's parent(s)/guardian(s) shall be notified by mail and phone to appear before the Board of Trustees for a hearing. At this hearing, the Board will make a ruling regarding the child which may include but are not limited to:
 - Requiring a makeup course in summer school
 - Restricting after school program participation
 - Requiring a make-up course on Saturdays
 - Retaining the child in the same grade for the next year
 - Notifying the Philadelphia School District of the latenesses and/or absences for possible action against parents or guardians for violation of the Pennsylvania compulsory attendance law
 - Expelling the child from the school

THE PEACE POLICY

Our Philosophy: A school must be a safe and peaceful environment so that students can thrive and learn. While conflicts in the classroom and on the playground may arise, resolving these peacefully is our highest priority. Violence in any form is not tolerated within the Russell Byers School Community, and students are carefully educated about how to use nonviolent means to express their concerns, get appropriate help and resolve disputes. The school depends upon family support in promoting and maintaining our Peace Program. Students who demonstrate they cannot comply with our Peace Program will be disciplined in accordance with the Disciplinary Guidelines.

Student Code of Conduct: We want our students to excel in the learning process. Feeling safe in the school environment contributes to this goal. We have established a Code of Conduct to set clear expectations for positive behaviors, attitudes and interactions that will support students in taking responsibility for their learning and achieving success. Teachers will reinforce these behaviors by explicitly teaching them in the classroom and monitoring them throughout the school day. The Code of Conduct learning targets for students are below:

- **I am respectful to all adults and students.** This means I communicate with others by using positive body language and facial expressions, and an appropriate tone of voice.
- **I behave in a peaceful manner.** This means that I keep my body in my own space and I do not use mean or threatening words or gestures.
- **I take responsibility for my own learning.** This means I am on time and well prepared for school each day. This also means that I make choices that help me learn and do my best work including carefully completing all classroom and homework assignments on time.
- **I make choices that help my crew and the school community.** This means that I follow all directions and procedures to make learning fun and safe.
- **I am careful to “leave no trace” or “make it better”.** This means that I help take care of our school building, my classroom, school property and materials so that everything is clean and well maintained.

School Disciplinary Approach: The behavioral code of conduct, as set forth above in this document, is designed to provide students with specific, clear, and consistent expectations regarding the behaviors that they are expected to engage in during all school classes and sponsored activities and events. Our goal is to create a team effort between the home and school to ensure each child’s success. We depend upon parents and guardians to notify the school if there is a social, emotional, or academic concern that may impact the child’s behavior at school. We strive for a proactive and consistent approach towards student conduct in order to promote a respectful and healthy learning environment that engages all partners (*parents, staff, community, school board*) in a collaborative effort. This approach includes:

- Teachers maintaining professionalism when addressing student behavior by communicating expectations and consequences clearly and respectfully.
- All discipline referrals being documented by the referring teacher prior to the student being sent to Administration. An exception is when a student is being physically aggressive or out of control and ***must be*** immediately separated from his/her peers.
- Parents having the right to schedule a meeting with administration to discuss with any student behavioral concerns.

DISCIPLINE GUIDELINES FOR STUDENT MISCONDUCT

The Russell Byers Charter School has the expectation that all students will act respectfully towards all teachers, assistants, staff, visitors and all other students, in accordance with our Peace Policy. The Discipline Guidelines, as detailed in this section, apply to school grounds, buildings, and premises during the following times when the student is present: before, during, and after school hours; anytime school buildings or grounds are used by a school group; on or off school grounds at any school function or event; when traveling to and from school, or school function or event; at bus stops; or at any time or place which may affect an educational function or be associated with the school.

Our Discipline Guidelines are intended to assist students in making appropriate choices that support their learning. Disciplinary measures will be handled by the classroom/special teachers, administration and the Board in accordance with the Discipline Guidelines. Parents/guardians will be notified of disciplinary actions in accordance with the Discipline Guidelines.

Behaviors Warranting Disciplinary Action: Students who commit any of the following offenses shall be subject to appropriate disciplinary action, including suspension and expulsion, as set forth in Chapter 12 of Title 22 of the Pennsylvania Code. Offenses are leveled for suggested disciplinary consequences. Any offense can receive the suggested consequence, a lesser, or a more severe consequence depending on the severity of the offense, repetition of offense or effect on others. This list is not exhaustive of behaviors that may result in disciplinary action.

