



**PROVIDENT**  
CHARTER SCHOOL

**STUDENT / PARENT HANDBOOK**  
**2018-2019**

ADDRESS:  
1400 TROY HILL ROAD  
PITTSBURGH, PA. 15212  
412-709-5160  
[PROVIDENTCHARTERSCHOOL.ORG](http://PROVIDENTCHARTERSCHOOL.ORG)

**DAVID ZEILER**  
CEO

**CONNIE JOSEPH**  
ELEMENTARY PRINCIPAL  
(GRADES 2-4)

**LEAH HAILE**  
MIDDLE SCHOOL PRINCIPAL  
(GRADES 5 & 6)

*At Provident Charter School,  
We Believe that children with dyslexia  
flourish in a learning community where:*

- The child's success is the driver of every decision*
- The challenges and gifts of dyslexia are deeply understood*
- The uniqueness of each child is honored – strengths are built upon; weaknesses are strengthened; and potential is unleashed*
- The child's academic, personal and social development share equal priority*
- The partnership among teachers, parents and administrators is a daily commitment*

*Mission Statement*

*Provident Charter School is designed for children with dyslexia and other language-based learning differences to access their potential by providing a high quality, well-rounded education that is delivered through multi-sensory instructional methods and individual learning plans. Our students move into high school prepared to succeed and confident in their own abilities.*

Dear Provident Families:

Thank you for reviewing our student handbook. It is important that we have a common understanding of Provident Charter School's procedures in an effort to ensure learning and consistent expectations.

This handbook is intended to give students and families a summary of Provident Charter School's policies, guidelines, rules, and practices. It is not intended to be all-inclusive and is subject to change.

We continually evaluate programs, activities, and procedures to make our school a safe, positive learning environment for all of our students. Please continue to check the school's website, newsletters, etc. for updates.

Once you have read this handbook, please review it with your child or children. All homeroom teachers and administrators review procedures from this handbook with our students at the start of school and throughout the year as well.

**Please sign the form on the next page and have your child return it to his/her homeroom teacher. If you have more than one child, please have all students sign and send it in with your oldest child.**

We appreciate your cooperation and support to make Provident Charter School a great place to learn.

Sincerely,  
The Faculty and Administration of  
Provident Charter School

Parental Notice Verification  
for the  
2018-2019 Student Handbook

By signing below, I verify that I have received a copy of the 2018-2019 Student Handbook.  
(Space given for additional children in the school)

Student's Name (Printed): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (Printed): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (Printed): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (Printed): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Parent's Name (Printed): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# PROVIDENT CHARTER SCHOOL

## Directory

David Zeiler	CEO
Connie Joseph	Elementary Principal
Leah Haile	Middle School Principal
Maria Paluselli	Chief Learning Officer
Rachel Owens	Special Education Director
Samantha Shinsky	Director of Instructional Technology
Julie Ewing	Director of Enrollment
Darlene Brown	Business / Human Resources
Sarah Moore	Receptionist
Curtis Cochenour	Facilities
Lauren McCoy	Elementary Guidance Counselor
Amber Greenwood	Middle School Guidance Counselor
Julia Mueller	Nurse
Christine Bablak	Psychologist
Megan Ohr	Occupational Therapist
Alyssa Cameron	Speech Therapist
Alyssa Rickard	Behavior Specialist
Courtney Mike-Wilson	

## Faculty

<b>2nd Grade Co-Teachers</b>
Anne Marie Gomori / Sarah Salvatore
Samantha Majoy / Erica Yopez
<b>3rd Grade Teacher</b>
Lisa Auther / Devon DeJesus
Michelle Cable / Adrianna Scotti
Leah Jacobs / Jocelyn Zoller
<b>4th Grade Teacher</b>
Rosa Arzenti / Shannon Iachini
Kim Hall / Brittany Pritchard
Meagan Hlavsa / Alyssa Stadelman
Janet Miller / Catherine Urban
Joan Rossi (Wilson Instructor)
<b>5th Grade Teacher</b>
Elizabeth Risa / Grace Smith
Heather Labuda / Patricia Furlan
Natalie Fisher / Kaila Kachur
Dana Campbell / Anai Flanagan (AM) / Amanda Bilitski (PM)
Jessica Frostega / Kimberlee Bement
Brittany Pollack / Anai Flanagan
Kaitlin Cerilli
<b>6th Grade Teacher</b>
Tony Andreassi / Kelly Reed
Meghan Bryte / Kristy Reeping (AM) / Kimberlee Bement (PM)

Liz Swartz / Brittany Skillman
Alex Cordova / Lindsay Beggs

<b>Special Area Teachers</b>	
Ashley Denhup	Special Physical Education
Kristan Weiss	Art
Michael Korinek	Makerspace
Master Zang	Tae Kwon Do
Laura Rollick	Music



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**Provident Charter School Calendar 2018-2019**

