

# **PARENT/STUDENT HANDBOOK**

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**Y O U N G   S C H O L A R S   O F   C E N T R A L  
P E N N S Y L V A N I A**

**Charter School**



**Excellence in Education**

**2014-2015 School Year**

**[www.yscp.org](http://www.yscp.org)**

Dear Parents and  
Students,

Welcome to the 2014-2015 school year at Young Scholars of Central PA Charter School (YSCP)! The administrative team is excited about this school year, and the staff at YSCP is caring, competent, dedicated and willing to work with you to ensure that your child receives a superb education. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of YSCP is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work, learn, and play together in harmony.

YSCP is a reflection of us all. Our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in your school by getting involved in the classroom and participating in clubs and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we operate. Read it carefully, discuss it, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you with the information that will make your year purposeful and rewarding in every respect. Keep this handbook handy as a reference throughout the school year.

On behalf of the entire YSCPCS staff and community, best wishes for a great 2014-2015 school year!

Sincerely,

**Board of Trustees**

Wendy J. Whitesell

Dr. Ann Kusnadi

Dr. Omer Gul

Stewart Combs

Dr. Patreese Ingram

Dr. Aydin Alptekinoglu

## **Mission Statement**

Young Scholars of Central Pennsylvania Charter School (YSCPCS) seeks to establish, in Centre County, a unique, proactive alternative to traditional public education which provides an ideal “international” environment for the intellectual and social development of its students.

YSCPCS focuses on two student constituencies: those whose native language is not American English, during their transition into the American educational system and culture, and those native speakers of American English who wish to engage a curriculum which fosters a global perspective and promotes appreciation and understanding of world regions, cultures, and global issues.

Through an innovative language immersion program, which relies heavily on a rigorous academic curriculum for mastery of core knowledge and skills, YSCPCS seeks to develop students who are conversant in at least two major world languages (in addition to English), who understand the interdependence of the world’s peoples, and who attain proficiency not only in basic academic subjects, but also in knowledge of other countries, their people, and their roles in influencing world history and present international issues.

This school recognizes that academic abilities range from the intellectually gifted to the academically challenged. Each student will be encouraged, through adaptations or additions to individual programs of study, to strive for his or her maximum potential. The educational environment includes families, teachers and students communicating on a regular basis to assess and optimize students’ successes and to incorporate activities which contribute to complete personal, social, physical and esteem development.

At YSCPCS all areas of the Pennsylvania Academic Standards will be addressed and provide excellent academic foundation. To measure, verify, and monitor student progress, from the outset, formal testing will begin in the early months of each year. This ongoing process will ensure proactive attention to individual and student-cluster needs.

Specific areas of emphasis included: Language for proficiency in the English language and two other globally significant languages; Math and Science to comply with Pennsylvania State Standards (PSS) and to establish the foundations for careers in these areas; Technology integration for computer-assisted learning and to establish the foundations for accessing technology throughout life; Academic Motivation and Competition for instilling positive attitudes toward achieving excellence and the rewards of “lifelong love of learning”; Personal-Social Development for development of individual-social, and academic-behaviors which encourage leadership, independent thinking, problem solving, conflict resolution, and positive peer interaction.

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## **STUDENTS' RIGHTS**

- ✓ To feel safe in the school environment
- ✓ To take full advantage of the learning opportunities
- ✓ To work in an environment free from disruptions
- ✓ To express their opinions, ideas, thoughts, and concerns
- ✓ To have a healthy environment that is smoke, alcohol, and drug free
- ✓ To use school resources and facilities for self-betterment under appropriate supervision
- ✓ To expect courtesy, fairness, and respect from all members of the community
- ✓ To be informed of all expectations and responsibilities
- ✓ To take part in a variety of school activities
- ✓ To have the right to due process

## **STUDENTS' RESPONSIBILITIES**

- ✓ To be caring and honest
- ✓ To do his or her best to learn and master all he or she can
- ✓ To respect school rules, regulations, and policies
- ✓ To be sure that personal expressions do not interfere with the rights of others
- ✓ To follow state law and school policies concerning substance abuse
- ✓ To respect and protect the personal and property rights of others and of the school
- ✓ To treat all members of the community with full respect, fairness, and courtesy
- ✓ To abide by all the expectations of the school and its community
- ✓ To follow the prescribed guidelines for participation in school activities
- ✓ To adhere to due process procedures

# 1. INTRODUCTION

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To achieve our mission, every member of the YSCP must respect the rights of all members of the community. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for the behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a “Student/Parent” Handbook, it is written to you. Each section begins with a general description of the topic, and then provides additional detailed information.

## *School Calendar*

The academic school year generally parallels that of the State College Area School District—September to June, with the exception of snow day makeup days. Because each YSCP school day is longer than that of other elementary schools in the district, adding days to the end of the year is unnecessary. Classes will begin on Tuesday, August 26th and the last day of classes will occur during the first week of June, (last day for students: June 3rd. School holidays, inclement weather closings, in-service days, parent-teacher conferences, etc. generally match the school district schedule. A detailed calendar including scheduled YSCP events will be available and updated on the YSCP website, and a hard copy will be available as well.

## *School Closing*

- If bad weather or some other emergency necessitates a school closing, it will be announced on WJAC, WPSU, and WTAJ television channels besides our school website [www.yscp.org](http://www.yscp.org).
- A telephone message from the school’s emergency alert system, Alert Now™, will announce school emergencies and closings to the number you provide. Please keep this information updated with the school office.
- Our school number is (814) 237-9727
- Parents should always have an emergency plan in place on record at school should there be an early dismissal.
- If school is dismissed early due to an emergency, there are NO extracurricular activities.

## *Hours of School Operation*

The school day runs from 8:00 a.m. to 5:15 p.m. with supervised early arrival for students of working parents beginning at 7:45 a.m. Regular instruction hours for students run from **8:20 to 3:07**. The period between 3:10PM and 3:50PM is study hall and snack break for students staying for extended day. The Extended Day Program will run from 3:50 to 5:15. Students who are not staying for Extended Day will be called to Multi-Purpose Room (MPR) at 3:25PM for pick-up. While the Extended Day Program is optional, parents are strongly encouraged to allow children the benefit of additional instruction, enrichment, and remediation available then. School bus transportation is available in the morning and at the end of regular hours. Children who are not staying for Extended Day must be picked up promptly at 3:25 in the lobby if they are not using bus transportation.

## 2. ATTENDANCE POLICY

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Every student should attend school regularly unless there is a lawful reason for not to do so. This is critical to your child's academic success and emotional well-being. By the same token, there are reasons that a child can miss school for example: a sick child cannot learn, exposes others to contagious illnesses, and recovers faster and better with bed rest at home.

### *Categorizing Absences: What is Unlawful Absence from School?*

According to state regulations, YSCP is responsible for monitoring and maintaining records of the attendance of students. All absences will be treated as unlawful until YSCP receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students must submit the written explanation within three calendar days of the absence and if they fail to provide a written excuse within three days of the absence, the absence would be permanently counted as unlawful. The PDE recommends that schools immediately inform parents in writing upon each incident of unlawful absence. Pennsylvania law broadly defines absences as excused when a student is prevented from attendance for mental, physical, or other urgent reasons. Many school districts, including YSCP, consider **illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel with prior approval** as the only lawful absences.

### *Absences Accrued Due to Chronic Tardiness*

**It is the policy of YSCP that students who are tardy three times without a valid excuse shall be counted as having one unlawful absence.** Valid excuses are identical to those listed above. **Parents must sign students in when they are tardy and fill out a tardy slip with a legitimate excuse to be given to their child's teacher. Please do not drop your child off late without filling out the form.**

### *Cumulative Lawful Absences*

**A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days require an excuse from a physician.** Under Section 11.24, students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the excuse is legal or the Student's school district of residence is pursuing compulsory attendance prosecution.



### ***Charter School Responsibilities***

Charter schools must report to the student's school district of residence when a student has accrued three or more days of unlawful absences. It is the responsibility of the school district to enforce the compulsory attendance laws in accordance with the Public School Code. However, charter schools should also follow PDE's Recommended Responses to Unlawful Absences for the first, second and third unlawful absences including the school/family meeting and implementation of a plan. Charter schools should also refer the child to the county children and youth agency.