Level 1 – Disruptive Behaviors	Consequences
Level 1 behaviors include but are not limited to the following: <ul style="list-style-type: none"> • Uniform violation • Repeated instances of incomplete homework or classroom assignments • Talking, yelling, gesturing inappropriately or throwing a tantrum • Rough play or activity • Not following directions in the classroom or other locations of the school • Teasing or name calling • Bringing school property home without teacher permission • Damage or loss textbooks, library books, or learning tools; • Disrespect toward adults and/or peers • Disruption of class, study or instruction • Horseplay • Inappropriate language or gesture • Leaving class without teacher’s permission • Failure to follow established school rules and/or classroom rules • Possession or use of cell phones, iPod, MP3 players, or any electronic or digital device, not including a calculator or digital watch, during school hours or programs 	Classroom or supervising teacher will determine appropriate in-class consequences. These consequences may include but are not limited to: <ul style="list-style-type: none"> • restitution (logical consequence) • loss of privilege • student/teacher conference • “talk it out” process note or phone call to parent/guardian • detention • other consequences as determined by the teacher
Level 2 – Disruptive or Disorderly Behavior	Consequences
Level 2 behaviors include but are not limited to the following:	Classroom or

<ul style="list-style-type: none"> • Repeated Level 1 offenses • Bullying; Cyber-bullying when action is initiated in the school building • Cheating and/or plagiarism • Aggressive behaviors, including but not limited to hitting, pushing, and shoving • Disobedience to teacher or other staff member • Dishonesty/lying/falsehood: including presentation of forged notes or passes or refusal to identify yourself properly • Misuse of school property or property of others including computers, networks, web pages; • Violations of school's technology/acceptable use policy • Use of obscene/profane language or gestures • Creation or possession of obscene writing, pictures or articles • Theft of school or other peoples' property 	<p>supervising teacher may determine appropriate consequences as described under Level 1 and/or seek guidance regarding other forms of appropriate consequences from the School Psychologist, Assistant Principal, Principal or Special Education Coordinator (for students who have a 504 Plan and/or an IEP) as needed.</p>
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Level 3 – Safety Issues / Aggressive / Threatening Behavior	Consequences
<p>Level 3 behaviors include but are not limited to the following:</p> <ul style="list-style-type: none"> • Repeated Level 2 offenses • Bus Infraction • Fighting • Unauthorized entry into restricted areas • Creation or possession of violent writing, pictures or articles • Threats of violence (verbal or physical) • Gang activity • Hazing • Student actions that present a danger to the safety and well-being of themselves or others 	<p>Classroom or supervising teacher will refer the student to Administration to determine appropriate consequences. These consequences may include:</p> <ul style="list-style-type: none"> • referral to outside evaluations and/or support • suspension from the school bus (for bus infraction) • in or out of school suspension (for up to 10 days) which requires both parent and student to attend a reinstatement meeting

Level 4 – Egregious Behaviors and/or Criminal Acts	Consequences
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<p>Level 4 behaviors include but are not limited to the following:</p> <ul style="list-style-type: none"> • Repeated Level 3 Offense • Setting false fire alarms or reporting false emergencies • Possession/ Use of prescription or over the counter drugs without permission • Threats of death or serious bodily injury– either written, electronic or verbal • Vandalism or defacing or destruction of school property or property of another (includes writing on walls, etc.) • Leaving school grounds without proper authorization • Harassment of any kind – verbal, written or gestures • Tobacco products, possession or use of • Possession or use of lighters, matches, or laser pointers • Arson or attempted arson • Assault and/or battery of an employee or student • Other criminal acts in violation of local, state, or federal laws • Possession, use, distribution, solicitation or sale of a firearm or dangerous weapon Possession, use, manufacturing, growing, distribution, and/or sale of illegal drugs and/or drug paraphernalia • Possession, use, manufacturing, making, distribution, and/or sale of alcohol • Extortion, attempted extortion, robbery, burglary and/or larceny • Possession, distribution, use or lighting of fireworks, stink bombs, or other explosives • Sexual Harassment – see specific policy (on file at the school) 	<p>The Principal will determine the appropriate consequences. This may include but is not limited to:</p> <ul style="list-style-type: none"> • in school or out of school suspensions up to 10 school days or removal from the school bus (for repeated bus infraction). • if deemed necessary, he/she may recommend expulsion to the Board of Trustees and/or police involvement
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COOPERATION WITH LEGAL AUTHORITIES

Our school will cooperate as required with any local, state, or federal investigators or law enforcement officers who may contact the school in the course of any criminal investigation.

