

# STUDENT HANDBOOK



9/3/2017

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# Student Handbook

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## INTRODUCTION

Welcome to ATG Learning Academy for the 2017-2018 academic year! Whether you are a newcomer or a returning student, we are pleased that you have chosen to be a part of the ATG community.

Our knowledgeable and dedicated staff is here to teach, to share, to guide and to care. ATG Learning Academy strongly believes that open communication between the school and the home is essential to student success. Feedback from parents and students is always welcome.

This Handbook belongs to:

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I have read and agree to comply with all school policies for the 2017-2018 academic year.

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Signature of Parent/Guardian

Date

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Signature of Parent/Guardia

n

Date

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Signature of Student

Date

## SCHOOL PHILOSOPHY

ATG is committed to nurturing the unique intelligence and learning style of each child. It is our goal to help students develop their natural abilities as they acquire the skills to become lifelong learners.

ATG Learning Academy's focus is success, allowing your child to grow in self-esteem, confidence, and competence in reaching his or her full potential.

## INSTRUCTIONAL FOCUS

A variety of instructional materials and multi-sensory techniques are tailored to the specific needs of each student. Success is measured by, but not limited to, progress reports, teachers' written observations, and informal and formal testing.

## ENSURING RESULTS FROM ALL STUDENTS

Students, staff and parents each play a vital role in maximizing success. Each role involves a set of expectations that must be fulfilled in order to support students in their academic and personal growth.

## EXPECTATIONS

### **Expectations for Students**

- Be positive in your attitude and behavior.
- Do your best by attending school regularly, completing all assignments.
- Show respect for yourself and others as well as for the property of the school and of others.
- Support your school by contributing to a positive, safe, and effective learning environment.

### **Expectations for Parents**

- Support the school's policies.
- Reinforce your child's obligation to respect the rights and property of others.
- Assume responsibility for your child's regular and prompt attendance at school.
- Inform the school promptly of all student absences.
- Encourage your child's efforts to learn.
- Maintain contact with the school and your child's teachers by providing constructive feedback to the staff and administration on a regular basis. Netclassroom is available for this.

### **Expectations for the School**

- Explain school and classroom rules at the beginning of the academic year and review them periodically.
- Clarify learning expectations with the students and parents at the beginning of the academic year and review them periodically.
- Serve as a role model by demonstrating enthusiasm for learning and problem solving.
- Encourage students to take responsibility for their own intellectual, social, emotional, and behavioral growth.
- Create an environment that is conducive to learning.
- Evaluate student progress and provide a formal written progress report in December, March, and June.
- Provide support for students experiencing challenges in their academic and/or personal growth.
- Recognize students for appropriate, positive behavior and achievement.

## STUDENT RIGHTS AND RESPONSIBILITIES

In any community, individuals are granted specific rights that allow them to reach their personal potential within the social group. These rights, however, are not unconditional. They must be accompanied by associated responsibilities. The Student Rights and Responsibilities outlined below provide important reference points to allow students to govern their behavior.