### ***School District Response to Charter School Absences***

Under compulsory attendance laws, the parents/guardians of a student who has accumulated three unlawful absences are to receive notice stating any subsequent unlawful absences will result in a citation being filed with the magisterial district judge. The school district of residence should send the notice to parents/guardians immediately upon notification of the third unlawful absence by a charter school. It is recommended that such notice be sent through certified mail. Future unlawful absences should be filed with the magisterial district judge. Charter schools and cyber charter schools must cooperate with school districts by providing necessary documentation for the truancy filings, and attending the hearings to provide testimony, if necessary.

### ***Changes in Your Child's Dismissal Routine***

If your child needs to leave school early, or if there is to be a change in transportation at dismissal time, please notify the teacher and office ahead of time. If we do not receive a note or phone call from a parent, your child will be dismissed according to his/her normal dismissal plan. For your child's safety, he/she will never be released to anyone who is not pre-approved in writing by a custodial parent or guardian.

Children who use bus transportation provided by the Local School District will be sent home on the bus unless a parent, guardian, or designee arrives prior to the departure of the bus to pick him or her up after regular school day.

If you plan to be out of town, please notify the school, and be sure that the person you have named to be called in case of emergency is available. The office must always have a number to call in case of emergency.

### ***Arrival and Dismissal***

Due to a high level of interest expressed on the part of many parents, YSCP offers free before school care. If you choose to bring your child to school rather than use school district transportation, staff will be on hand to supervise beginning at 7:45 AM. If you are transporting your

child, please observe all traffic signs and patterns. No cars may enter the bus lane at the front of the school during posted times that buses will be using it. Please park in the lot and walk your child into or out of the building.

FOR SECURITY, DOORS REMAIN LOCKED DURING SCHOOL HOURS. CHILDREN ARRIVING AFTER 8:20 a.m. MUST BE ESCORTED INTO THE SCHOOL THROUGH THE MAIN DOORS AT THE FRONT OF THE BUILDING.

If you need to pick up a child at any time other than regular dismissal at **3:25 or 5:15 PM**, please stop at the front desk and sign out in our “Late Arrival/Early Dismissal” book. You will also need to write an excuse giving a reason for your child’s absence from regular school hours. If you are bringing a child to school late, please stop at the front desk to sign in and fill out a tardy slip. The only valid excuses for tardiness or early dismissal are the same as those for absences.

YSCP takes your child’s safety and security very seriously. We appreciate your support of our efforts.

### **LUNCH**

School lunches may be ordered and will be delivered to YSCP each day, beginning August 27<sup>th</sup>. Lunch menus are posted in the Centre Daily Times and will also be sent home with students. Parents may pay YSCP for lunches and track each child’s account via

- our online system ,
- by cash, or
- by check made out to Young Scholars of Central PA Charter School.

## **3. CHARACTER EDUCATION PROGRAM AT YSCP**

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Young Scholars of Central PA offers a character education program for building good character, bringing out the best in our students, and ensuring that they acquire the basic life skills that will guide them to lifelong success. The objective of the Character Education Program at YSCP is to encourage students to take responsibility for their actions, to familiarize them with good character traits, to place role models before them and to help develop good citizens with high moral values. During the year, we will put into practice a well-structured character education plan by means of the Character Education class which will be half hour per week for each grade. The curriculum for the Character Education Program at YSCP has been built using the following widely-used and approved resource guides: Project Wisdom, Character Counts and Heartwood Institute. To enrich the program, throughout the year we will have special activities and events such as guest speakers from the community and awards and certificates to recognize good behavior. We ask for your valuable and indispensable support and involvement in implementing a successful plan that will benefit our students, our school and our community.

Childhood is a period of time when individuals have imperfect impulse control. Our goal is to encourage children to think about their behavior and see it as a choice that carries

consequences, rather than rewards or punishments. Every poor choice is followed by the option to change, and the consequence for not doing so may be clarified by an adult. That way, the child retains responsibility for the outcome: consequences are under the child's control and are self-imposed. Making amends is a way of permitting the child to maintain his or her self-esteem, because while a behavior is unacceptable and the damage must be repaired, the child is not "bad". If a student continually makes poor choices, teachers will work with parents to help the child make better ones.

## **4. HEALTH AND SAFETY**

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### ***Emergency Plans***

Student safety is a top priority at YSCP. The following emergency procedures are practiced at regular intervals so that students and staff are always prepared. Drills take place during regular and extended hours.

### ***Emergency Procedures: Fire Drills***

A map is posted by the door in each classroom and the Multi-Purpose Room, along with a student roster. The rule of thumb is, regardless of where students are in the building, they should leave by the nearest available exit. All classes move away from the building toward the playing field, where teachers double-check class lists and account for all students. The same procedures apply during Extended Day Program hours. The Extended Day Coordinator is responsible for teaching volunteers the procedures and checking the building.

### ***Emergency Procedures: Evacuation Drills***

Should the building need to be evacuated due to unsafe conditions, students may have to walk to another location off of school grounds. That location will be announced over the PA system. All other procedures are identical to those for a fire drill. If students are not permitted to return to the building, teachers are prepared to contact parents or an emergency contact person. The same procedures apply during Extended Day Program hours. The Extended Day Coordinator is responsible for teaching volunteers the procedures and checking the building.

### ***Emergency Procedures: Lock Down***

The school has a lock down procedure in place and lockdown drills are periodically run through with staff and students. The same procedures apply during Extended Day Program hours. The Extended Day Coordinator is responsible for teaching volunteers the procedures and checking the building.

### ***Emergency Procedures: Tornado Drills***

An announcement will be made over the PA system that all students should move to the interior hallways and assume a protected face-down position, on knees and elbows, hands

clasped behind their necks. Lights should be turned off and doors closed by a teacher, who should be the last to leave the room. Teachers take the student roster and do a head count once they are out of the classroom. The same procedures apply during Extended Day Program hours. The Extended Day Coordinator is responsible for teaching volunteers the procedures and checking the building.

## **5. Illness, Injury, and Medication Policies**

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### **ILLNESS OR INJURY DURING THE SCHOOL DAY**

In the case of a serious accident or injury, parents, guardians or the emergency contact person will be notified immediately and authorized medical attention will be given. For a very minor injury, the child will be treated in accordance with first aid procedures. Generally, this simply means cleaning a scrape or scratch with warm water and soap and covering it with a band aid. You will be informed immediately of any accident or injury, no matter how minor, affecting your child's head or neck. Injuries other than those requiring minimal first aid are recorded on an accident form.

Students follow these steps if they become ill or are injured during the school day.

- Report to the Main Office.
- Parents or emergency contacts will be called if their child needs to go home. In the event of severe emergency, a staff member will call 911 if such action is warranted for the welfare of the child.

### **MEDICATION POLICY**

A new doctor's order for administering medication at school is required at the start of each school year, even if the same prescription was administered the previous year. The medication that is allowed to be kept at school is an inhaler for asthma and/or an epipen.

We will not dispense medications of any kind with the exception of the inhaler and epipen. If your student needs to take medication, please give the medication at home or a parent must come to school to administer each dosage. Students are not permitted to keep medications of any kind (prescription or over the counter) on their person or in their lockers during the school day. Any medications will be kept in the office and students must report to the office to use it.

### **HEALTH AND WELLNESS**

The Pennsylvania Department of Education required all schools to have a Wellness Plan in place by September 1, 2006. This is an initiative to implement recognized nutrition, physical education, and physical activity goals in all K-12 schools. YSCP has a physical education program in place, and teachers build physical activity into their schedules throughout the day. Clubs promoting physical activity are part of the Extended Day program. Every student participates in a 20 minute recess at lunch time, held outdoors unless the weather is inclement or the temperature drops below 28 degrees. All children are expected to participate—if your child

is not well enough to go out for recess, s/he is not well enough to be in school. Please dress your child for the weather.

You can support the efforts of YSCP to promote student health and wellness by sending healthy, balanced meals and snacks.

## **6. OTHER PROCEDURES**

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### **Lockers**

Starting from second grade each student will be assigned a locker for his/her individual use at YSCP. This locker is for storing books, coats, and personal items necessary for school. The lockers shall not be used to store valuable items you bring from home. YSCP is not liable or responsible for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. Do not trade lockers with another student. Do not let another student share your locker. It is student's responsibility to see that your locker is kept locked and in order at all times. Students should report any damage, vandalism or non/working condition of your locker to the office immediately. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Periodic locker checks will be made by YSCP staff to ensure that lockers are kept clean and orderly.

Lockers and desks are the property of the school and may be inspected at any time by proper school authority. A student and/or the student's belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that student will result in evidence that the student violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school authorities.

