

Dickson Preparatory STEAM Academy
7301 Schoyer Avenue
Pittsburgh, Pennsylvania 15218

2023-2024 Student Handbook



Woodland Hills
School District

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WOODLAND HILLS SCHOOL DISTRICT

Administrative Office Directory

531 Jones Avenue North Braddock, PA 15104

Phone: 412-731-1300 Fax: 412-273-3602

Administration Extension

Dr. Daniel Castagna, Superintendent

Business Manager

Mrs. Jill Regan, 0133

Assistant to the Superintendent of Administrative Services

Dr. Pamela White, 0154

Assistant to the Superintendent of Curriculum & Instruction

Mr. A. Eddie Willson, 0156

Director of Special Education

Ms. Leah Sylvis, 0135

Assistant to the Superintendent of Human Resources/Chief of Staff

Ms. Angel Boyd, 0111

Supervisor of Facilities

Mr. Brian Johnson, 0192

Technology Department

Mr. John Kim, 0103

Safety and Security Coordinator

Mr. Pedro Vcalles, 5174

WOODLAND HILLS SCHOOL DISTRICT

Administration

Dr. Daniel Castagna, Superintendent

School Board of Directors

Carlton Scott, President

Bridget Creach, Vice President

Board Members

Mike Belmonte

Terri Lawson

Darnika Reed

Robert Clanagan Bey

Dr. Tammi l. McMillan

Laura Arthrell

Michael Rensland

School Board Meetings

The Woodland Hills Board of School Directors holds two regularly scheduled meetings each month; both are open to the public. The second Wednesday of each month is an Agenda Setting Meeting. The third Wednesday of each month is the Legislative Meeting. All meetings are scheduled at the Woodland Hills Administration Building at 7:00 p.m. unless advertised otherwise.

Dickson Preparatory STEAM Academy

Vision Statement 2023-2024

Dickson Preparatory STEAM Academy strives to ensure learning experiences support curiosity and exploration and encourage higher-order thinking. We will achieve our vision by providing rigorous and relevant instruction that focuses on developing students' depth of understanding of fundamental concepts. In support of this vision, we commit to identifying, confronting, and dismantling the cultural, systemic, and institutional inequities that routinely exploit one group while producing cumulative and chronic adverse outcomes for another.

Woodland Hills School District Mission Statement

Woodland Hills School District makes students its first priority. The District provides each student with an excellent educational experience that is driven by the highest expectations and prepares students for meaningful participation in all facets of society.

Woodland Hills School District Core Values

Safe and secure environment
Challenging curriculum
Permission to dream

Dear Students,

On behalf of the entire staff, we welcome you to the Dickson Preparatory STEAM Academy. This handbook has been prepared to help you understand the total school program. It lists important dates, outlines school policies and procedures, and includes expectations for student behavior. We encourage you to familiarize yourself with this handbook and review the contents with your parents and/or guardians. Students will be held accountable for understanding the contents of this handbook. If you need assistance or further information, your teachers, counselors, administrators, and/or other personnel will be glad to help you.

Sincerely,
The Administrative Team

Principal Mr. Josh Manning

Phone: (412) 731-5816 extension 3120 Email: manjos@whsd.us

Assistant Principal Ms. Rashawnda Randolph

Phone: (412) 731-5816 extension 3115 Email: randra@whsd.us

Assistant Principal Ms. Rashawnda Randolph

Phone: (412) 731-5816 extension 3121 Email: howeja@whsd.us

STUDENT HANDBOOK INTRODUCTION

The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines of our school. If a conflict between a board policy and the provisions of this handbook occurs, the board policy most recently adopted by the board will prevail.

Students, parents, and/or guardians should know that our handbook and board documents are reviewed annually because policy adoption and revision are ongoing processes. Board changes generally will supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook can be amended at any time at the discretion of the Woodland Hills School District. If policy changes are enacted during the school year, the administration team will communicate those changes to students, staff, and parents/guardians. The signature page at the end of this handbook serves as an acknowledgment of the contents of this handbook. Failure or refusal to sign the acknowledgment page will not affect the District's expectations of students, parents, and/or guardian's to abide by the procedures and policies; nor will it affect Dickson Preparatory STEAM Academy's right to uphold the procedures and policies.

ADMISSIONS/REGISTRATION

Registration forms are available on the district website (www.whsd.net). Please call 412-731-5816 ext 1300 to schedule an appointment for registration.

Registration packets along with supporting documents can also be emailed to registration@whsd.us.

A copy of the following information is **required for registration**:

Residency Proofs:

- **Current deed or lease agreement or Notarized Affidavit of Residency.**
 - **Any one (1) of the following must be provided in addition to the above:**
 - Valid PA Department of Transportation: license or identification with current district address.
 - Valid PA automobile registration.
 - Current (within thirty (30) days) utility bills (gas, electric, cable, water) with district address.
 - Current tax statements with district address.
 - Current check stubs from wages with district address.
 - Copy of state/federal program enrollment.
 - Current credit card bill.
 - Child(ren)'s proofs:
- **Birth or baptismal certificate**, current passport with child(ren)'s date of birth, or prior school record indicating date of birth.
- **Proof of immunization** required by law – acceptable documentation includes
 - Student's immunization record.
 - Written statement from the prior school district or a medical office that the required immunizations have been administered or that a required series is being administered.
 - Verbal assurances from the prior school district or a medical office that required immunizations have been completed, with records to follow.
 - Notarized Affidavit of Guardianship, if applicable. (Sworn Statement of Resident in support of free school privileges for nonresident child)

Required Health Examinations

The Pennsylvania Public School Code Section 1402 Health Services requires that students, upon original entry into sixth grade, be given a "comprehensive appraisal" of their health. The physical is to be completed within four months before the start of the school year. In addition, Section 1402(c) requires the completion of medical questionnaires to become part of the student's health record. This requirement may be completed by the student's primary care provider (MD, DO, CRNP, PA). Parents/Guardians may choose to have the "comprehensive appraisal" by the School Medical Professional with written consent.