- **STUDENTS HAVE THE RIGHT TO RECEIVE AN EDUCATION.**  
It is their responsibility to listen, to learn, to participate, to complete school assignments, and to graciously accept remedial assistance when necessary. Students must not disturb, disrupt, or interfere with the instruction of their teacher and/or the learning of their fellow classmates.
- **STUDENTS HAVE A RIGHT TO BE TREATED WITH DIGNITY AND RESPECT.**  
It is their responsibility to treat others with respect and polite consideration. Students must not humiliate, tease, or degrade other students, staff, or adults.
- **STUDENTS HAVE A RIGHT TO HEAR AND BE HEARD.**  
It is their responsibility to help maintain a calm, peaceful, and quiet school. Students must not interrupt others when they are speaking. When it is their turn to be heard, it is their responsibility to speak in an appropriate and constructive manner.
- **STUDENTS HAVE A RIGHT TO BE SAFE AND SECURE.**  
It is their responsibility to promote safety and security for others. Students must not threaten, intimidate, or be emotionally or physically abusive toward others. It is their responsibility to report to school personnel any information of a threatening nature or anything that could cause harm to students, staff, or school property.
- **STUDENTS HAVE A RIGHT TO FREE EXPRESSION IN LEARNING ABOUT THEMSELVES AND OTHERS.**  
It is their responsibility to learn about themselves and others in their school. Students may express their feelings and opinions as long as they do so politely and respectfully. Students' self-expression may not damage personal or public property, nor may it interfere with the smooth operation of the classroom or school.
- **STUDENTS HAVE A RIGHT TO BE THEMSELVES.**  
It is their responsibility to respect others as individuals regardless of their race, ethnic or national origin, religion, age, gender, sexual orientation or ability.
- **STUDENTS HAVE A RIGHT TO THEIR OWN PERSONAL SPACE.**  
It is their responsibility to respect the personal property of others and to honor their privacy.
- **STUDENTS HAVE A RIGHT TO ASSISTANCE AND SUPPORT IN LEARNING SELF-CONTROL.**  
It is their responsibility to practice self-control and ask for assistance when necessary. Students must not abuse the rights of others, nor may they stand by and witness the violation of the personal rights of others.

## SIGNATURES ON CONTRACTS, RELEASE FORMS, ABSENCE NOTES, PERMISSION SLIPS, ETC.

All students, regardless of age, will be required to have a parent/guardian signature on all contracts, release forms, absence notes, permission slips, etc.

## GENERAL CLASSROOM DEPARTMENT

Teachers are responsible for managing student behavior during instruction. Students are expected to behave in a manner that maintains the teacher's right to teach, and the student's right to learn. Please refer to classroom rules. (These are posted in each classroom)

## SUSPENSIONS

Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behavior, including, but not limited to:

- Conduct which threatens the safety of students or staff;
- Possession of a weapon on a student's person, or desk, that is dangerous to students or staff;
- Assaulting another student or staff;
- Violating school policies and regulations related to student harassment, smoking, student attendance, and Student Rights and Responsibilities;
- Theft
- Willful disobedience and/or opposition to authority; use or display of improper or profane language;
- Willful damage to school or others' property; interfering with the orderly conduct of class or of the school.



## SMOKING, DRUG, AND ALCOHOL POLICY

THE USE, POSSESSION, OR DISTRIBUTION BY STUDENTS OF ANY CONTROLLED SUBSTANCE OR INHALANT IS STRICTLY PROHIBITED during school or prior to school, anywhere on school grounds, at school bus stops, on school- provided transportation, and at any school-sponsored event. Any student found drinking or under the influence of any controlled substance or inhalant will result in having the parent or guardian called, the student removed from the premises, and expulsion.

ATG Learning Academy has a NO SMOKING policy. Smoking within the building is strictly prohibited. There will be no smoking within the vicinity of the school building. Students who are in possession of cigarettes or tobacco products (loose tobacco, lighters, matches, etc.) will have them confiscated by school staff and the items will be turned over to a parent or guardian at the end of the day.

Smoking and/or being with others involved in the act of smoking in the vicinity of the school will result in parent contact and detention. Further occurrences will result in suspension. Smoking within the school or in the vicinity of the school building will result in an automatic suspension.

## RESPECT FOR THE COMMUNITY

At ATG Learning Academy there is a strong belief in helping students to develop skills and attitudes necessary to contribute in a positive manner to the community. It is expected that our students respect the property, safety, and well-being of our neighbors.

Students who demonstrate disrespect for our neighbors or their property may be required to provide community service to assist them in making a positive contribution to the local community. These students may also lose outdoor privileges.