Prior to a locker or desk search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker or desk contains materials that pose a threat to the health, welfare or safety of students or staff in YSCP, student lockers or desks may be searched without prior warning or notification.

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

### **Lost and Found**

If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the lost and found. Every month unclaimed lost items will be sent to a charity and the school is no longer responsible for the missing items.

Labeling all removable clothing and items students bring to school will eliminate much of

this problem and prevent you from having to replace expensive belongings.

### **Phone calls**

Teachers will not allow students to make phone calls during class time from anywhere. Students may make phone calls from the main office with staff permission. If there is a phone call that needs to be made it can be done during lunch-time or after school.

Parents calling the school during normal school hours to speak with their child are restricted unless it is an emergency. Messages will be delivered by the last period. Messages taken after school hours will be given to the child whenever possible by paging the child to the main office to pick it up.

### **Personal Electronics**

Personal cell phones, iPods, tablets, cameras, video game devices, etc. are not permitted to be used during the school day. Devices are permitted to be used when arriving at school until the 8:10 AM bell to go to homeroom. Devices are then to be turned off and kept in a student's locker or backpack until they leave the building. Unless a teacher offers a special "electronics reward" students may not use their devices during recess, study hall, dismissal time, or during extended day.

A first offense violation of this policy will result in confiscation of the student's personal device and it will be taken to the CEO. Students may pick up their device from the CEO at the end of the school day. A second offense will result in the device being confiscated, taken to the CEO, and a parent/guardian will have to pick up the device.

Students caught using their devices during dismissal time and the device is not confiscated will still be issued a first offense. Subsequent offenses will result in confiscation and a parent will need to pick up the device.

### ***Lunch Periods***

All students will remain at school during the lunch period. Students may pack a lunch or buy a lunch at school.

### ***Payment Collection Procedures***

Parents pay for lunches in advance, preferably by the month. Our system determines the meal counts by category and prevents the overt identification of students receiving meal benefits.

### ***School Activities***

YSCP will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

## **Field Trips**

Field Trips offer exciting ways to learn. YSCP students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, students will be expected to follow these rules:

- Students must bring the Field Trip Permission Slip signed by your parents or guardian to school by the specified date. No phone calls or emails will be accepted as permission.
- Students must abide by YSCP Code of Student Conduct while on the field trip.

## **Chromebook Policies and Violations of Expectations**

The Chromebook Policies were outlined in the “Chromebook Use Policy and Procedures” document. Students who violate Chromebook policies as outlined in the document or a teacher’s specific daily policies will receive the following consequences:

- First time rule violation: Warning
- Second time rule violation: 24 hour loss
- Third time rule violation: 1 week loss and parent notification form sent home
- Fourth time rule violation: 1 month loss and parent notification form sent home
- Fifth time rule violation: Office Referral

## **7. STUDENT SERVICES**

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### **Special Education**

YSCP provides special education services, including learning support for students with disabilities and contracts with IU#10 for occupational therapy, physical therapy and speech & language therapy. When a struggling student does not respond to classroom interventions, adaptations, and accommodations, a parent or teacher may request an evaluation to determine if a student is eligible for a Section 504 Plan or for services under the federal Individuals with Disabilities Education Act. An Individualized Education Plan is developed by a team including teachers, specialists, parents or guardians, and others as appropriate. The plan details additional instruction and other services, either in or outside the regular classroom, specifically tailored to the child’s needs.

Instructional strategies might include the use of manipulatives, emphasis on visual over auditory learning, repetition, mnemonics, assistive technology, and so on. Frequent assessment guides instruction to determine the effectiveness of chosen strategies, which are adjusted as necessary to the student’s needs. Small class size and the presence of two teachers in each room, enables YSCP to provide individualized instruction congruent with the requirements of a student’s Individualized Education Plan.

A full description and explanation of parent/student rights and resources with respect to Special



Education services is available at the front desk of the school and on the school website.

**The Annual Public Notice of Special Education Services can be found at:**

[http://www.yscp.org/new/index.php?option=com\\_content&view=article&id=41&Itemid=177](http://www.yscp.org/new/index.php?option=com_content&view=article&id=41&Itemid=177)

### **English as a Second Language**

Students who learn English as a second language or who come to school with limited proficiency in English are evaluated for inclusion in the ESL program, which provides small group instruction in English grammar, vocabulary, writing, and other skills that support academic success. Instruction is coordinated with each student's regular curriculum, but also emphasizes essential communication skills that support social interaction.

### **Health Screening**

Students receive routine health screening annually, in keeping with PA Dept. of Education requirements.

## **8. EXTENDED DAY PROGRAM**

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The Extended Day program of YSCP is a privilege to its students. It serves students by providing quality educational, vocational, recreational and social programs. Specifically, extended hours support children in their learning of world languages, achieving their full potential in core subjects and enriching their lives with various activities according to their interests and talents. There is a minimal fee for Extended Day, and it is open to all students. In order to achieve the vision of global citizens who are proficient in two world languages, science and math and use of technology, we strongly encourage your child's participation during extended hours.

The following list is a sampling of clubs that will be offered during the year. We expect children to participate in Spanish and/or Chinese Clubs to strengthen their skills and fluency levels.

- Spanish, Chinese and Turkish Clubs will use a variety of games and activities to promote Spanish, Chinese and Turkish language skills.
- Almost Any Weather Walking Club will provide regular exercise for students, interested parents and staff members to promote health and wellness.
- Math Club will use a variety of games to promote skills and thinking strategies.
- Science Club is for students with an interest in science who will be given an opportunity to experience hands-on activities and experiments in the various areas of science.
- Martial Arts Club teaches students beginning skills and philosophy of self-defense.
- Arts & Crafts Club is for students with an interest in art, who will work with



different methods and materials not usually experienced in art class.

- Computer Club is for students with an interest in computer technology. They will learn new skills and practice those previously learned.
- YSCP Newsletter Club is for students who are interested in publishing.
- Sports Club is for those with an athletic inclination and who wish to engage in sports activities.
- Reading Club will involve various reading activities such as silent reading, book sharing, dramatic expression etc.
- Community service activities teach social responsibility within the school and beyond.
- Turkish Folk Dance Club will introduce students to basic dance steps and prepare them to perform during school celebrations.
- Homework Club provides time with adult support available for students who prefer to do homework after school rather than in the evening.
- Other clubs may be formed throughout the year if interested parents offer to share a skill, talent or interest with our students.

The program does not operate during weekends, school vacation and holiday periods, teacher in- service days and other days as listed in the academic calendar.

### **Snacks**

Students will be provided with a light snack, or they may bring one for extended hours snack time. Snack examples include crackers, string cheese, popcorn, fruit, and juice. Since some students have severe food allergies, please remind your child that sharing food is not allowed.

In keeping with the requirements of the YSCP Wellness Policy, please avoid sending soda or sugary snacks.

Extended day lessons and activities will be provided by staff members, volunteers and tutors (Penn State graduate and undergraduate students in the field of education). Some clubs will prepare children for local, regional, national, and international competitions. Students may participate in certain clubs for a set period of time and others will run for the entire year.

### **Registration for Clubs and Other Activities**

There will be open registration for activities for kindergarten through eighth grade students during the first week of school (August 27<sup>th</sup> through September 1<sup>st</sup>, 2014). After this initial period, the registration will close unless the individual clubs can adequately serve additional

students. If a preferred club is full, students can be put on a waiting list and given the opportunity to choose from other clubs depending on their needs and interests.

Participation in the Extended Day Program is highly recommended, though not compulsory. However, once a child has enrolled in a club, regular attendance is mandatory to maintain enrollment. Missing more than 3 sessions may result in the child being removed from the club so that other students may have an opportunity to participate. Parents who choose not to have their children participate pick them up promptly 3:15.

**It is important to remember that the Extended Day Program is not childcare, and YSCP does not offer after-school childcare per se. Students who demonstrate by their behavior that they really do not wish to participate in clubs disrupt the program for other students, teachers and volunteers, and will be unenrolled. The Extended Day Coordinator is responsible for making this decision and will consult with parents or guardians should the need arise.**

## **VOLUNTEERS**

YSCP has an active and extensive volunteer program for extended hours activities (3:50-5:15 daily), and depends upon the interest and participation of parents and other adults to provide enrichment and club activities for students. The Extended Hours Coordinator and staff will provide training and guidance for volunteers as needed. Volunteers need to sign in at the front desk and get a volunteer tag each day. While regular volunteering is most appreciated, occasional participation is also helpful. Please consider participating in this vital part of the YSCP program.