<b>August 13 - August 17</b>	<b>Teacher In-Service Days (No Students)</b>
<b>August 20 from 6:30 pm-7:30 pm</b>	<b>Back to School Night</b>
<b>August 21 &amp; 22</b>	<b>Teacher In-Service Day (No Students)</b>
<b>August 23</b>	<b>First Day of School</b>
<b>September 3</b>	<b>No School – Labor Day</b>
<b>September 6 at 6:30–8:00 pm</b>	<b>Meet the Teacher Night</b>
<b>October 8</b>	<b>Teacher In-Service Day (No Students)</b>
<b>October 19</b>	<b>Parent Teacher Conferences (No Students)</b>
<b>November 20</b>	<b>End of First Trimester</b>
<b>November 21 – November 23</b>	<b>No School – Thanksgiving Break</b>
<b>November 26</b>	<b>Teacher In-Service Day (No Students)</b>
<b>December 24 – January 1</b>	<b>No School - Winter Break</b>
<b>January 21</b>	<b>No School – Martin Luther King, Jr. Day</b>
<b>January 22</b>	<b>Teacher In-Service Days (No Students)</b>
<b>March 4</b>	<b>End of Second Trimester</b>
<b>March 13</b>	<b>Parent Teacher Conferences (No Students)</b>
<b>March 14 – March 15</b>	<b>No School</b>
<b>April 1 – April 5</b>	<b>PSSA Testing – English Language Assessment</b>
<b>April 8 – April 12</b>	<b>PSSA Testing – Math</b>
<b>April 18-22</b>	<b>No School - Spring Break</b>
<b>April 29 – May 3</b>	<b>PSSA Testing – Science (Grade 4 Only)</b>
<b>May 27</b>	<b>No School – Memorial Day</b>
<b>June 5</b>	<b>End of Third Trimester</b>
<b>June 6</b>	<b>Last Day of School (Half Day)</b>
<b>June 7</b>	<b>Teacher In-Service Day (No Students)</b>
<b>June 10</b>	<b>Teacher In-Service Day (Last Day for Teachers)</b>

# *What Makes Provident Charter School so SPECIAL*

## **CURRICULUM AT A GLANCE**

### *Curriculum is specialized to meet the needs to our students*

- \*All academic subjects are taught in groups with a 1:6 teacher / student ratio
- \*60 minutes of Wilson Language instruction daily in small groups
- \*Standards based English Language Arts instruction using Benchmark Literacy that teaches students both instructional and grade level skills
- \*Writing instruction using Step Up to Writing
- \*Multisensory math instruction using Math U See
- \*Standards based math instruction using Jump Math and other supplements to address Common Core expectations
- \*Web-based math practice using DreamBox to reinforce math skills
- \*Science instruction using McGraw-Hill, a Closer Look, hands-on, inquiry-based learning
- \*Weekly STEAM challenges that promote hands-on problem solving and engineering tasks
- \*Social Studies instruction using, My World, an interactive web-based, standards based curriculum
- \*Daily special area subjects that include Music, Makerspace, Art, Physical Education, Makerspace and Tae Kwon Do
- \*Daily use of technology with iPads
- \*Opportunities for alternative assessments that include performance assessments, oral or project-based assessments
- \*An emphasis on multi-modal and kinesthetic learning across all subject areas

## **STAR STUDENT AWARDS**

### *Student Successes are Celebrated*

Star Student Awards are conducted throughout the year. These awards are an opportunity for staff to acknowledge achievements, school citizenship and unique ways that students support the efforts of Provident Charter School.

## **APPLIED LEARNING**

### *School work is completed in school so home can be valued as family time*

As assigned, applied learning assignments varies from grade to grade and depends on teaching methods used in each classroom. A child may be assigned applied learning work to practice newly acquired skills, prepare in advance for a particular lesson, or extend a lesson through work beyond the classroom. Students are given time during the school day to do required work on skills taught during the day. Students should utilize that time to do the assigned applied learning work. Teachers are available to support students during this time.



## **POSITIVE BEHAVIOR SUPPORT (PBS) PROGRAM**

### **“Fostering Perseverance, Compassion and Self-control one child at a time.”**

The Positive Behavior Supports Program is a proactive approach to teaching school-wide behavioral expectations. The goal of this program is to increase the school's capacity to reduce school disruptions, and educate all students including those with problem behaviors through the following:

- ❑ Clearly defined outcomes
- ❑ Research-validated practices
- ❑ Supportive administrative systems
- ❑ Use of information for problem solving.

#### Features of School-Wide Positive Behavior Support

- ❑ Establish regular, predictable, positive learning and teaching environments
- ❑ Educate adults and peers to serve as positive models
- ❑ Teach and model behavioral expectations
- ❑ Create systems for providing regular positive feedback, and to acknowledge students when they are doing the right thing
- ❑ Improve social competence
- ❑ Develop environments that support academic success

### **ANTI-BULLYING (HARASSMENT) POLICY**

Provident Charter School recognizes that a student's ability to learn, and the school's ability to safely educate students, is adversely affected by bullying. Provident seeks to avoid these adverse effects and maintain the safety of the school environment.

Through efforts from our bullying prevention program, our goal is to prevent bullying behaviors and to teach students to respond when bullying occurs. Provident encourages students who have been subject to bullying or harassment to promptly report such incidents to an adult, a teacher or elementary director.

### **ARRIVAL / DISMISSAL PROCEDURES**

#### **Student Arrival**

7:45 A.M. – 8:05 A.M.      Drop Off/Arrival  
After 8:05 A.M.              Tardy (Counted as part of school attendance)

#### **Student Dismissal**

3:30 P.M.                      Dismissal

#### **Drop-Off Procedures**

Student safety is paramount and in order to try and achieve this goal, the following procedures are set forth. Students being driven to school are to be dropped off between 7:45 – 8:05 at the side door on digital board. Please turn your car off during both drop off and pick up to ensure student safety while walking across the parking lot.

#### **Pick-Up Procedures**

Parents will pick up at the same door that students enter in the morning.