## SCHOOL DRESS

Students and staff are expected to dress in a manner that demonstrates respect for individuals and the school as a community. The following expectations for dress are in place:

- The type and style of clothing must be appropriate for a school setting.
- Hoods on clothing may not be worn with the hood up covering the head.
- Graphics or text on all clothing must be appropriate for the school setting. Items that feature the use of drugs, alcohol, the occult, or those that are sexually suggestive are not permitted.
- Students and staff are expected to groom themselves in a non-offensive manner that is appropriate for a school environment.
- If a student comes to school dressed in an inappropriate manner, parents or guardians will be contacted and steps will be taken to help the student meet the acceptable standard of dress.

## ACADEMIC ACHIEVEMENT

The goal of ATG Learning Academy is to provide a safe and challenging learning environment that promotes maximum academic achievement for all students. The staff at ATG is committed to helping students achieve their learning goals. This commitment is demonstrated through:

- Report cards and academic testing;
- Net Classroom: a computer based communication forum.
- Regular contact with parents;
- Continued professional development of the staff;
- Use of varied teaching materials and multi-sensory techniques.

## STUDENT SUPPORT SERVICES

ATG Learning Academy has a school psychologist on staff to offer any assistance that the students may need. All staff members are prepared to provide advice and assistance to students when needed. Students should not hesitate to seek help if it is required.

In addition to school personnel, a variety of resources can be accessed to support students. Where necessary and appropriate, referrals can be made to outside agencies. Consultants, social workers, psychologists, and other medical staff can be called upon to assist students and parents with specific concerns.

## ACADEMIC INTEGRITY

Plagiarism/cheating is defined as the copying of someone's work and representing it as your own OR allowing someone to copy your work. Cheating can include copying work while taking a test, quiz, or exam. It includes sharing or copying work for an assignment including, but not limited to, papers, book reports, projects, homework, etc. Plagiarism in any form, whether intentional or unintentional, is unacceptable. Any student found cheating in any capacity or plagiarizing will receive behavioral and academic consequences, which may include:

- Detention;
- Failing grade on assignment;
- Contact of parent/guardian.

## BULLYING

Bullying is strictly prohibited at ATG Learning Academy. By definition, "bullying" is considered to be the use of teasing, taunting, threats, coercion, abuse, intimidation, or repeated harassment against students, school personnel, or visitors.

## COMPUTER USE POLICY

Students are allowed to use computers and computer resources for educational purposes only. They are expected to use such resources in a responsible, ethical, and legal manner. The following uses of the computer and resources are strictly prohibited:

- To facilitate illegal activity;
- To enter any information about oneself, others, or the school without the prior approval of a staff member;
- To download any files or programs, including games, MP3's, other music, or video without the express permission and supervision of a teacher or staff member;
- To purchase or order any items, including stocks and auction items (e.g., EBay or similar websites), without the express permission and supervision of a teacher or other staff member;
- To use profanity or other inappropriate language or inappropriate pictures.

Personal electronics such as portable video games systems and personal computers may be used before school academic hours or after academic hours barring any accommodations necessary for the education. Personal electronics, barring accommodations are free to use ATG's public infrastructure, but are forbidden from being connected to ATG's internal network.

## TEXTBOOKS

Textbooks used in school may be purchased by the student. ATG may be willing to purchase it back for a reduced fee. ATG attempts to keep the cost of books down by purchasing used books whenever possible. If a student would prefer new books, please notify ATG upon the signing of the enrollment contract. If lost, student replaces it.

## TELEPHONE USE

If students need to phone parents/guardians because they are ill or need to leave due to an appointment, they are expected to use the office telephone. A member of the office staff must speak with a parent or guardian before a student will be permitted to leave the premises.

Cell Phones – May not be used.

Upon entering the building, all student cell phones are to be turned off, stored out of sight or turned into the office. Failure to comply will result in the following actions.

- First Offense: The student's cell phone will be held for a period of 1 week.
- Second Offense: The student's cell phone will be held for a period of 1 month.
- Third Offense: The student's cell phone will be held until the end of the school year.