## **VISITORS**

Visitors are welcome to observe classroom activities but you must first obtain approval from the CEO for access to the school facility during school hours and for school sponsored activities during and after school hours. Please be advised that School Administration have discretion to disallow a parent/guardian's presence if same has caused disruption or problems at the School previously. Please understand and respect that teachers may not be able speak with parents who just walk in to speak with them in the mornings, at lunch or during dismissal. These are huge transition times where teachers need to have their full attention on the students for the safety of all our students. Please make an appointment so teachers can give their full attention to you. You may arrange an appointment to talk with your child's teacher by calling the school office, sending a note with your child, or emailing the teacher.

If you bring something for your child during the day, please leave it at the front desk. If you are here to visit or work in a classroom, please stop by the front desk to sign in and obtain a visitor or volunteer tag.

Visitors for educational reasons are welcome at YSCP. Visitors must register with the office when they arrive. Parents also must check in at the office. Parents/students wishing to bring visitors to YSCP must complete the Student Visitor Form and receive approval from the office at least one (1) school day in advance. Do not bring guests to school without prior arrangements.

## **9. HOMEWORK GUIDELINES**

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Homework reinforces what has been learned in class, prepares students for upcoming lessons, extends and generalizes concepts, teaches responsibility, and helps students develop essential study habits. Assignments are adjusted as necessary to meet the needs of individual learners and learning styles. Homework is one vehicle for home-school communication, and parents can assist in making it a positive experience for their children.

Some assignments must be completed at home, such as reviewing for a test or quiz, preparing a long-term report or doing an assignment that involves parent, family or community participation. Others may be completed during study hall and/or extended hours, so that the evening hours are free for family time. Students have the option of choosing Homework Club, where they can work on assignments before leaving school and receive help if needed. However, it is up to parents and students to reach an agreement on where homework should be done. Homework Club provides a period of time to work in a quiet, distraction-free environment. Finishing homework during extended hours is not mandatory, and parents should check to make sure it has been completed each day.

A simple way of calculating how long homework should take is to allow approximately 10 minutes multiplied by your child's grade level beyond kindergarten. Thus, for everyday assignments a first grader may have approximately 10 minutes of homework, a third grader may have 30 minutes, and a sixth grader may have up to 60 minutes. If, after that allotted time of consistent effort your child has not completed his or her assignments, please ask the child to stop and make a note to that effect directly on the homework assignment or in the assignment notebook. It is the child's responsibility, with parental guidance, to complete long term assignments over a given time span, not at the last minute. A daily minimum of 15-30 minutes of at-home recreational reading (or being read to) is strongly advised for all students.

### **PARENT-TEACHER COMMUNICATION**

Parents are advised to contact the classroom teacher directly should a concern or issue arise, in the belief that most problems are best solved by those directly involved. A simple phone call is enough to clarify or resolve most matters. If a concern is not addressed to everyone's satisfaction, Administration will provide further assistance. The staff welcomes your input and feels strongly that education is a team effort.

### **HOME VISITS**

YSCP has a home visit program. In order to foster a strong and cooperative home/school relationship, teachers will make home visits to as many families as time allows. This is an opportunity for your child to forge a stronger bond with his or her teacher, and for you to visit with the teacher outside of school, in a more social and relaxed atmosphere. Please be assured that the teaching staff will do our best to plan to visit every family at least once during these crucial elementary school years.

## FORMS AND PERMISSION SLIPS

A number of important forms are sent home at the beginning of the school year. These are required to assure the health and safety of your child, and to make your preferences known to the school with respect to optional opportunities and activities. Please return all required forms immediately and keep the others on file for use as needed. If an additional copy of a form is needed, please contact the school administration immediately.

## 10. DISCIPLINE POLICY

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YSCP values the dignity of all members of the school community at all times. We respect the rights of students to make choices and help students to understand consequences of those choices. Students are taught decision-making, problem-solving and conflict resolution skills to develop their ability to make sound choices.

The core of our discipline policy is two-fold: to hold students accountable for their behavior and to help them understand that good behavior is a matter of making wise choices. To the extent that this policy is successful, children will develop into responsible citizens who understand what socially acceptable behavior is and act accordingly because they care for each other and respect the adult who care for them.

### **School Wide Positive Behavior Interventions and Supports Program (SWPBIS)**

We are implementing a new school wide behavior plan this year known as SWPBIS. There are several goals of this program. The first goal of this program is to have a defined set of rules that are clear and consistent, are consistently conveyed to students and consistently enforced. We now have four basic rules at YSCP. They go along with the acronym “OWLS” and are as follows:

**O**wn Your Actions

**W**ise Choices

**L**ead the Way

**S**afety First

The defining characteristics of each of these expectations in different locations in the school has been defined by the SWPBIS Committee and taught to the students. You will now see “OWLS” signs up all over the school reminding students of the expectations in each location. These expectations are the same for students throughout the building and are well known by all staff. Students can be acknowledged for their conduct by any staff member anywhere in the building. This helps ensure consistency in rule enforcement by all staff members and students are aware that they can be caught meeting our expectations no matter who is watching. Expectations specific to the OWLS are detailed on the following pages.

### YSCP Behavior Matrix- YSCP OWLS give a hoot about behavior!

	Classroom	Hallway	Stairwell	Restroom
<b>Own Your Actions</b>	<ol style="list-style-type: none"> <li>1. Be supportive of peers</li> <li>2. Help put away materials</li> <li>3. All personal electronics (cell phones, ipods, etc.) put away from 8:10AM until -your dismissal</li> </ol>	<ol style="list-style-type: none"> <li>1. use piano voice level</li> <li>2. go directly to assigned area</li> </ol>	<ol style="list-style-type: none"> <li>1. Keeps hands and objects to yourself</li> </ol>	<ol style="list-style-type: none"> <li>1. Clean up after yourself</li> <li>2. Flush the toilet</li> </ol>
<b>Wise Choices</b>	<ol style="list-style-type: none"> <li>1. Follow directions the first time</li> <li>2. Follow teacher instruction on voice level</li> </ol>	<ol style="list-style-type: none"> <li>1. quiet feet</li> <li>2. use appropriate language (use kind words)</li> <li>3. speak politely</li> <li>4. respect personal space</li> <li>5. wait for adult before entering classroom</li> </ol>	<ol style="list-style-type: none"> <li>1. WALK!</li> <li>2. Use kind words</li> <li>3. Be considerate of others</li> </ol>	<ol style="list-style-type: none"> <li>1. Respect yours and others' privacy- check stalls before entering</li> <li>2. Use piano voice level</li> <li>3. Wait your turn</li> <li>4. Use only assigned bathroom</li> <li>5. Respect your school property- only lock stall when using</li> <li>6. Restrooms are not for hiding/playing in</li> </ol>
<b>Lead the Way</b>	<ol style="list-style-type: none"> <li>1. Be attentive</li> <li>2. Try your best</li> <li>3. Raise your hand and wait to be called on</li> <li>4. Use kind words</li> <li>5. Complete your work (on time)</li> </ol>	<ol style="list-style-type: none"> <li>1. be aware of surroundings and others- do not block others' way</li> <li>2. set a good example for others</li> <li>3. after bell has rung, if teacher is not present, inform another adult</li> <li>4. smile and wave (elementary)</li> </ol>	<ol style="list-style-type: none"> <li>1. Piano voices</li> </ol>	<ol style="list-style-type: none"> <li>1. Be in your own space</li> <li>2. Get back to class quickly</li> <li>3. Report supply needs to an adult</li> </ol>
<b>Safety First</b>	<ol style="list-style-type: none"> <li>1. Keep chairs flat on floor</li> <li>2. Sit in your seat</li> <li>3. Keep hands/feet/objects to yourself</li> <li>4. Always walk</li> <li>5. All medications must be checked into the office when you arrive at school.</li> </ol>	<ol style="list-style-type: none"> <li>1. walk on right</li> <li>2. stay with class</li> <li>3. hands, feet, and objects to self</li> <li>4. do not open outside doors</li> <li>5. face forward</li> <li>6. close lockers quietly</li> </ol>	<ol style="list-style-type: none"> <li>1. One step at a time</li> <li>2. Stay to the right</li> <li>3. Hallway and outside doors stay closed</li> <li>4. Lights stay on</li> </ol>	<ol style="list-style-type: none"> <li>1. Wash your hands with soap and water</li> <li>2. Feet are the only body part on the floor</li> <li>3. Place paper products in appropriate containers</li> <li>4. Walk to the bathroom</li> <li>5. Keep water in the sink</li> <li>6. Use 2 pumps of soap</li> </ol>