All investigators and law enforcement officers must present proper identification prior to obtaining any information from the school. All investigators or law enforcement officials must identify themselves to the school principal or principal's designee upon contact with the school. Whenever an investigator or law enforcement officer comes on school property with the appropriate legal authority to request records and information, that person will be provided with access to these records. Appropriate legal authority typically involves a court subpoena specifying the documents and information to be reviewed (see FERPA notice on file at the school).

Except in cases involving abuse at home, the principal will contact the parents of a child with whom the law enforcement person wishes to speak. In the former case, the principal will request permission to call the parents, but will follow the decision of the investigative officer. The school principal or designee shall select a Charter School administrator or appropriate staff person to be present at any meeting between a student and an investigator or law enforcement officer that occurs on school grounds. In cases involving abuse at home, the principal will request permission

for a school representative to be present at the meeting or within the line of sight of such a meeting, but will follow the decision of the investigative officer.

DETENTION/SUSPENSION/EXPULSION

Detentions: Detentions, which are a form of disciplinary action that requires students to lose a privilege or remain after school for a set amount of time, are determined by the Principal, Assistant Principal or a Teacher and will be either After School or during the student's scheduled recess time. It is the responsibility of the school to give parents a minimum of 24 hours notice when assigning a detention. It is the responsibility of the parent to provide transportation to and from an assigned detention. Failure of a student to report to a detention may result in additional detentions and/or escalation of the consequences to be determined by the Principal.

In-school Suspension: A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective. Communication to the parents or guardian shall follow the suspension action taken by the school. The school will make provisions for the student's education during the period of the in-school suspension. When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal or head of school shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in the Pennsylvania School Code.

Out of School Suspension and Expulsion: Exclusion from school may take the form of suspension or expulsion. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days. Expulsion is exclusion from school by the Board for a period exceeding 10 school days and may result in permanent removal of the student from the school rolls.

Suspension Procedures and Guidelines:

- Suspensions may be given by the Principal or designee
- A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened
- The parents or guardians shall be notified immediately in writing when the student is suspended
- When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements of the Pennsylvania School Code
- Suspensions may not be made to run consecutively beyond the 10 school day period
- Students have the responsibility to make up tests and work missed while being disciplined by suspension and be permitted to complete these assignments within guidelines established by the Board
- The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

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

Expulsion Procedures and Guidelines: Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In all cases involving a possible expulsion a formal hearing is required pursuant to the Pennsylvania School Code:

- During the period prior to the formal expulsion hearing and decision of the Board, the student shall be placed in his normal class unless there is a safety risk.
- If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others or himself and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties.
- All formal hearings will take place before a qualified hearing examiner or authorized committee of the Board who will consider the evidence presented by Administration and the student in connection with a formal hearing and will make a recommendation to the Board of Trustees. When a committee of the board or a hearing examiner conducts the hearing, a formal Board resolution must be presented and a majority vote of the entire board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
 - (1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.
 - (2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
 - (3) The hearing shall be held in private unless the student or parent requests a public hearing.
 - (4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
 - (5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - (6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
 - (7) The student has the right to testify and present witnesses on his own behalf.
 - (8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
 - (9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the

following reasons, in which case the hearing shall be held as soon as reasonably possible:

- a. Laboratory reports are needed from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals with Disabilities Education Act 2004 (20 U.S.C.A. § § 1400—1482).
 - c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
 - d. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- Any student expelled will be provided with alternative education, which may include home study.
 - The initial responsibility for providing the education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program may be approved by the Philadelphia School District Superintendent.
 - Within 30 days of expulsion by the Board, the parents or guardians shall submit to the school written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act.
 - If the approved educational program is not complied with, the school may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

DISCIPLINE OF DISABLED STUDENTS

RBCS complies with Chapters 711 and 15 of Title 22 of the Pennsylvania Code pertaining to the discipline of students with disabilities and thought-to-be eligible students. Please refer to the school's Discipline of Special Education Students Policy and Annual Notice of Special Education Services for applicable accommodations. Any questions regarding the discipline of special education or Section 504 students should be directed to the school's special education coordinator.