The end of the day is very busy in the office. To better serve our students, we ask that parents who are picking up students refrain from signing out students in the office after 3:00 pm. Students will be dismissed at 3:30 and parents can pick up at the normal drop off/pick door.

Note: If your child's bus or pick-up arrangements change, please make sure to notify the office as soon as possible so the teacher can be informed of the change.

## ATTENDANCE

### **Purpose**

Regular attendance in the classroom is conducive to learning, and frequent absences from regular classes disrupts the continuity of the instructional process. Poor attendance limits accomplishments and reinforces a habit which will handicap the student in future education or employment.

### **Authority**

The Public School Code of the Commonwealth of Pennsylvania requires the regular attendance of all pupils in the public schools. These requirements are found in Sections 1326, 1327 and 1329 of the Pennsylvania School Code.

### **Absence Referral Process**

There shall be a distinction between what shall be termed **Excused** and **Unexcused** Absences.

**Excused Absences** will include the following:

1. Illness as certified by a written explanation signed by a licensed medical practitioner,
2. Death in the Family,
3. Impassable Roads,
4. Religious Holidays
5. Court Hearings
6. Family Educational Trip
7. Medical, Dental, Clinic or Hospital Appointment

**Following ten (10) days of excused absences, a letter will be sent to parents/guardians requiring a medical practitioner's excuse for any further absences.**

**Unexcused Absences** will include absence for any reason not listed under excused absences. In addition, any absence which is not verified by a written excuse **within (3) school days of return** will be considered an unexcused absence.

**After the third illegal absence, the parent(s)/guardian(s) will receive a notice of illegal absence and that the student is considered truant. After six or more unexcused absences, the student is considered "habitually truant," and the school must hold a student attendance improvement conference where the parent(s)/guardian(s), student, school personnel and other appropriate individuals will be invited to attend. In addition, the school must refer the student to a school-based or community-based attendance improvement program or Allegheny County Children and Youth Services ("CYS"). The school also may file a citation will be sent to the Magisterial District.**

### **Half-day Absences**

A student will be charged with one-half day absence under the following conditions: Early dismissals are discouraged by the school and shall be only approved for documented reasons such as doctors or dental appointments. Other reasons for dismissal must have prior approval of the elementary director.

- A. A student arrives at school after the first hour of school.
- B. Student departs school one hour before the end of the day.
- C. The student is tardy or leaves school early for a total of three (3) times without a medical excuse.

## **Full-day Absences**

Students who arrive after 12:15 P.M. will be marked with a full day of absence.

## **Due Date for Written Excuses**

1. Written parent excuses and medical excuses are due at the time of the student's return to school and are to be given to his/her homeroom teacher.
2. A grace period of three (3) days to submit the excuses will be extended to parents and students. Absences for which excuses are not received after three (3) days will be considered unexcused absences. Please be timely in returning excuses.

## **Educational Tours and Trips**

A student will be excused from school attendance to participate in an educational tour or trip if the following conditions are met:

1. The parent(s)/guardian(s) submits a written request for excusal at least five (5) school days prior to the absence.
2. The student's participation has been approved by the Principal or his/her designee.
3. Educational tours and trips will not be approved during PSSA testing windows if the student is scheduled to take the assessment.

## **Releasing students during school Hours**

Note: Photo ID will be required to pick up your child. Students will be dismissed from the office. Note: Students will not be released for an early dismissal between 3:00-3:30 in order to maintain the security of the building.

Early dismissals are discouraged and shall only be approved for documented reasons such as a doctor or dental appointment, etc.

If an early dismissal is absolutely necessary, a parent should call the school prior to 2:00 PM the day of the early dismissal so the school can make the necessary arrangements. The excuse from the doctor/dentist must be brought to school and turned into the homeroom teacher upon the student's return to school.

Any school employee may refuse to release a child from school if proper arrangements have not been made in advance, or if the adult calling for the child is not known to the school staff. This procedure is to protect the child.

## **Take Your Child to Work Day**

If you are planning on having your child participate in "Take your child to work day," please complete the form that will be sent home.

## **BIRTHDAY PARTIES, TREATS AND GIFTS**

Teachers are not permitted to pass out invitations to a party being held outside of school unless everyone in the class receives one. Keep in mind: Teachers or school personnel are not permitted to give out student contact information for invitations. There should be no exchange of gifts during the school day unless the gift exchange is part of an authorized school activity. Provident Charter School has adopted a wellness policy and for the safety of students with food allergies, we are asking that parents refrain from sending in food to school. We will acknowledge student birthdays as a learning community.

## **BOOK AND EQUIPMENT RESPONSIBILITY**

All school textbooks, workbooks, and materials such as math manipulatives, library books, calculators, etc. issued to students are to be kept unmarked, clean and neat. Any misplaced, lost, or damaged books, workbooks, library books, or classroom student materials supplied by the school must be reported to the child's teacher. Such neglect, loss or damage will be the parent/guardian's financial responsibility.

## **BUS**

### **Rights and Responsibilities of Bus Ridership**

Parents are responsible for the welfare of their child until the child boards the bus, and after the child leaves the bus in the afternoon. The bus driver is responsible for the safety of the students while on the bus and deserves respect and cooperation. The bus is an extension of the classroom; therefore, students should conduct themselves in a manner consistent with established expectations for classroom behavior. Provident does not provide transportation, so parents may be contacted by the student's home district if there are issues on the bus.