## YSCP Behavior Matrix- YSCP OWLS give a hoot about behavior!

	Library/Tech Class	Field trips	Extended day	office	Assemblies
<b>Own Your Actions</b>	<ol style="list-style-type: none"> <li>1. Use sticks only for marking book spots</li> <li>2. Clean area</li> <li>3. Return books on time</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow directions</li> <li>2. Electronics only with permission</li> </ol>	<ol style="list-style-type: none"> <li>1. Leave things as you found them</li> <li>2. Use kind words</li> <li>3. Keep hands/feet/objects to</li> </ol>	<ol style="list-style-type: none"> <li>1. Make sure your items go with you</li> <li>2. Come to office only with teacher permission</li> <li>3. Get a pass at office to return to class</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay in your seat</li> <li>2. Use kind words</li> <li>3. Wait for your class to be dismissed</li> </ol>
<b>Wise Choices</b>	<ol style="list-style-type: none"> <li>1. Treat books and equipment properly</li> <li>2. Use kind words</li> <li>3. Use only clean hands</li> <li>4. No food/drink</li> <li>5. Respect teacher areas- no touching whiteboard or librarian desk</li> </ol>	<ol style="list-style-type: none"> <li>1. Use kind words and appropriate language</li> <li>2. Respect ALL chaperones</li> <li>3. Follow bus/transportation rules</li> </ol>	<ol style="list-style-type: none"> <li>1. Put your belongings in a p p r o p</li> </ol>	<ol style="list-style-type: none"> <li>1. Be respectful of office staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay silent during presentations</li> <li>2. Respect personal space</li> <li>3. Respond appropriately</li> </ol>
<b>Lead the Way</b>	<ol style="list-style-type: none"> <li>1. Piano voices</li> <li>2. Help others who need it</li> <li>3. Follow teacher directions</li> <li>4. Be ready to learn</li> </ol>	<ol style="list-style-type: none"> <li>1. You represent your school with your actions</li> </ol>	<ol style="list-style-type: none"> <li>1. Go directly to assigned area a f t</li> </ol>	<ol style="list-style-type: none"> <li>1. Students may use the back phone only with permission</li> </ol>	<ol style="list-style-type: none"> <li>1. Pay attention to speaker</li> <li>2. Raise your hand to speak</li> </ol>
<b>Safety First</b>	<ol style="list-style-type: none"> <li>1. Sit properly</li> <li>2. Close computers gently</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay together</li> <li>2. Be sure your chaperone knows where you are</li> </ol>	<ol style="list-style-type: none"> <li>1. Do not leave clubs without permissio</li> </ol>	<ol style="list-style-type: none"> <li>1. Be aware of your surroundings</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow teacher directions</li> </ol>

### YSCP Behavior Matrix- YSCP OWLS give a hoot about behavior!

	Lunch	Middle School Indoor Recess	Elementary Indoor Recess	Outdoor Recess
<b>Own your actions</b>	<ul style="list-style-type: none"> <li>• Use your time wisely—eat!!</li> <li>• walk</li> <li>• (MUSIC VOICE LEVEL- mezzo forte/mezzo piano)</li> <li>• Wait patiently, carry food carefully</li> <li>• Be attentive and follow directions</li> <li>• Raise your hand if you need help</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of your surroundings and others</li> <li>• mezzo forte/mezzo piano VOICE LEVEL</li> <li>• Keep activities and equipment in the appropriate area</li> <li>• Be attentive and follow directions</li> <li>• Line up quickly and quietly when you hear the whistle</li> <li>• Return all equipment at the end of recess</li> <li>• Stay in designated area, get permission from an adult before you leave</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of your surroundings and others</li> <li>• mezzo forte/mezzo piano VOICE LEVEL</li> <li>• Keep activities in the appropriate area</li> <li>• Be attentive and follow directions</li> <li>• Clean up all materials</li> <li>• Stay in designated area, get permission from an adult before you leave</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of your surroundings and others</li> <li>• Keep activities and equipment in the appropriate area</li> <li>• Be attentive and follow directions</li> <li>• Line up quickly and quietly when you hear the whistle or adult calling</li> <li>• Return all equipment at the end of recess</li> <li>• Stay in designated area, get permission from an adult before entering the building</li> <li>• Listen to adults</li> </ul>
<b>Wise choices</b>	<ul style="list-style-type: none"> <li>• Choose your seatmates carefully</li> <li>• Clean up after yourself</li> <li>• Stay in your seat</li> <li>• Sit on your bottom</li> <li>• Keep feet under the table</li> <li>• Respect personal space</li> <li>• Make healthy meal choices</li> <li>• Up to one minute microwave time</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment only as it is intended</li> <li>• Take care of equipment and keep it in working order</li> <li>• Share space and equipment</li> <li>• Take turns</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment only as it is intended</li> <li>• Take care of equipment and keep it in working order</li> <li>• Share space and equipment</li> <li>• Take turns</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment only as it is intended (go down the slide, not up, etc.)</li> <li>• Be careful with the swings—sit on your bottom, no twisting, don't walk in front/behind</li> <li>• Take care of equipment and keep it in working order</li> <li>• Share space and equipment</li> <li>• Take turns</li> <li>• Respect the wetlands, plants, and animals</li> </ul>
<b>Lead the way</b>	<ul style="list-style-type: none"> <li>• Make your lunch count choice as soon as you get to homeroom</li> <li>• Be polite and use kind language</li> <li>• Only take the food you're going to eat</li> <li>• Quiet conversation when finished eating</li> </ul>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Use kind words</li> <li>• Keep games positive, safe</li> <li>• Use school appropriate themes</li> </ul>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Use kind words</li> <li>• Keep games positive, safe</li> <li>• Use school appropriate themes</li> </ul>	<ul style="list-style-type: none"> <li>• Include others</li> <li>• Use kind words</li> <li>• Keep games positive, safe</li> <li>• Use school appropriate themes</li> <li>• What's on the ground stays on the ground</li> <li>• Show good sportsmanship—it's just a game!</li> </ul>
<b>Safety first</b>	<ul style="list-style-type: none"> <li>• Keep hands feet and objects to yourself</li> <li>• Only eat your own food</li> <li>• Report spills promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Report accidents or injuries to an adult immediately</li> <li>• Play in a way that does not endanger others</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Report accidents or injuries to an adult immediately</li> <li>• Walk only</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Report accidents or injuries to an adult immediately</li> <li>• Dress for the weather! We will go outside if the temperature is above freezing (28°F)</li> <li>• Wear secure shoes</li> <li>• Play in a way that does not endanger others</li> <li>• Keep hands, feet, and objects to yourself</li> <li>• Don't talk to strangers; report strangers to school staff</li> </ul>

### YSCP Behavior Matrix- YSCP OWLS give a hoot about behavior!

	Dismissal	Art/music/PE	Computer carts	Bus/van/walkers
<b>Own Your Actions</b>	<ol style="list-style-type: none"> <li>1. Keep hands, feet, objects to self</li> <li>2. Keep belongings ready</li> <li>3. Report changes to your dismissal procedure to the office</li> </ol>	<ol style="list-style-type: none"> <li>1. Be on time</li> <li>2. Be supportive of your peers</li> <li>3. Help put away materials</li> <li>4. Bring assigned materials to class</li> <li>5. Wear safe and appropriate clothing</li> </ol>	<ol style="list-style-type: none"> <li>1. Plug in computers when returned</li> <li>2. Put computers in assigned spots</li> <li>3. Sign out computers as needed</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep hands, feet, objects to self and inside bus/van</li> </ol>
<b>Wise Choices</b>	<ol style="list-style-type: none"> <li>1. Know your route before dismissal</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow directions the first time</li> <li>2. Use assigned voice level</li> <li>3. Listen to adults</li> <li>4. Sit in assigned seats</li> </ol>	<ol style="list-style-type: none"> <li>1. Use both hands to carry one computer at a time</li> <li>2. Carry computer by itself, not with other books or binders</li> <li>3. Walk</li> <li>4. Only use with clean hands</li> <li>5. 2 at a time at the cart, wait in line against wall</li> </ol>	<ol style="list-style-type: none"> <li>1. Use kind words</li> <li>2. Respect personal space</li> </ol>
<b>Lead the Way</b>	<ol style="list-style-type: none"> <li>1. Report to assigned area when called</li> </ol>	<ol style="list-style-type: none"> <li>1. Be attentive</li> <li>2. Try your best</li> <li>3. Help others</li> <li>4. Be ready to participate</li> <li>5. Raise your hand and wait to be called on</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow directions</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow drivers' rules and directions</li> <li>2. Help other students (especially younger)</li> <li>3. Thank the driver</li> </ol>
<b>Safety First</b>	<ol style="list-style-type: none"> <li>1. Piano voices</li> <li>2. Walking feet</li> <li>3. Use front door only</li> <li>4. Dismiss when called</li> </ol>	<ol style="list-style-type: none"> <li>1. Use and handle materials appropriately (equipment, instruments, etc.)</li> </ol>	<ol style="list-style-type: none"> <li>1. Close cart doors when cart is not being accessed</li> <li>2. No food or drink at computers</li> </ol>	<ol style="list-style-type: none"> <li>1. Walkers and bikers sign out in MPR</li> <li>2. Face forward on bus/van</li> <li>3. Stay in seat</li> <li>4. Piano voices</li> </ol>