DISCIPLINARY RECORDS

All official disciplinary records for incidents involving the possession of a weapon or acts of violence shall remain in the student's permanent record (pocket) and be transferred with the student to any public school within Pennsylvania. All incident reports shall be maintained in the student's permanent record. All incidents involving violence (to a person or to property) or possession of a weapon shall be maintained in the student's permanent record and transmitted to any K-12 school in Pennsylvania in which the student is enrolled.

Prior to admission to any school entity, the parent, guardian or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private

school for an act or offense involving weapons, alcohol or drugs or for the willful infliction of injury to another person or for any act of violence committed on school property. The registration shall include the name of the school from which the student was expelled or suspended for the above-listed reasons with the dates of expulsion or suspension and shall be maintained as part of the student's disciplinary record. Any willful false statement made under this section shall be misdemeanor of the third degree.

SCHOOL UNIFORM POLICY

Our Expectation: Children are expected to wear the Russell Byers School uniform to school everyday. There is a formal dress uniform for special occasions and for fieldwork trips and an everyday uniform. Both are described below. Families are asked to contact the school's registrar, if they have any questions or concerns about obtaining the uniform. Uniforms may be purchased at Cramer's.

BOYS	GIRLS
EVERYDAY UNIFORM FOR 4K-4TH GRADE: Navy pants with white shirt OR Khaki pants with white or blue shirt Dark socks Black shoes, non-marking soles – closed toe, closed back and no sneakers * White shirt: long or short sleeved polo, turtle-neck or button down shirt	EVERYDAY UNIFORM FOR 4K-4TH GRADE: Navy pants with white shirt OR Khaki pants with white or blue shirt Dark socks Black shoes, non-marking soles – closed toe, closed back and no sneakers * White shirt: short or long sleeved polo, turtle- neck, or button down shirt
DRESS UNIFORM FOR 4K-4TH GRADE: Oxford button down shirt Khaki dress pants RBCS school sweater Black shoes, non-marking soles Dark belt	DRESS UNIFORM FOR 4K-4TH GRADE: White blouse w/Peter Pan collar Navy jumper, pleated White socks RBCS School sweater Black shoes, non-marking soles
EVERYDAY UNIFORM FOR 5TH AND 6TH GRADE: Navy pants with white shirt OR Khaki pants with white or blue shirt Dark socks Black shoes, non-marking soles – closed toe, closed back and no sneakers, White shirt – long or short sleeved polo, turtle- neck or button down shirt	EVERYDAY UNIFORM FOR 5TH AND 6TH GRADE: Navy pants with white shirt OR Khaki pants with white or blue shirt Dark socks Black shoes, non-marking soles – closed toe, closed back and no sneakers, White shirt: short or long sleeve polo, turtle-neck, or button down shirt
DRESS UNIFORM FOR 5TH AND 6TH GRADE: Navy blazer White Oxford button down shirt Tie Khaki dress pants Dark socks Black shoes, non-marking soles Black belt with a simple buckle	DRESS UNIFORM FOR 5TH AND 6TH GRADE: Khaki skirt, double pleated Tie White Oxford button down shirt Navy blazer White opaque tights Black shoes, non-marking soles
UNACCEPTABLE ATTIRE FOR BOYS AND GIRLS: Cargo pants, long skirts, skirts w/splits, miniskirts, shorts Hoodies, sweatshirts, pullovers, or sweaters (only RBCS sweaters) Khaki jumpers, shorts or skirts for students in grade 4K- 4 th Stained, torn or overly worn uniforms Striped, designed, decorated or brightly colored socks	
JEWELRY: Girls may wear small post earrings only (one in each ear). Hoops and dangling earrings of any kind are not permitted. Boys may not wear earrings.	

* Students may bring sneakers for gym class but they are not permitted to wear them during the academic school day.

Disciplinary Actions for Uniform Infractions:

- The first time a child comes to school out of uniform, the child's teacher will remind the student and will send home a copy of the school's uniform policy noting the infraction.
- For each infraction thereafter, students will be disciplined in accordance with the Discipline Guidelines (Level 1).
- Students inappropriately dressed for fieldwork or special events will be excluded from the experience.

HOMEWORK POLICY

Our Philosophy: Homework is an essential part of a student's learning experience. It affords the student an opportunity to practice newly-acquired skills and review old ones. Homework provides parents with an opportunity to see some of what their child is learning in school and to observe areas of strength and difficulty. While we intend homework to be completed independently by the student, we understand that some children will need close supervision and assistance from their parents.