### **Bus Stop Behavior**

Prior to loading the bus at any location the following rules must be obeyed:

1. Load and exit in a quiet, orderly manner.
2. Do not attempt to board the bus until the bus has made a complete stop.
3. Do not run after the bus or stand near the bus once it is in motion.

### **Behavior on the bus**

1. Stay in your seat while the bus is in motion.
2. Keep book bags, coats, and other articles out of the aisle.
4. Do not raise or lower the windows without prior permission from the bus driver.
5. Keep head, arms, and hands inside the bus.
6. Do not throw anything inside the bus or out of the windows.
7. Students must respect the school bus as school property. Any damage may be the responsibility of the child's parent(s).
8. Eating is not permitted on the bus.
9. Glass items or animals should not be brought onto the bus.
10. Electronics such as cell phones, gaming and music devices, e-readers, iPads, and PDA's used on the bus should be used in a responsible manner. The school and bus company is not responsible if an electronic device is lost or stolen.
11. Use of profanity, indecent gestures, loud or aggressive talk, obscene materials, use of possession of drugs, alcohol, tobacco products, vandalism, spitting, throwing trash, refusing to sit as directed by the driver, placing arms or head out the window, fighting, bullying, threatening and all other behaviors that are in violation of the school code of conduct and are prohibited on the bus.

Students violating these rules could receive disciplinary action which may include: Warnings, change of seat, parent conferences, and suspension from the bus or denial of bus services. Students denied transportation must be present for each school session to prevent them from being marked illegally absent from school.

## **CAFETERIA**

### **National School Lunch Program**

Provident Charter School is part of the National School Lunch Program. All students receive breakfast and lunch free of charge. No application is needed to receive free breakfast and lunch.

Menus can be found at [www.providentcharterschool.org](http://www.providentcharterschool.org).

## **CELL PHONES & ELECTRONICS**

Students are encouraged to not bring cell phones or electronic devices to school. Provident Charter School shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

- Students who do bring electronics to school should secure them in their locker with a lock brought from home.
- Students are permitted to use school/classroom telephones in the case of an emergency with school personnel supervision.
- Any electronic devices (iPads and computers) needed for educational reasons will be supplied by Provident Charter School employees for use at school.

## **COMPUTER / INTERNET RESPONSIBILITIES**

### Proper and Ethical Use of computers:

In that the computers and networks have been put in place for the educational benefit of the students and staff and to facilitate the educational process, use of school equipment must be consistent with the school's educational and technology policies.

### Internet:

Provident Charter School offers Internet services throughout the school. We believe this computer technology will help propel our school into the information age by allowing students and staff to access and use a variety of information sources.

### Proper and Ethical Use of the Internet:

In that Internet provides access to a vast array of materials, and in that some of the content available on the Internet is not appropriate for use by staff and students on school equipment, the school has taken appropriate measures to ensure that such material is not accessible within the school's network. However, since filtering efforts are seldom foolproof, the school has also established this "Acceptable Use Agreement" for all students and staff. All students and parents will be asked to acknowledge they have read the "Acceptable Use Agreement" policy in order for their child to use technology/internet at Provident Charter School. Students who violate the Acceptable Use Agreement may have their technology privileges suspended.

## **CUSTODY**

It is the responsibility of the parent(s) at the time of initial registration and/or at the time any custody change occurs to notify the school of the circumstances regarding custody of the child. Provident Charter School requires that parents of all newly enrolled students with custody issues complete the Child Custody section on the enrollment form.

If no custody orders are presented with written restrictions on individuals, it will be assumed that both parents have equal access to the child and all school records will be shared equally. Both parents will have access to all school records, reports, and information. We will honor specific court orders, court-approved custody agreements, and other appropriately written custody agreements; however, we reserve the right to request clarification on any of those documents. When custody is established by a Court, the school-parent relationship will be maintained consistent with the decision of the Court. A copy of the Court decision must be on file in the school.

## **DELAY, CLOSING AND EMERGENCY EARLY DISMISSAL**

Provident Charter School will follow Pittsburgh Public Schools for closings and delays

related to weather. We will publish closings and delays on the three primary local TV stations (KDKA, WTAE and WPXI). We will also publish closings and delays on Facebook! ***If your child rides the bus***, be aware that your local district will operate buses on their district's schedule that day. If PCS has a delay and your local district does not, please do not put your child on the school bus – there may not be anyone at PCS to receive your child.

It is the responsibility of the parents/guardians to have an alternative plan in place and have it communicated and understood by the child/children should there be an emergency early dismissal.

### **DRESS CODE**

All students must navigate stairs, may have outdoor recess, and weekly physical education classes. For health and safety reasons this guideline is designed to prevent both accidents on the playground, student illness, and absenteeism from outside recess because of improper dress for weather conditions.

- Shorts must be of reasonable length.
- Pants may not be low cut and at no time may undergarments be shown.
- Pants must also be no longer than the bottom of shoes to ensure safety.
- Torn clothing with holes revealing body areas is not permitted. A student may wear leggings under jeans that have holes cut in them due to the style.
- Hats and headscarves for boys and girls are not permitted to be worn in the building unless approved by a principal. Headscarves worn for religious reasons are permitted.
- At no time will clothing with inappropriate messages, words, or pictures be permitted that disrupts the learning environment.
- Shoes should be appropriate for the age and activity of students. All students are recommended to wear regular style or athletic shoes properly tied or fastened. Only athletic shoes are permitted on the gym floor. Socks should be worn with shoes at all times. It is recommended that school-aged students avoid sandals, backless shoes, or high heels. Flip flop shoes are deemed unsafe, and are, therefore, not permitted due to students having to navigate stairwells and physical activity during the school day.
- A teacher or staff member may ask the student not to participate if his/her clothing indicates a potential safety hazard. Parents should be alerted that students may be excluded from certain activities if the shoes and clothing appear unsafe.