A second goal of the SWPBIS Committee is to address and acknowledge positive behavior displayed by our students. The way we are doing this is through a ticket system and an acknowledgement process called the Owl's Nest. Staff are given Owl's Nest tickets at the beginning of the week. When a staff member sees a student following the rules they may give that student a ticket and praise them for the specific behavior that earned them that ticket. Students are not always given tickets for following the rules nor will all students following the rules be given tickets at once. Students are then able to turn in their tickets for prizes throughout the year. Ticket collection methods and prizes vary throughout the year.

A third responsibility of SWPBIS is the addressing of inappropriate behaviors. Behaviors that do not follow school wide expectations are as follows:

## **Minor Behaviors**

### ***Level 1 Infractions***

- Defiance/Disrespect/non-compliance-low intensity, work refusal, not following directions, talking back, arguing, lying, recurring class disruption, dress code violation, failure to attend teacher detention (1st offense)
- Disruption- low intensity noises/talking out
- Inappropriate Language- low intensity verbal or written, lewd notes
- Physical Contact/Aggression- non-serious but inappropriate- kicking, hitting (ELEMENTARY ONLY)
- Technology violation- off task with technology, other non-serious but inappropriate use of technology
- Property misuse- low intensity misuse of property, including improper use of technology and internet.
- Tardy to class
- Other- minor problem behaviors including eating, drinking or chewing gum.

## Major Behaviors

### *Level 2 Infractions*

- Defiance/Disrespect/Insubordination/Non-Compliance on or off school property during school hours
- Disruption of Class/School- sustained and serious disruption
- Abusive/Inappropriate Language/Profanity-swearing, name calling, etc. on or off school property during school hours
- Inappropriate location/Out of bounds area- off school boundaries w/o permission, loitering
- Use/Possession of Tobacco
- Skip Class/truancy- leaving class/building w/o permission or failure to attend a class without permission
- Technology Violation- serious and inappropriate use of technology
- Other- Repeated failure to attend teacher detention, Tardy to school after 9:00 AM, gambling
- Lying/cheating to faculty/staff-failure to identify self
- Inappropriate display of affection (Sexual Harassment)- inappropriate verbal or physical gestures or contact of a sexual nature, consensual or nonconsensual

### *Level 3-Infractions*

- Property Damage/Vandalism
- Forgery/theft/repeated deliberate plagiarism
- Use/Possession of Alcohol/Drugs
- Arson
- Bomb Threat/False Alarm
- Sexual Harassment - Repeated inappropriate verbal or physical gestures or contact of a sexual nature, consensual or nonconsensual.
- Harassment/Bullying-disrespectful threats, intimidation, obscene gestures, notes, hazing, threatening behaviors, etc.
- Fighting/Physical Aggression- serious physical contact where injury may occur (assault)
- Use/Possession of Weapons- combustibles or explosives, or other dangerous objects
- Other Behavior: Animal abuse, gross misconduct, technology violations, repeated disruptions

## Major Behaviors (continued)

For minor behaviors that are unsuccessfully deterred in the classroom by the teacher, students may receive a Parent Notification form. This form is filled out by the staff member, the student may write an account, and then the student takes it home to get it signed by the parent. The parent must sign and send this form back to school. The forms do not become part of a student's permanent record.

Three Parent Notification forms for similar behaviors in one trimester is an automatic office referral. If a student commits a major infraction, staff will fill out an office referral form. This form is filled out by a staff member, the student may write an account, and then the form is sent to our Behavior Intervention Committee (BIC). BIC then meets to discuss the infraction and decide on a consequence. Parents are then informed of the referral and the consequence. The forms do not become part of a student's permanent record.

## PARENT DISAGREEMENT REGARDING CONSEQUENCES

While a parent may express disagreement regarding a consequence, school law states that the student must serve a consequence issued by the school for an infraction. If a parent opts to avoid the consequence by keeping the child home from school, the absence will be considered an unexcused absence, and the student will serve the consequence when they return to school. Support of consequences imposed by the school for behavior infractions is imperative to encouraging a good relationship between the student, school, and family.

## SUSPENSION/EXPULSION PROCEDURES

### *In-school suspension*

- a. 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.
- b. Communication to the parents or guardian shall follow the suspension action taken by the school.
- c. 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 Code.
- d. The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension

## *Out-of-School Suspension or Expulsion*

### **Suspension**

Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

- a. Suspensions may be given by the principal or person in charge of the charter school.
- b. 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.
- c. The parents or guardians shall be notified immediately in writing when the student is suspended.
- d. 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 Code.
- e. Suspensions may not be made to run consecutively beyond the maximum period of 10 school days
- f. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

### **Expulsion**

Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing pursuant to the Pennsylvania Code.

- a. During the period prior to the hearing and decision of the board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- b. 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 and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.
- c. Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.
- d. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.
- e. Within 30 days of action 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 entity 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 2004 (“IDEA”).

- f. If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Ch. 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See 22 Pa. Code § 12.1 (relating to free education and attendance).

## Hearings

- (1) *General.* Students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
- (2) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:
  - (a) Notification of the charges shall be sent to the student’s parents or guardians by Certified Mail.
  - (b) 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.
  - (c) The hearing shall be held in private unless the student or parent requests a public hearing.
  - (d) 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.
  - (e) 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.
  - (f) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
  - (g) The student has the right to testify and present witnesses on his own behalf.
  - (h) 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.
  - (i) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

- (i) Laboratory reports are needed from law enforcement agencies.
  - (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act 2004 (20 U.S.C.A. § § 1400—1482).
  - (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
- (i) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.
- (j) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- (k) 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.
- (l) The following due process requirements shall be observed in regard to the informal hearing:
- (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
  - (ii) Sufficient notice of the time and place of the informal hearing shall be given.
  - (iii) A student has the right to question any witnesses present at the hearing.
  - (iv) A student has the right to speak and produce witnesses on his own behalf.
  - (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension

All 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.

### **STUDENT DRESS CODE**

The purpose of a dress code is to protect the health and safety of children. Because physical activity is encouraged every day, appropriate clothes and shoes should be worn at all times. Learning is an active process at YSCP; clothing may on occasion become soiled from outdoor play, art or science activities. Easily laundered clothing is advisable.

Most student attire is acceptable, within the following guidelines:

\* Clothes should not be excessively tight or short.

- \* Pants should not be excessively long or baggy.
- \* Rubber soled shoes; either strapped sandals or closed toe should be worn at all times; no flip flops or thong sandals.
- \* Platform shoes and shoes with high heels are dangerous on the playground and should not be worn to school.
- \* Hats are encouraged for protection from the sun, but are not to be worn indoors.
- \* No suggestive, disrespectful or violent words or pictures are allowed on clothes or hats.
- \* The torso is to be covered and no undergarments should be visible.
- \* "Short" shorts or short miniskirts are not allowed. Shorts should be longer than thumbs when hands are at a student's side. The back of shorts must also meet this guideline, not just the front or sides.
- \* Tops must have straps that are the width of 3 fingers - no spaghetti straps or racerback tanks.
- \* Cover-ups need to fully cover spaghetti straps and other undergarments. Sheer cover-ups that still expose students' undergarments are not acceptable.
- \* Cleavage should not be shown.
- \* No full face paint should be worn to school.