All parents need to set aside for their child a regular homework time and place, free of distractions and interruptions. We understand that students have different work paces, so time allotments are meant as a guide. We ask parents to alert the classroom teacher if homework is taking much longer than the guideline. Included in homework *every night* is a period for quiet reading. In 4K and 5K we ask parents to spend that time reading *to* their child, discussing the story and illustrations. Homework should include reading to and with your child as well as written and study assignments.

Homework completion is tracked and monitored on a regular basis. Students who do not complete homework assignments will be subject to consequences under the Discipline Guidelines (Level 1). The homework expectations for RBCS are:

- 4K- 15 minutes of listening to stories, occasional assignments
- 5K- 20 minutes of reading with and to parent and 10 minutes of class-related assignments
- Grades 1 and 2 – 20 minutes of reading and 20 minutes of class-related assignments.
- Grades 3 and 4 – 20 minutes of reading and 30 minutes of class related work
- Grades 5 and 6 – 25 minutes of reading and 40 minutes of class related work

LUNCH

All students are required to bring a nutritious lunch to school each day. We ask that parents **NOT** send **sodas, candy, gum or glass bottles** with your child. In our effort to become more health and environmentally conscious, we ask that families refrain from sending Lunchables as an option for lunch. We do not have the capability to refrigerate or heat up lunches, nor will students be excused to leave the building to buy lunch. If a student forgets his/her lunch, we will make every effort to contact the parent at home or work to bring in a lunch.

HOME AND SCHOOL ASSOCIATION

Each family is encouraged to be a member in the Home and School Association. This association gives parents many opportunities for involvement in the education of their children. It also provides social and educational opportunities for members. All parents are expected to actively support all functions sponsored by the Home and School Association.

PARENT VOLUNTEER HOURS

All families are expected to provide 30 hours of volunteer service to the school each year. A list of volunteer options is sent home at the beginning of the school year. The Home and School Association keeps a record of hours served by each family. **ALL volunteers are required to sign in and secure a name tag at the school check-in computer, located at the front desk, upon arrival and sign out when leaving the school.**

VOLUNTEERS PROCEDURE

Volunteers, parents or other visitors must first sign in at the school check-in computer located at the front desk and receive a printed pass. This is for the safety of all our children and staff. Any volunteer who has direct contact with children for more than twenty hours per week must be fingerprinted as required by the state. Forms are available at the front desk or can obtain the forms from the Department of Child Welfare at the following site:
<http://www.dpw.state.pa.us/PartnersProviders/ChildWelfare/003671038.htm>.

PARENT/GUARDIAN COMMUNICATION

Communication between home and school is a vital part of the educational process. Teachers share with parents the privilege and obligation of educating their children. Therefore, every effort should be made by parents or guardians to keep informed of the programs of the school.

Faculty members are always eager to discuss pupil progress with parents or guardians. Dismissal or arrival time is not an appropriate time for parents to discuss their child with teachers since the teachers must be attentive to other students in their class. Parents or guardians are not permitted to interrupt a teacher during class time. If a problem should arise concerning your child and a classroom situation, please contact the individual teacher first, either by e-mail, voicemail or a written note, before referring it to the principal. An appointment with a teacher can be arranged by following the same procedure.

All visitors or parents upon entering the school are asked to sign in at the School Check-In computer located at the front desk. They will be issued a Visitor's badge, which should be worn while on school grounds.

Communication from the school to the home will be sent out periodically and will include among other notices a monthly calendar that will be sent at the beginning of each month and a weekly update sent at the beginning of each week.

CUSTODY ISSUES

This school abides by the provisions of the Family Education Rights Privacy Act (Buckley Amendment) with respect to the rights of non-custodial parents.

- In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. A current address must be provided by the non-custodial parent.
- If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- It is also the parents' responsibility to inform the school of the addresses where the students' records should be sent.
- Divorced parents must provide the school with a court certified copy of the custody section of the divorce decree. If no such copy is on file, school officials will assume that both parents have custodial rights.
- School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody arrangements. However, the parent(s) must accept primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

HOMEBOUND INSTRUCTION

Such instruction may be provided when a student has been excused from compulsory attendance under 22 Pa. Code sec. 11.25 due to temporary mental or physical illness or other urgent reasons. Temporary excusals may not exceed three months. A charter school may seek approval from the PA Department of Education to extend this instruction beyond three months upon re-evaluation. Homebound instruction is distinguished from "instruction in the home" which is an alternative placement option for a student with disability(s) who requires full-time education services and programs outside the school setting for the entire day.