### **DRUG AND ALCOHOL POLICY**

Student use of alcohol and student use of controlled substances (drugs) for which the student does not have a valid prescription are illegal. Illegal use of drugs and alcohol has an adverse effect on everyone in the Provident community. This policy is designed to assist students in abstaining from drugs and alcohol and to provide assistance and appropriate referral when use is detected or suspected. (The full drug and alcohol policy is available)

It is the school's policy to prevent the possession and/or use of look-alike drugs, sale of look-alike drugs, distribution and/or intent of distribution of any illegal controlled substance or controlled mood-altering chemical, medication or abused chemical not approved by the health office on school property, at school-sponsored events or school buses, and in route to and from school by any mode of travel.

Violations of this policy include the use, possession, distribution and being under the influence of any controlled substances during school hours, at any time while on school

property, at any school-sponsored activity, and during the time spent traveling to and from school. The consequences of such violations may result in disciplinary action.

### **E-MAIL**

Provident Charter School has an e-mail address for each faculty member that can be used to communicate with parents who have access to the Internet and who wish to contact their children's teacher when connecting by phone is difficult because of work schedules, or one's availability to take – or make – phone calls. You may email directly to your child's teacher at your convenience and the teacher will be able to respond to your request for information as time permits.

Parents may reach any professional staff member by using the person's first initial, last name, and Provident Charter School's universal e-mail address. For example, John Smith can be reached at: **[jsmith@providentcharterschool.org](mailto:jsmith@providentcharterschool.org)**

### **Guidelines for E-mail**

E-mail is for non-emergency contact such as:

- Requesting information about a child's performance on a particular assignment or project, or classroom behavior.
- Requests to set up a parent conference.
- Requests for information about a particular school program.
- Requests for information about whom to contact regarding a particular problem or need.

E-mail **should not** be used for:

- Emergency requests such as busing changes, student notification of changes in transportation plans from school, early dismissal requests, etc. Teachers cannot monitor E-mail on a constant basis throughout the day. Please contact the office with your request.
- Requests for information about any child other than those for whom you are legally responsible.

### **EMERGENCY INFORMATION SHEET**

Pupil Emergency Information forms are sent home at the start of each school year. It is essential that these sheets are filled out completely and returned to school. All information on the sheets will be kept confidential and be used only by appropriate school personnel. Parents are responsible for updating and reporting to the school any change of address, telephone number, or other pertinent information which occurs during the school term.

**It is important that we have correct phone numbers for your child. In an emergency, we need to be able to contact a parent quickly.**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit a written request to the that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student for the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of

the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the principal & CEO, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20102-5920

### **FIELD TRIPS**

Field trips are designed to enrich classroom experiences and enhance the school curricula. A field trip is an extension of the school day and all conduct at the sight or on the bus must follow the guidelines and policies of behavior established within the school.

### **FIRE AND EMERGENCY DRILLS**

Drills conducted at regular intervals are an important safety precaution. It is essential that when the fire alarm sounds, everyone obeys orders promptly and clears the building as quickly as possible. Fire drill exits are posted in each classroom and the teacher in each classroom will provide instructions to exit safely. When students are outside and away from the building, all students must remain with their teachers. Various faculty members carry walkie talkies. We have the ability to communicate in emergencies when they occur. We practice and instruct the students in fire drill procedures, severe weather drills, and procedures in case of an intruder.

### **FUNDRAISING**

Administration must approve all fundraising for Provident Charter School. If you have an organization that you would like to solicit funds for, please see the elementary director.

### **HAZING**

Hazing shall not be permitted, condoned or tolerated by any administrator, coach, sponsor, volunteer or school employee. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the school.



Any complaints of hazing should be directed to a principal and/or CEO.

### **HEALTH SERVICES**

Physical examinations are required upon original entry into school and in grades 6 and 11. These may be done by the student's family physician. A form can be obtained from your physician.

Dental screenings are done upon original entry, grade 3, and grade 7. This is done by your own family dentist. A form from the family dentist must be returned to the school nurse. There may be times when a mobile dentist is available at Provident.

Each school year, the school nurse will screen the students' height/weight and vision (close and far vision). Parents will receive notice of the screening results and notification of the Body Mass Index will be mailed home. If Body Mass Index is above the 95<sup>th</sup> or below the 5<sup>th</sup> percentile, the parent will be notified and will be advised to consult the family doctor.

Hearing tests are administered in grades K, 1, 2, 3, and 7 (by the school nurse). The hearing tests are also done for those who are new in the school or have a hearing problem.

Note: Parents are notified if a child fails a vision and/or hearing test, and are expected to follow up by having the child seen by a vision or hearing specialist.

Scoliosis (curvature of the spine) screenings are required for students in grades 6 -8 to be done by the school nurse.

Parents are urged to notify the school in writing when a child has a special health problem. This will help the school to assist your child in the best possible way. School activities may have to be adjusted to suit your child's needs.