The staff will determine if the attire is appropriate. We rely on parental discretion and good judgment to guide students in making appropriate clothing choices for school. This is not a decision that should be left solely to the child.

Students that arrive at school with inappropriate shirts will be provided a school t-shirt to wear for the day. Students who arrive at school with inappropriate shorts, pants, or shoes will be asked to call a parent and will need to wait in the office until a parent arrives with appropriate clothes or students may be provided with a covering that is available. Students will be responsible for any schoolwork missed while out of class due to a Dress Code violation.

## **11. UNLAWFUL HARASSMENT/BULLYING**

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### **Anti-Bullying Policy**

#### **Purpose**

It is the policy of the Young Scholars of Central PA Charter School (YSCP) to provide a safe and orderly educational environment that is free from harassment and/or bullying and conducive to the mission of the organization to provide each and every student the best opportunity to receive the education to which s/he is entitled under state and federal law. The organization asserts that it has a compelling interest in promoting an educational environment that is safe and conducive to learning.

It is the intention of the YSCP, consistent with state and federal law, to strive to maintain a learning environment which is free of harassment and/or bullying since the organization finds that incidents of harassment and/or bullying prevent students from receiving the education to which they are entitled, materially disrupt the mission of the organization to educate the children, substantially interfere with a student's educational performance and foster incidents of violence.

It is the purpose of this policy to prohibit and prevent acts of harassment and/or bullying and violence. YSCP does recognize that students retain certain rights under state and federal law, including freedom of expression, although such rights are not necessarily co-extensive with the rights of adults in society at large. It is not the purpose of this policy to impinge upon the legitimate rights of students or school personnel under state and federal law in the school environment.

This policy defines harassment and/or bullying and violence, specifies and described prohibitions, outlines reporting procedures, provides for the undertaking of appropriate remedial actions calculated to stop the harassment and/or bullying and/or violence, and prohibits retaliation against those who, in good faith, report harassment pursuant to this policy.

## Definitions

"Bullying" is any repeated and pervasive written, verbal or electronic expression, physical acts or gestures, or a pattern of behavior that is intended to cause distress upon one or more students in the school, on school grounds and school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, harassment, hazing, intimidation or menacing acts of a student which may, but need not be based on the student's sex, race, color, ethnicity, religion, national origin, disability or sexual orientation.

"Harassment" means knowingly pursuing a pattern of conduct that is intended to threaten, alarm or terrorize another person. "Disability Harassment" is defined as intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in, or receipt of benefits services, or opportunities in the School. Harassment and Disability Harassment include, but are not limited to:

- Verbal acts, teasing, inappropriate use of sarcasm or demeaning jokes;
- Name-calling, belittling;
- Nonverbal behavior such as graphic or written statements;
- Conduct that is physically threatening, harmful, or humiliating; or
- Inappropriate physical restraint by adults
- "Racial Harassment" consists of physical or verbal conduct relating to an individual's race when the conduct:
  - Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;
  - Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or



- Otherwise adversely affects an individual's academic opportunities.

"Sexual Orientation Harassment/Homophobic Bullying" consists of physical, verbal, electronic communication or gestures relating to an individual's sexual orientation when the conduct is intended to threaten alarm or terrorize the person.

"Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of asexual nature. Sexual harassment may take place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or
- Submission to or rejection of that conduct or communication by an individual is used to factor decisions affecting that individual's education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

"Hazing" means committing an act against a student (or a group of students), or coercing a student (or a group of students) into committing an act that creates a risk of harm to a person. This would include initiation practices connected with student organizations. This also applies to any and all GANG imitation activities or practices. Hazing includes but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens that student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves a violation of state or federal law, or School policies.

## Notice of Prohibition against Bullying and Anti-Bullying Interventions

"Bullying" behavior by any student at YSCP is strictly prohibited and such conduct may result in disciplinary action including suspension and/or expulsion from school. Bullying includes any behavior that a reasonable person under the circumstances should know will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student's property.

The CEO or designee is **REQUIRED** to make a reasonable effort to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff, and consequences that may result from further acts of bullying.

Retaliation against an individual, who either orally reports or files a written complaint regarding harassment, intimidation, bullying and hazing, is prohibited. The right to confidentiality for both the complainant and the accused shall be preserved whenever possible. Confidentiality, however, cannot be guaranteed at the onset of an investigation as it cannot be predicted what will be discovered or what kind of hearing will result.

If harassment or bullying continues, the (alleged) aggressor will be immediately suspended and removed from the school, pending a long-term hearing.

YSCP will comply with applicable federal and state laws relating to bullying, including but not limited to those requirements delineated in the Charter School Law, Chapter 12 of Title 22 of the Pennsylvania Code and the applicable House Bill 1067 Public School Code amendments relating to bullying.

In regards to Special Education students, Special Education procedure and/or protocol will be followed. IEP and/or behavior management plans will also be consulted as a determinant for consequences, and for interventions to address the issue. YSCP will comply with applicable federal and state laws, including Chapter 711 of Title 22 of the Pennsylvania Code and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

YSCP will further comply with applicable federal and state laws, regarding protected handicapped students and applicable sections of Section 504 of the Rehabilitation Act and its applicable implementing regulations.

To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), school staff are **REQUIRED** to make a reasonable effort to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

## Investigating Intimidation, Harassment, or Bullying Behavior

The CEO or his/her designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the student's history, and the context in which the alleged conduct occurred will be investigated. The following are key points to consider during the investigation process:

- The administrator/designee(s) will make a reasonable effort to inform the parents/guardians of the victim, and the accused, of any formal report of harassment, intimidation, bullying or hazing as required by applicable law.
- The administrator/designee(s) will inform them at that time whether or not an investigation will take place.
- The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigators.
- The School may take immediate steps to protect the complainant, students, teachers, administrators or other school personnel pending the completion of an investigation.
- The investigation shall be completed as soon as possible. The school will be responsible for processing and maintaining a file of all formal incidents. Said reports may be reviewed by School administration and may also be used to compile data regarding the extent of bullying within the School.

## Consequences for Bullying

Verified acts of bullying shall result in intervention by the CEO or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.

Bullying behavior can take many forms and may vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is not a single disciplinary response to bullying. Conduct that rises to the level of "bullying" as defined above may warrant disciplinary action against the (alleged) aggressor of such bullying. The extent to which to impose disciplinary action is a matter of professional discretion of the CEO/designee(s).

Consequences may include detention, in or out-of-school suspension, alternative placement or expulsion. Other interventions may include Restorative Justice, mediation or the involvement of other programs adopted by the school to address bullying behaviors. Special Education students will be subject to disciplinary action specified within their IEP or Behavior Management Plan.

## Consequences for Knowingly Making False Reports

False reports of bullying behaviors will be regarded as serious offenses and will result in disciplinary action or other appropriate sanctions.

## Procedures for Notification:

YSCP shall inform students, parents and personnel that harassment and/or bullying will not be tolerated by means of one or more of the following:

- a. Distribution of policy through school website.
- b. Publication in handbooks.
- c. Assembly presentation.
- d. Bully awareness week to be set by PBS team.
- e. Training session(s).
- f. Posting of notices/signs.
- g. Other means of notice to be implemented by the school.

The school shall use its discretion in developing and initiating age-appropriate programs to effectively inform students, parents and personnel about the substance of the policy and procedures in order to help prevent harassment and/or bullying.

## YSCP Zero Tolerance for Violence Policy

YSCPCS has as its goal to help every student *fulfill his or her intellectual, social, physical and emotional potential*. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can **learn** effectively and pleasantly. In keeping with the school's mission to promote acceptance and respect for each other, Young Scholars of Central PA Charter School has an established policy of zero tolerance for deliberate acts of aggression or violent behavior which result in a student harming another student, him or herself, or school or personal property. This policy is applied consistently, across all grade levels. Violent behavior results in an immediate referral.

## Threats of Violence

- Threats of violence toward other students, school staff, or facilities are prohibited and may result in suspension or expulsion, regardless of whether the student has previously engaged in such conduct.
- All employees and students are required to report evidence of threats of violence to principal or designee. Such reports shall be investigated by CEO/designee(s). Reporting procedures shall follow the standards outlined above.
- In cases of threats that may constitute a violation of criminal law, the CEO/designee(s) shall notify law enforcement authorities.

## **DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION STUDENTS**

The complete text of the YSCP Discipline Procedures for Special Education Students complies with state regulations and is available at the Reception Desk for your examination upon request.