EMERGENCY CLOSING INFORMATION

If Philadelphia School District schools are closed, for a weather related or other emergency, Russell Byers Charter School will also be closed. There are also instances when Russell Byers is closed but the school district is open. We will make every effort to provide advanced notice when possible and use multiple means of communicating any changes.

- Please check the RBCS schedule for pre-arranged early closings.
- In case of a snow or emergency closing, our **KYW broadcast number is 196** in Philadelphia County.
- We also post school closings on FOX 29 and Channel Six Action News. We will also update the school website and send an email message to the parent listserv to indicate closings.
- Buses will run as normal if there is an early school closing.
- If your child does not take the bus, please arrange an emergency plan for early dismissal prior to the start of the school year. If you are a parent who is unable to pick your student up for early dismissals, please indicate additional transportation means on your student's RBCS transportation form – **please note that no student(s) will be sent home with any person(s) who is not identified on that student's transportation form except as described under the "Arrival and Dismissal Procedure"**

ACCIDENT AND ILLNESS

A parent/guardian will be notified immediately in case of sudden illness or accidents of a serious nature. Please be certain that the office has the correct information for emergency contact, and be sure that your contact knows that they are your emergency contact. Emergency information sheets are sent home the first week of school. These are to be filled out completely and returned to the teacher. Please notify the office of any changes during the year. **It is imperative that the office has emergency numbers to contact parents during the day.** *Cellular phone numbers and email addresses should be included with your information.*

The school is not permitted to send a child to a doctor for medical treatment without the expressed written permission of a parent or guardian. In the event of an emergency, all reasonable efforts will be taken to contact the parent or guardian. We are also not permitted to dispense over the counter medicine (including Tylenol) or prescription medicine without the written permission of a Doctor. These notes are kept on record in the nurse's office and must be **renewed annually**.

MEDICATION PROCEDURES

The administering of medicine to a child outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so that it can be administered at home. Only when absolutely necessary is the school willing to accept responsibility for administering medications and then under the following guidelines:

If your child has a specific medical problem, it must be known to the nurse and should be made known to the Principal each year. If your child has been prescribed medication to be taken during the school day, your child's doctor must complete a form that specifies the medicine to be taken and the dosage. This form has to be on file at the school before any medication can be administered to a student. The form is available in the school office. All medication must be delivered in the pharmacy's original container to the school nurse. All medications will remain in a secure location. By exception, students who are asthmatic may carry a prescribed inhaler with them during the school day. A written log will be kept of the dispensed medication.

The school will not administer/dispense non-prescription medicines (including "over the counter" drugs) to students without specific authorization by both a licensed physician and the parent of the student. An "Authorization for Medication" form must be completed and submitted by the parent. The name of the medication, reason for use, proper dosage and time to be taken must be indicated on the form.

Note: No child may carry prescription or over-the-counter medications on his/her person unless it is a medical emergency such as a prescribed inhaler. unless a doctor's note is on file. For more information, please access the medical policies available in the Student Record's Office.

IMMUNIZATION REQUIREMENTS

Diphtheria, Pertussis and Tetanus: Four (4) or more properly spaced doses of DTP, DTaP, Td or DT, with one (1) dose administered on or after the fourth birthday.

Polio: Three (3) or more properly spaced doses of polio vaccine (IPV or OPV).

MMR (Measles, Mumps and Rubella):

- **Measles:** Two (2) doses of vaccine, with the first dose administered after the first birthday
- **Mumps:** One (1) dose after the first birthday
- **Rubella (German Measles):** One (1) dose after the first birthday

Hepatitis B: Three (3) properly spaced doses of Hepatitis B vaccine, or a history of Hepatitis B immunity proved by laboratory testing.

Varicella (Chicken Pox): One (1) dose of varicella vaccine administered at 12 months of age or older, or a written statement from the parent, guardian or doctor stating the date when the child had the chicken pox disease.

Tuberculosis Screening: All children need to be tested upon their entry into a school environment. If your child has been screened for TB upon entry to another school, we will need the date of the TB screening, and the results of the screening. Your child will not be enrolled in the RBCS unless documentation and results of the screening and proof of proper immunization are on file or unless valid excusal/objection in accordance with the Public School Code is obtained.