## STUDENT ACHIEVEMENT

### Reporting Student Achievement

There are three formal reporting periods at ATG Learning Academy. Report cards will be issued:

December, March and June mailed

Parent/teacher conferences may be scheduled the week following report card distribution.

ATG requires that family's or guardians must pick up December report cards by attending a parent teacher conference.

### Recognition of Student Achievement

Student successes are recognized in a variety of ways. On daily basis students are encouraged by positive feedback from school staff. Accomplishments will be recognized. School-wide assemblies will be held to provide additional opportunities to recognize and celebrate the positive actions and accomplishments of students.

## FIELDTRIPS

Field trips are a privilege.

- It is the policy of ATG Learning Academy that all field trips will have a minimum of a 4:1 student to chaperone ratio.
- If it is deemed by the staff of ATG Learning Academy that the student presents a behavioral problem or a medical condition that could be detrimental to the education/enjoyment of the other students, the student may be excluded from the trip or a parent/guardian may be required to chaperone.
- No student will be allowed to attend a field trip without a signed permission slip.
- All school policies will be enforced on field trips.
- There will be no refund for any field trip that has been prepaid and we are unable to get a refund.
- It will be the parent or guardian's responsibility to come and retrieve any student causing behavioral problems on a field trip. This student may be excluded from all future field trips.
- If a student decides not to participate on a field trip for whatever reason, or is excluded from the trip because of behavioral problems, he or she will report to school. In the event that the entire school will be attending the trip, other arrangements will be made for the student. Any additional cost associated with these arrangements will be the responsibility of the parent or guardian of the student.

## PARENT VOLUNTEERS

Parent volunteers are welcome at ATG Learning Academy. Volunteers may assist with special events, chaperone fieldtrips, and assist in daily tasks. Please contact either the teacher with whom you would like to help or the school office at (267) 803-1751 to let us know that you would like to help.

## HOURS OF OPERATION

To ensure a safe and positive school community, students must be supervised. Teachers begin supervision at 8:00 AM- until 3:30 PM. Students are expected to arrive and leave the school within a reasonable time.

## ATTENDANCE

ATG Learning Academy expects that students only miss school in the event of illness, medical/dental appointments or a limited range of parent approved extra-curricular activities. In the event of illness or a medical appointment, please contact the office at (267) 803-1751 as soon as possible. Students must bring in a signed note or email from their parent/guardian after an absence. If a note is not received, it will be marked as an unexcused absence.

All students who leave school prior to the dismissal time are required to have a signed note from their parent/guardian as well as a phone confirmation. No student will be allowed to leave without the express permission of the parent/guardian.

Attendance at class is required of all ATG Learning Academy students. In order for students to receive full credit for a course, they must attend class 80% of the time.

Otherwise, students will receive partial credit based on the percentage of attendance (i.e., 75% attendance = 75% credit; 60% attendance = 60% credit, etc.).

Extenuating circumstances will be reviewed by the School Board and action taken accordingly.

### Lateness

ATG Learning Academy students are expected to arrive at school and to classes on time. Punctuality is crucial to ensuring continuous programming for students. It also encourages respectfulness of others and their right to uninterrupted learning. Students who are not ready to participate in instruction at the beginning of an instructional period are considered late.

If the lateness is excused as a result of a medical, dental, or other legitimate appointment or cause, there is no consequence. A parent or guardian must communicate directly with the teacher or the school administration to request that lateness be excused.

### Accident or Illness at School

Students who have an accident or become ill during the school day must notify a teacher or school administrator immediately. Members of the staff are trained in basic first aid and will use their skills to deal with minor mishaps. However, all illnesses and injuries that appear serious in nature will be referred to the parent or guardian as soon as possible so that arrangements can be made to have the student picked up to be taken home or to the nearest medical facility. In an extreme emergency, or when the parent/guardian cannot be reached, an ambulance will be called and a teacher will accompany the student to the hospital until a parent/guardian can be reached.