### **Student Use of Medication at School**

The parent/guardian must also provide the prescription or written order of the prescribing physician. The prescription or written order must include the purpose of the medication, dosage, time at which or special circumstances under which the medication is to be administered, length of period for which medication is required and possible side effects of medication. All medications must be presented in the original prescription bottle.

Medications must be transported to the school by the parent. Please do not send students to school with medications. This puts the student in a position of violating the school's drug policy. Note: No Expired Medications Will Be Accepted.

Students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the Department of Health for certain specified diseases and infectious conditions. The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Department of Health.

### **Exclusion Requirements**

Communicable diseases that are reasons to be excluded from school:

Chicken Pox: Until the crusts are dry; 7 - 10 days. Body temperature normal

\*German Measles: Four days from onset of rash. Body temperature normal

\*Measles: Four days from onset of rash. Body temperature normal  
\*Mumps: Nine days from onset of swelling or until subsidence of swelling  
Scarlet Fever: Not less than 7 days when no physician is in attendance. Body temperature should be normal or 24 hours after appropriate antimicrobial therapy. These pupils should have been seen by a doctor.  
-Acute Conjunctivitis (Pinkeye): 24 hours from institution of appropriate therapy  
Pupils excluded because of conjunctivitis (pink eye), pediculosis (head lice), scabies, ringworm, and impetigo, shall not be readmitted except with a certificate of recovery from a physician or until judged non-infective by the school nurse.

Parents are urged to call the school nurse if they have a question regarding whether or not to send their children to school or if there should be exclusion from school due to the communicability of the disease. Parents are urged to notify the school nurse about any health problem or follow-up care in order to meet the health needs of the student. You must leave a telephone number of a relative or friend who can contact you in the case of an emergency. Emergency forms are sent home each year to update information so that the nurse can reach a parent when necessary. This form is important and should be returned to school as soon as possible.

### **Immunizations**

Beginning in August 2017, the Pennsylvania Department of Health approved changes to the current mandated immunizations required for school-aged students to be enrolled in public school. The changes are intended to ensure that all children attending school in the Commonwealth of Pennsylvania are adequately protected against potential outbreaks of vaccine preventable diseases. **Every child must have the required medically appropriate vaccines or he/she will risk exclusion from school.**

Children in ALL GRADES (K-12) need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after 4<sup>th</sup> birthday)
- 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps and rubella (Usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

**Exemptions** to the school laws for immunizations are: medical reasons; religious beliefs; and philosophical/strong moral or ethical conviction.

- **Medical Exemption** – A physician or physician's designee must provide a written statement that immunization may be detrimental to the health of the child.
- **Religious Exemption** – Parent(s)/guardian(s) or an emancipated child must object in writing to the immunization based on contradiction to his/her religious beliefs.
- **Philosophical/Strong Moral or Ethical Conviction Exemption** – Parent(s)/guardian(s) or an emancipated child must object in writing to the immunization based on his/her personal beliefs.

***If a child is exempt from immunizations, he/she may be removed from school during an outbreak.***

### **IMMUNIZATIONS ARE DUE WITHIN THE FIRST FIVE (5) DAYS OF SCHOOL**

**Single Dose Vaccines** – State law states that a child must have any required single-dose vaccine upon school entry or he/she may risk exclusion.

**Multiple Dose Vaccines** – With multi-dose vaccines, state law requires that the child have at least one dose of the vaccine upon school entry.

- If additional doses are required and are medically appropriate within the first five (5) days of school, then a child shall either have the final dose during the five-day period or he/she shall have the next scheduled dose and shall provide a medical certificate setting the schedule for any remaining doses.
- If a child has at least one (1) dose and additional doses are required, but not medically appropriate during the first five (5) days of school, then the child shall provide a medical certificate on or before the fifth school day scheduling those doses.

**A medical certificate must be signed by a physician, a certified registered nurse practitioner (CRNP) or a physician assistant (PA).**

Please talk to your child's pediatrician about those vaccines needed for your child to attend school. For additional information, visit <http://dontwaitvaccinate.pa.gov> (enter "2017-2018 Immunization Requirements" in the search field.)

**PLEASE PROVIDE A COPY OF YOUR CHILD'S IMMUNIZATION RECORD (OBTAINED FROM YOUR CHILD'S PEDIATRICIAN) TO THE SCHOOL PRIOR TO THE FIFTH DAY OF SCHOOL.**

### **MISSING ASSIGNMENTS**

When absent, a student is to complete the missed assignments.

A simple guideline to remember is the following:

Student Absent One Day: One day is given to complete assignments.

Student Absent Two Days: Two days are given to complete assignments.

Student Absent Three Days: Three days are given to complete assignments.

Concerning longer periods of absence, it is highly advised that the parent contact the teacher to make plans for student completion of the missed class work and assignments. In most cases, the parent should be in touch with the Front Desk Receptionist, school nurse, and classroom teachers.

### **NONDISCRIMINATION OF STUDENTS**

Provident Charter School declares to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The school shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The equitable distribution of school resources is one means the school shall use to ensure all students receive a quality education. The school should make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations. Any complaints of discrimination should be reported to a principal and/or CEO.

### **PARENT-TEACHER CONFERENCE**

The Parent -Teacher Conference is of great value. Both parties are helped considerably by having an opportunity to get to know each other and to share information and insights that may enhance the student's school experience. Parent-Teacher conferences can be scheduled at any time during the school year. Please call the teacher in advance to schedule an appointment. The school does plan two conference days throughout the school year which are noted on the school calendar.