SCHOOL SAFETY POLICY

Evacuation Drills: For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of a fire or other type of disaster that would require the evacuation of the building. The purpose of an evacuation drill is to be able to evacuate the building in case of a fire or other emergencies.

Evacuation Procedure

- All visitors must leave the building immediately following a fire alarm signal.
- Every classroom teacher must follow the evacuation routes that are posted on the inside of each classroom door.
- All windows and doors must be closed prior to leaving the classroom.
- All students are to be in line and silent.
- All teachers, including cultural arts teachers, are to bring their roll book with them as they depart the school.
- Everyone will re-enter the building promptly and orderly when the all-clear signal is given.
- Our evacuation shelters in case of an event which poses a danger to our building are:

<p>Evacuation Shelter # 1 20th Street & Ben Franklin Pkwy Academy of Natural Science (215) 299-1000</p>	<p>Evacuation Shelter # 2 1900 Ben Franklin Pkwy Moore College of Art (215) 568-4515</p>
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Shelter-In-Place can be used when there is a release of a chemical substance into the air, via man made or natural disaster. In such an event, the School may call for a “Shelter-In-Place” procedure to protect the safety and welfare of our students and staff. The main objective is to move students to designated safe locations that will protect them until the disaster is deemed to be over. The staff has been trained in the procedure for Shelter-in-Place. Parents are encouraged to contact the assistant to the principal for more detailed information about the procedure. No one is permitted to leave or enter the building during such a drill.

FIRE DRILLS

Fire drills are held once a month. Students, staff and any volunteers are expected to exit the building immediately. Attendance will be taken by all teachers after arrival at the safe zone. Silence is required during any fire drill or other emergency.

FIELDWORK AND FIELD TRIPS

Permission slips to be signed by a student's parent/guardian will be required to be received by the school before the date of each trip in order for the child to attend. Please be advised that the Discipline Guidelines apply to all student behavior while on a field trip or traveling on school or public transportation.

LOST AND FOUND

All articles belonging to a student **must** be properly identified with the child's name. Many items are brought to the front desk or the teacher daily, but they cannot be sent back to the student because they are not marked. Please encourage your child to take good care of all of his/her school clothes and supplies.

CELL PHONES AND ELECTRONIC DEVICES

If a child possesses a cell phone, it must be deposited at the front desk, immediately upon arrival at school. Cell phones may be picked up as the student is departing from school. The child's name must be on the phone if he/she will be using this procedure. Phones not left at the front desk will be confiscated and the student will be disciplined in accordance with the Discipline Guidelines (Level 1).

ADMISSION AND RE-ENROLLMENT

Admission to the Russell Byers Charter School is open to all appropriately-aged children living in Philadelphia. Parents must complete an application of intent to enroll, a parent statement, and provide all required documentation for each of their eligible children in order to be qualified for enrollment or included in the lottery process. The following documentation is required:

1. A copy of the child's Birth Certificate
2. A copy of the child's Social Security Card
3. A copy of one of the following documents to use for residency verification
 - a. Utility bill (electric or gas), or
 - b. PA Department of Transportation identification or drivers license, or
 - c. PA Department of Transportation vehicle registration, or
 - d. Copy of State/Federal program enrollment
 - e. Copy of paycheck stub with name and address of employee and employer, or
 - f. Residency affidavit, or
 - g. Government agency identification card, or
 - h. Deed, or
 - i. Agreement of Sale.

The Lottery: If the number of children applying for enrollment in the Russell Byers Charter School exceeds the number of available spaces, students will be selected for admission by lottery. Spaces will be offered in the order of the names drawn with the names creating the waiting list. If the number of applicants for a given grade does not exceed the number of available spaces, all applicants will be offered admission to the school in that grade. Specific dates and deadlines will be set each year for the admissions process. Please check at the beginning of each school year for that specific school year's enrollment and lottery dates.

The Re-enrollment Process: Students attending RBCS must submit a letter of intent to return before the end of each school year. The student's parent/guardian must complete a re-enrollment form with current proof of residency and submit it to the Registrar by the deadline stated on the re-enrollment form. If any student does not have a completed re-enrollment form by the specified deadline it is assumed that he/she will not be returning for the following year and his/her space may be forfeited. It is mandatory that all parents provide contact information that includes address, telephone numbers, email addresses and emergency contacts.

RBCS COMPUTER NETWORK ACCEPTABLE USE POLICY

The Russell Byers Charter School maintains guidelines for the behavior of students. These are common sense, truthfulness, respect for others, and respect for the school and its place in the community. Students using any school's computer network are expected to follow these guidelines.