### **12. STUDENT RIGHTS AND RESPONSIBILITIES**

#### **A. PARTICIPATION IN SCHOOL ACTIVITIES**

All students have the following rights:

- To have the opportunity to take part in all school activities on an equal basis regardless of race, sex, national origin, creed, or disability.
- To address the school on the same terms as any citizen.

Similarly, all students are bound by the same rules for exclusion from school activities and public address.

#### **B. RECORDS**

The school will not disclose any information from the student's permanent records except as authorized pursuant to The Family Education Rights and Privacy Act of 1974 (FERPA), or in response to a subpoena, as required by law. The parent(s) or guardian(s) of a student under 18 years of age, or a student 18 years of age or older, is entitled to access to the student's school records by submitting a written request to the CEO.

#### **C. FREEDOM OF EXPRESSION**

Students are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves, and written expression of opinion must be signed by the author. Any form of expression that involves libel, slander, the use of obscenity, or personal attacks, or that otherwise disrupts the educational process, is prohibited. All forms of expression also must be in compliance with the Student Disciplinary Code and the school dress code, violations of which are punishable as stated in the Disciplinary Code. Student participation in the publication of school sponsored student newsletters, yearbooks, literary magazines and similar publications is encouraged as a learning and educational experience. These publications, if any, shall be supervised by qualified faculty advisors and shall strive to meet high standards of journalism. In order to maintain consistency with the school's basic educational mission, the content of such publications is controlled by school authorities. No person shall distribute any printed or written materials on school property without the prior permission of the CEO. The CEO may regulate the content of materials to be distributed on school property to the extent necessary to avoid material and substantial interference with the requirements of appropriate

discipline in the operation of the school. The CEO may also regulate the time, place, manner and duration of such distribution.

## **D. SEARCH AND SEIZURE**

A student and/or the student's belongings may be searched by a school official if the official has a reasonable suspicion to believe that a search of that student will result in evidence that the student violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school authorities.

Student lockers and desks remain the property of the school, though the school is not responsible for books, clothing, or valuables left in lockers or desks. A student shall not place or keep in a locker or desk any article or material which is of a non-school nature and may cause or tend to cause the disruption of the mission of the school. Prior to a locker or desk search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker or desk contains materials that pose a threat to the health, welfare or safety of students or staff in YSCP, student lockers or desks may be searched without prior warning or notification.

A student's person and possessions may be searched by a school official or representative provided that the individual has reasonable grounds to suspect that the search will turn up evidence that the student had violated or is violating either the law or the rules of the school.

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

The following rules shall apply to the search of school property assigned to a specific student and the seizure of illegal items found therein:

- School authorities will make an individual search of a student's locker or desk only when there is reasonable suspicion to believe that a student is in the possession of an item which is prohibited on school property or which may be used to disrupt or interfere with the educational process.
- Searches shall be conducted under the authorization of the CEO/Principal or his/her designee.
- Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from student lockers or desks by school authorities.

## **E. OFF-CAMPUS EVENTS**

Students at school sponsored off-campus events shall be governed by the YSCS Student Disciplinary Code, all the guidelines of the school and are subject to the authority of school officials. Failure to obey the lawful instructions of school officials shall result in a loss of eligibility to attend school sponsored off-campus events and may result in additional disciplinary measures in accordance with the Student Disciplinary Code.

## **F. DISCIPLINE**

Prohibited conduct and acceptable school responses to such conduct are set forth in the Student Code of Conduct. In disciplinary matters, students shall have the opportunity to present their version of the facts and circumstances leading to the imposition of disciplinary sanctions to the professional staff member imposing such sanctions.

### **Complaint (Grievance) procedure:**

Any complaints regarding forms of harassment, discrimination or violation of federal law pertaining to civil rights matters should be addressed through the following procedure:

#### **Step 1: Meeting at the Building Level**

Complainants may try to resolve problems promptly through informal dispute resolution with the person immediately involved. If such is not possible or the result is unsatisfactory, the complainant shall meet informally with the CEO. This administrator/supervisor will investigate and will reply to the complainant verbally or in writing, as the complainant prefers within five business days of the initial meeting.

#### **Step 2: Written complaint**

If the complaint is not satisfactorily resolved through Step 1, the complainant may file a written grievance with the CEO within ten business days of disposition at Step 1. The written complaint must include:

- A clear statement of the alleged violation
- The remedy sought by the complainant
- The complainant's signature and date

The CEO will conduct a full investigation of the grievance and will prepare a written report of the investigation that will include:

- A clear statement of the allegations of the grievant and remedy sought.
- A statement of the facts as contended by each party

- A statement of the facts as found by the CEO and evidence to support each fact
- A list of witnesses interviewed and documents reviewed during the investigation
- A narrative describing attempts to resolve the grievance if valid

If the CEO believes the grievance is valid, she/he will recommend appropriate action to the Board of Trustees (Board).

The report will be filed with the Board within fifteen (15) days of receipt of the written grievance. A copy of the report will be provided to the complainant.

The Board will make necessary findings based upon the investigation and report of the CEO. If the grievance is valid, the Board may accept the CEO's recommendations at their discretion. Any and all recommendations of the Board shall immediately be implemented by the Charter School. A copy of the Board's findings and/or recommendations will be provided to the complainant.

### Step 3: Appeal

At any stage in this grievance procedure, the complainant has the right to file formal complaint with the:

Philadelphia Office  
Office for Civil Rights  
U.S. Department of Education  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323

### NOTICE OF SMOKE FREE SCHOOL

**To promote a healthier environment Charter School is a smoke-free school. As a matter of policy, smoking IS NOT permitted in the school building or on school grounds at any time or at School sponsored activities. Please cooperate by extinguishing and disposing of smoking materials prior to entering upon school grounds or to school sponsored activities.**

The YSCP Staff, Board, and Administration look forward to a wonderful school year. With your participation and support, we expect each student to develop academically, socially, and emotionally.

**Let's Strive to Be Wise!**



### 2014-15 Bell Schedule

<b>Young Scholars of Central Pennsylvania</b>				
<b>Grades 4-8 Bell Schedule 2014-15</b>				
<b>Period</b>		<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>
Homeroom		8:20	8:27	7
<b>1</b>		8:30	9:10	40
<b>2</b>		9:13	9:53	40
<b>3</b>		9:56	10:36	40
<b>4</b>		10:39	11:19	40
<b>5</b>		11:22	12:02	40
<b>LUNCH &amp; RECESS</b>		12:05	12:57	52
<b>6</b>		1:00	1:40	40
<b>7</b>		1:43	2:23	40
<b>8</b>		2:26	3:06	40
Study Hall & Snack		3:10	3:50	40

<b>Young Scholars of Central Pennsylvania</b>				
<b>Grades K-3 Bell Schedule 2014-15</b>				
<b>Period</b>		<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>
Homeroom		8:20	8:27	7
<b>1</b>		8:30	9:10	40
<b>2</b>		9:13	9:53	40
<b>3</b>		9:56	10:36	40
<b>4</b>		10:39	11:19	40
<b>LUNCH &amp; RECESS</b>		11:22	12:14	52
<b>5</b>		12:17	12:57	40
<b>6</b>		1:00	1:40	40
<b>7</b>		1:43	2:23	40
<b>8</b>		2:26	3:06	40
Study Hall & Snack		3:10	3:50	40

## 2 Hour Delay Bell Schedule

2 Hour Delay Bell Schedule 4-8				2 Hour Delay Bell Schedule K-3			
Period	Star	End	Duration	Start	End	Duration	Period
Homeroom	10:00	10:20	20 min	10:00	10:20	20 min	Homeroom
First	10:22	10:49	27 min	10:22	10:49	27 min	First
Second	10:51	11:18	27 min	10:51	11:18	27 min	Second
Third	11:20	11:47	27 min	11:20	12:16	54min	Fifth/Lunch
Fourth	11:49	12:16	27 min	12:16	12:41	25min	Third
Sixth/Lunch	12:18	1:10	52 min	12:43	1:10	27 min	Fourth
Fifth	1:12	1:39	27 min	1:12	1:39	27 min	Sixth
Seventh	1:41	2:08	27 min	1:41	2:08	27 min	Seventh
Eighth	2:10	2:37	27 min	2:10	2:37	27 min	Eighth
Ninth	2:39	3:06	27 min	2:39	3:06	27 min	Ninth
Study Hall	3:10	3:50	40 min	3:10	3:50	40 min	Study Hall