## ADMINISTRATION OF MEDICATION IN SCHOOL

Prescribed medications which are necessary for the health of a child may be taken during the school day. It is recommended that, whenever possible, all medications be administered at home by the parent or guardian. The first dose of any new medication should always be administered at home to ensure close observation of any adverse reaction. If your physician decides it is necessary for your child to receive a medication during school hours, the parent or guardian may request that the student be permitted to self-administer the physician prescribed medication at scheduled times. The following school policies apply to all medications brought to school:

- The “Permission to Administer Medications in School” form must be completed and signed by the physician and the parent or guardian for all medications both prescribed and over-the-counter.
- Medication must be brought to school in the original pharmacy container with the current prescription label. Upon request, pharmacies can prepare a duplicate container to be used for school.
- All medications must be brought directly to the school office by the parent, guardian, or a responsible adult designated in writing by the parent.
- The school and parent or guardian will develop a care plan to ensure that the dosage is administered as ordered.

Medications are kept in the health room office in a locked cabinet.

## SCHOOL TIMETABLE AND SCHEDULE

ATG Learning Academy operates on an A/B schedule. (For students who are interested in extra tutoring, there are Saturday and Sunday hours for an additional fee above and beyond tuition).

## LUNCHROOM GUIDELINES

Students are expected to be respectful and courteous to others in the lunchroom. Appropriate manners will be reinforced throughout the year. Students are expected to maintain a clean and orderly lunchroom. Students are expected to throw all trash in the receptacle, put all personal items away and wipe any soiled surfaces in order to prepare for the next class. Students must stay in the lunchroom during their lunch period unless given permission to leave from the supervising teacher or staff member.

ATG Learning Academy is a soda, candy, gum, cookies, cakes, brownies, and rice crispier treats free school.

## STUDY HALL

Students who are assigned to a study hall are to remain in the designated area for that period. Students must bring books or other school materials or something to read during study hall.

## RECESS BEHAVIOR

Students are expected to be respectful and courteous to other students, staff and property. Students are expected to treat all outside equipment and play areas with respect. Any student who cannot demonstrate safe and respectful behavior will be sent to the office.

Continuous infractions of school policies and expectations during recess could lead to permanent loss of recess privileges.

## EMERGENCY RESPONSE DRILLS

In an effort to promote the safety of everyone in our school community, ATG Learning Academy requires all students to practice a variety of emergency response procedures throughout the school year. These drills are designed to reinforce appropriate responses to potential emergency situations in the school or its immediate surroundings. These procedures include fire drills, school security alerts, and relocation to a community site.

## EMERGENCY EVACUATIONS

ATG Learning Academy's system of emergency preparedness shall ensure that:

- The health and safety of students and staff are safeguarded;
- There is a minimum disruption to the educational program;
- Students are instructed to respond appropriately to emergency situations.

All threats to the safety of the school shall be identified by appropriate personnel and responded to promptly, in accordance with the plan for emergency preparedness.

Procedures for the handling of school emergencies will include:

- A plan for prompt and safe evacuation of students from school, which shall be practiced on a regular basis;
- A plan for the safe evacuation of a bus or transport vehicle for students using transportation, which shall be practiced on a regular basis;
- A plan for sequestering students in a safe place other than the school (children and staff will meet at the Front of the Freight House Restaurant while at 196 W Ashland Ave Doylestown PA 18901. When relocated to 1061 Greeley Ave Ivyland PA 18974 the school will report to the Ivyland Fire Station 62 Wilson Avenue Ivyland, Pennsylvania 18974 215-675-9333
- The designation of a communications system to alert the whole school community when necessary and to notify parents of the evacuation of students;
- The immediate notification of appropriate administrative personnel whenever any employee becomes aware of an emergency or impending emergency;
- Cooperation with local agencies, such as the police department, fire department and civil defense.

## Visitors to the School

ATG Learning Academy requires that all visitors report to the office immediately upon entering the building.