### **REPORT CARDS**

The skill-based report cards at Provident Charter School are skill based and are

distributed every trimester (November, March and June).

### **Descriptors for Academic Standards**

E – Exceeds the Standard: The student exceeds proficiency in essential skills and concepts by demonstrating in depth, higher level application.

M – Meeting the Standard: The student demonstrates proficiency in essential skills and concepts.

I – Intensive Progress Needed to Meet the Standard: The student has not yet begun to demonstrate an understanding of essential skills and concepts. The student is making minimal progress towards the standard at this time. Considerable teacher support and guidance is needed.

NT – Not taught this marking period

CM – Curriculum modifications used

### **Descriptors for Learner and Social Behaviors**

E – Exceeds the Standard: The student demonstrates grade level behavior independently and without teacher prompting.

M – Meeting the Standard: The student is demonstrating grade level behavior on most occasions.

A – Approaching the Standard: The student demonstrates grade level behavior some of the time. Significant teacher intervention is required on a daily basis.

### **RIGHT TO PREVIEW / REVIEW INSTRUCTIONAL MATERIALS**

Parents have a right under federal law to inspect all instructional materials that will be used in connection with any survey, analysis, or evaluation as part of any applicable federally funded programs. Parents ordinarily also may review all other instructional materials used in a student's educational program. The term "instructional materials" does not include academic tests or assessments. Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for advance review; however, all materials used in reproductive health and safety education shall be available for review.

"Instructional material" means any instructional content, regardless of the format (i.e., printed, audiovisual, electronic, or digital). Requests to review instructional materials should be made to a principal. Parents or guardians will be provided with reasonable access to the material within a reasonable period of time after the request is received. Any objections to materials should be made to a principal.

### **SCHOOL SECURITY**

In order to provide a safe and secure environment for students at Provident Charter School, a video surveillance system has been installed throughout the school. The school's security cameras are for the exclusive use of school administration for security purposes and helping with disciplinary actions where applicable. The administration has full discretion whether or not captured video and audio (if available) is disseminated to parents and/or students.

The following protocol has been established for visitors:

1. Visitors to the school must have a valid reason for visiting the school.
2. Visitors to the school must enter the main door **only**.
3. Once visitors enter the school they must report directly to the main office.

**Provident Charter School utilizes a raptor system to scan the driver's license of all people entering the building. Please remember to bring your driver's license to the school.**

### **SCHOOL STORE**

Provident Charter School has a school store located on the school's website (main page under school life). Please note that all transactions are made directly to the School Store, which is a separate entity from the school.

### **SPECIAL AREA CLASSES**

Students will have Tae Kwon Do, Makerspace, Art, and Physical Education once per week. Special Area class options are subject to change. Special area classes are not graded and provide an enrichment to our academic curricula.

### **SPECIAL EDUCATION SERVICES**

If a parent would like to request a special education evaluation for his/her, son/daughter, the request may be made orally or in writing to the director of special education. Please use the below contact information:

Rachel Owens  
Director of Special Education  
Provident Charter School  
1400 Troy Hill Road  
Pittsburgh, PA 15212  
(Phone) 412-709-5160  
(Fax) 412-206-9923

Within 10 calendar days of receiving the oral/written request, the school will mail the parent a Permission to Evaluate (PTE) - Evaluation Request Form.

Once the school receives the PTE- Request Form, the school will complete the following:

- Send the parent, within a reasonable amount of time, the PTE-Consent Form, in order for the parent to give consent for the evaluation. The parent will also be asked to complete a "Parent Questionnaire" and will receive a copy of the "Procedural Safeguards."

If Provident agrees to the evaluation and the parents give consent, the school will have 60 calendar days (not including the Summer months) to complete the evaluation.

### **Chapter 15 and Section 504 of the Rehabilitation Act of**

Children who have disabilities which substantially limit their participation in or access to school programs, but do not need special education, may qualify for reasonable accommodations in the regular education classroom under Section 504 of the Rehabilitation Act of 1973 and Chapter 15. These rules that apply are different from those for students needing special education. For further information on the evaluation procedures and provisions of services for Chapter 15 contact Mrs. Owens, Director of Special Education, at 412-709-5160.

### **STUDENT ASSESSMENT**

Students will be assessed on the knowledge, skills, and understandings learned over a period of time and the application of the knowledge, skills, and understandings in varied practical experiences and activities in the learning process.

### **STUDENT COMPLAINTS PROCEDURES**

Students should first make a complaint known to the staff member most closely involved or, if none is identifiable, a guidance counselor, and both shall attempt to resolve the issue informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement of his/her complaint which shall set forth:

1. Specific nature of the complaint and a brief statement of relevant facts.
2. Manner and extent to which the student believes she/he has been adversely affected.
3. Relief sought by the student.
4. Reasons why the student feels entitled to the relief sought.

The complaint may then be submitted, in turn, to a principal and/or CEO. The student shall be afforded the opportunity to be heard personally by the school authority. The student may seek the help of a parent/guardian at any step.

### **STUDENT CONDUCT AND RESPONSIBILITIES**

Provident Charter School employs the **Positive Behavior Support** plan. The goal of the plan is to identify demonstrated proactive strategies teachers can use to influence students to **choose** responsible behaviors. This program is an approach toward managing and motivating student behavior in a positive manner while teaching students to accept the consequences of their behavior.