The purpose of the Russell Byers Charter School Computer Network is to provide students with access to educational and research resources to promote excellence in education, to encourage lifelong learning, and to offer the opportunity to be competent users of technology to communicate and build knowledge.

All use of the Russell Byers Charter School Computer Network must be consistent with each network user's role and responsibility as a member of the community and with the educational objectives and mission of Russell Byers Charter School.

The acceptable use policy governs student conduct while using computer technology, both on campus and off-campus. Students represent Russell Byers Charter School at all times, including vacations, nights and weekends. Any inappropriate behavior which is harmful or negatively affects the educational environment of the School, the reputation of the School, or potentially impacts the safety or privacy of individual students or employees, including postings on social networking sites, will subject the violator to discipline by the School in accordance with the Disciplinary Guidelines.

The use of the Russell Byers Charter School Computer Network is a privilege and not a right. Inappropriate, illegal use or attempts to bypass network security may result in cancellation of the privilege and further disciplinary action.

Students should use the network and their email account for approved educational activities only. Students with email accounts must manage their accounts within the assigned quota.

The following sets forth some, but not all examples of unacceptable uses of the Computer Network:

- Communicating with other students or adults in a disrespectful or harmful manner, in a manner that violates the School's harassment or bullying policies
- For political fund-raising or lobbying, or for commercial activities or advertising
- Using the account of any other member of the school community or using the network in any way that interferes with others' use
- Downloading, installing or storing non-school related material to the network

- Accessing and disseminating inappropriate or potentially offensive material
- Using third-party email accounts or instant messaging software while on campus

Laws and ethics require that students properly acknowledge the use of intellectual property. Using information from any internet source without properly attributing the source to the author will be regarded as plagiarism.

Russell Byers Charter School faculty will do their best to guide students to useful educational resources and to filter unwanted material. Minimal filtering or blocking software is installed on the Russell Byers Charter School Computer Network. Russell Byers Charter School faculty as well as the technology staff may monitor student use of network resources including the Internet through various means including viewing files and electronic monitoring of screen content as well as in personal observation. However, no filtering system or observation method is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate.

Any student, who receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, should report the concern to a faculty member or school administrator immediately so that the situation can be investigated and addressed appropriately.

Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. The school is not responsible for the transmission of any virus or for damage suffered from a virus.

FULL DISCLOSURE POLICIES

The following policies are available in their entirety for review upon request. They are located at the school in the student records office. Please see Debbie Sperbeck for additional information.

- Annual Child Find Notice
- Annual FERPA Notice
- Search and Seizure
- Sexual Harassment Policy
- School Family Conference and Truancy Elimination Plan (TEP)
- Anti-Bullying Policy
- Annual Public Notice of Special Education Services and Programs and Rights for Students with Disabilities
- Discipline of Special Education Students Policy
- Asthma Medication and Equipment Policy
- Epinephrine Auto Injector Policy
- Diabetes Awareness and Management Policy
- Self Monitoring & Treatment for Diabetes and Asthma Policy
- Emergency Care Plan Template

BOARD/PRINCIPAL'S RIGHT TO AMEND

The Board/Principal retains the right to amend the handbook for just cause. Parents will be notified in writing if changes are made through the bi-monthly communication folder.



HANDBOOK PARENT/STUDENT AGREEMENT

Parents/guardians are required to read this Handbook carefully and to discuss its contents with their child(ren). Having read it, you are asked to sign this agreement where indicated and return it to your child’s teacher on the first day of school, **Wednesday, August 26, 2009.**

AGREEMENT

We/I have read and understand the Russell Byers Charter School Parent and Student Handbook. My family promises to make every effort to follow the policies and procedures in the Handbook. We/I also understand that failure to do so will result in the Russell Byers Charter School taking action(s) as described in the Handbook.

Parent/Guardian #1 Name (Please Print)

Parent/Guardian #1 Signature Date

Parent/Guardian #2 Name (Please Print)

Parent/Guardian #2 Signature Date

Student #1 Name and Grade (Please Print)

Student #1 Signature Date

Student #2 Name and Grade (Please Print)

Student #2 Signature Date

Student #3 Name and Grade (Please Print)

Student #3 Signature Date

Student #4 Name and Grade (Please Print)

Student #4 Signature Date