#### **School-Wide Code of Conduct**

You will realize that you are a respectful, responsible and contributing team member by following the general building rules:

- We follow directions.
- We are prepared for learning.
- We will keep our hands and feet to ourselves.
- We ask permission before we leave a classroom.
- We walk in the classroom and hallways.
- We always use a soft voice in the building.
- We leave our toys at home. There are games at Provident for indoor recess. (This includes fidget spinners. Any child in need of a tool to help them focus will be given an appropriate tool by the classroom teacher).
- We will keep our school free from vandalism.
- We will use the restroom without creating an unsafe environment or violating another student's privacy.
- In the cafeteria we will use proper table manners and etiquette by never playing with or throwing our food. We will clean our area of garbage when we are finished eating.
- We will follow the classroom rules.

Note: This is an abbreviated Student Code of Conduct. Please refer to the Student Code of Conduct Policy posted on the school's website.

#### **Classroom Rules**

During the first few days of school, teachers will create classroom rules with the students. Classroom rules will list the behaviors that will make the students feel like respectful, responsible and contributing members of the class. Any behavior that stops the class from functioning in a positive manner will be addressed by the teacher.

#### **Discipline Procedure**

When it is necessary for a student to receive a consequence because of misbehavior, the following disciplinary actions may be utilized in order to promote a change in behavior:

- Student conference
- Parent notification
- Removal from class

- Loss of privileges
- Recess detention
- Lunch detention
- In-school suspension
- Out-of-school suspension

### **Lunch Detention**

Receiving a lunch detention requires that the student will eat lunch in a designated area excluded from the general student population. An adult will supervise lunch detention and the rules include:

- No talking
- Stay in your seat

### **Recess Detention**

Receiving recess detention requires that the student stay inside with adult supervision for 10 minutes of the 25 minutes of recess time.

### **In School Suspension**

Receiving In-school suspension requires that the student be removed from the general student population within the school setting. The student's teachers will provide work for the student to complete. Students will be given instruction/support during this time. The student will be placed in a classroom outside of their current grade level. The student will follow that classroom's schedule throughout the school day.

### **Out-of-School Suspension**

Receiving out-of-school suspension requires that the student be removed from the general student population resulting with the student having to be picked up from school by a parent/guardian or not being permitted to attend school for a period of time.

As always, we hope that parents will continue to support the efforts of the school in creating a positive and safe learning climate for the students, free from disruption and misbehaviors.

## **STUDENT SEARCHES**

Because of the school's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning, it may be necessary to search students or their belongings (including lockers), without warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that there is prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, school policy or school rules. **Note: Students secure their lockers with personal locks, and it might be necessary to cut a lock from a student's locker if there is a concern or threat.**

## **THREATS**

It is important that you remind your child that there is no "joking excuse" accepted when a threat is made. Please instruct your child to refrain from using the word "kill" in school. Any student making a serious threat to kill or harm another student is subject to a disciplinary consequence.

## **TOBACCO/NICOTINE POLICY**

Provident Charter School is committed to providing a healthy and productive environment for staff, students, student families and community members. We believe that education has a central role to play in establishing healthy habits for children; we also believe it is appropriate to take measures to help students resist the use of tobacco.

Students shall not be permitted to use or possess tobacco products of any kind or any form while in a school building, on school property, in a school vehicle, in a school bus, or while attending any school sponsored function at any time. This applies to electronic cigarettes and vape devices as well.

## **VOLUNTEERING**

Clearances are required by a school volunteer if any of the following apply:

- The volunteer will be responsible for the welfare of children or will have direct contact with children;
- The volunteer is a coach or assistant coach;
- The volunteer may provide services or attend an event where there is a possibility that the volunteer could be alone with students; or
- The volunteer will accompany students on an overnight trip.

A principal and/or CEO will determine whether any of the above criteria apply.

Please see the details below about what you must submit before you are able to volunteer with us. Please note: All clearances must be dated within the past year. No volunteer is able to begin until their clearances are submitted and approved.

Clearances needed to volunteer:

### **Act 151 - Pennsylvania Child Abuse History Clearance:**

Visit <https://www.compass.state.pa.us/cwis/public/home>. Click the first link "Create Individual Account". Complete the application. Submit clearance to school administrator. Cost to volunteer: \$10.00.

### **Act 34 - Pennsylvania State Criminal Record Check:**

Visit <https://epatch.state.pa.us/>. Do not click in the yellow box. Below in blue font click "Submit a New Record Check". Complete application. Submit clearance to school administrator. Cost to volunteer: \$10.00.

### **Act 114 - Federal Criminal History Record:**

Visit [www.pa.cogentid.com](http://www.pa.cogentid.com), click on the first link "Pennsylvania Department of Education and click "Register Online". Complete the application. Visit a location listed at the conclusion of the application to have fingerprints taken. Submit clearance to school administrator. Cost to volunteer: \$38.00.

## **WEAPONS – GUNS – KNIVES - (Look-Alikes)**

At Provident Charter School, weapons, to include, guns, knives, and look-alike toys are not permitted. Please instruct your children that taking any type of gun, knife or simulated weapon to school is not permitted. A good practice for parents would be to check their child's book bags each day before leaving for school to ensure nothing unacceptable is taken to school. The school may find it necessary to notify police if a weapon is discovered on school property. The situation will be investigated and disciplinary action may be imposed.



## **WEBSITE**

Our school website can be accessed by typing in the following address on your website browser:

<http://www.providentcharterschool.org>