According to the Pennsylvania Department of Health, the following are mandated school health services:

- Yearly height, weights, and vision screenings.
 - The school nurse does the above-mentioned screenings as part of scheduled individual health conferences, including measuring height, weight, BMI (Body Mass Index), and a review of the student's health record.
- Mandated State dental examinations and hearing screenings are required of all seventh-grade students. This examination may be done by the family physician and reported to the school on forms supplied by the school. These forms are available in the health office. Examinations done within four months before the opening of school are acceptable. Parents/Guardians may choose to have these screenings done by the School Medical Professional with written consent.

Immunization Records

Pennsylvania Immunization Laws require all students to have proof of the following immunizations upon entry into school:

- 4 doses of tetanus, diphtheria, and acellular pertussis
 - (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after the previous dose is given)
- 2 doses of measles, mumps, and rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity
- *usually given as DTP or DTaP or, if medically advisable, DT or TD
 - a fourth dose is not necessary if the third dose was administered at the age of 4 or older and at least 6 months after the previous dose
 - usually given as MMR

*Medical and/or religious exemptions require written documentation. All medical exemptions must be from a licensed medical practitioner.

On the first day of school, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school to obtain the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

For attendance in 7th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the below vaccinations or risk exclusion.

- 1 dose of tetanus, diphtheria, acellular pertussis (TDAP) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

First Aid

If a student becomes ill or is injured at school, he/she will be cared for by the nurse. The parent/guardian will be contacted. If the parents/guardians cannot be contacted, the persons listed on the Emergency Care Card will be contacted. If necessary, local Emergency Medical Services will be contacted. It is the parent/guardian responsibility to update the Emergency Card information when changes occur.

Transportation of ill or injured students is the responsibility of the parents. Ambulance service in extreme emergencies will be at the expense of the parents.

The school nurse must sign out students who are injured or ill. A student should not contact their parents without the advice of the nurse for health-related dismissals.

Sports and Health

Student health and safety is of utmost concern at Dickson Preparatory STEAM Academy. Student participation in sports and other extracurricular activities necessitates open communication and planning with the health team at Dickson Preparatory STEAM Academy. Parents and/or students must notify the school nurse of any serious medical concerns, including life-threatening allergies. Parents/guardians must supply any medication needed on site for the emergency treatment of these known issues. It is also advisable for the parent/guardian to contact the student's counselor so that they may aid in the development of a plan in conjunction with the school nurse and/or coaches/activity supervisors for treatment in the event of an emergency.

Guidelines for Medication Administration

An increase in the number of medications being sent into the schools makes it necessary to establish guidelines for students taking medications in the school to protect both student and school personnel. Families should make every effort to give medications at home as only essential prescribed medicines will be given at school. In writing, the parent or guardian will assume full responsibility for any medications sent to school.

All medications **must** be brought to school and picked up by an adult. If the School Nurse is unavailable, the building Principal or his/her designee may accept medication delivery. In addition: the administration of over-the-counter medications is governed by state law, which forbids a school nurse to administer any medication without a licensed medical practitioner's or dentist's written order.

Medications

All medications, including over-the-counter medications, must be accompanied by written instruction from a licensed medical practitioner or dentist. No expired medications will be accepted. No exceptions.

All prescription medication must be in its original labeled pharmacy container and must be accompanied by a health professional's written request for administration which includes:

- Name of student
- Name of medication
- Name of a qualified healthcare professional
- Dosage
- Date

Time of Administration

Over-the-counter medications must be in the manufacturer's original container and be labeled by the parent/guardian with the child's name and must be accompanied by a health professional's written request for administration which includes:

- Name of scholar
- Name of medication
- Name of a qualified healthcare professional
- Dosage
- Date
- Time of administration

In addition, a parent or guardian must complete a permission form issued by the school for all medications given at school. All medications must be kept in a locked cabinet in the school health office. Medications not in compliance with the above guidelines cannot be given and will be returned to the parents/guardians.

Self-administration of emergency asthma and anaphylaxis medications (Epipens) will be permitted with a licensed medical practitioner's order and parent permission, including a statement that it is necessary for the scholar to carry the medication and that the student is capable of self-administration.

Self-Administration

To self-administer medication, the student must be able to:

- Respond to and visually recognize his/her name
- Identify his/her medication
- Measure, pour, and administer the prescribed dosage

All medication orders and parent permission will only be valid for the current school year. All medications must have a new doctor's order and parent permission submitted each school year. All medications will be sent home after the school year. Any medication not picked up at the school year's conclusion will be discarded. No medication can be kept at the school over the

summer. Medication will be returned to the parent or an adult designee only. Field trip medications, due to current Pennsylvania State Mandates, school medications may not be sent with the teacher if the school nurse cannot attend the field trip. Parents of children with life-threatening medical conditions and those taking daily medications will be addressed individually. Parents of children who receive routine medication during school hours may choose to have their child not receive his/her medication on the day of the field trip if a nurse cannot attend. Any questions should be directed to your child's school nurse.

Emergency Care Card

The Emergency Care Card must be filled out each year. Accurate contact information must be documented and updated in case of an emergency. Several reliable contacts should be listed to ensure that emergency information is communicated.

Change of Address and Phone Numbers

If you have a change of address or phone number, report it immediately to the administrative secretary. Post Office boxes are not acceptable as addresses. Students, parents and/or guardians are required to keep phone numbers, addresses, and parent/guardian names current and accurate.

ATTENDANCE

Nation-wide educational research shows that regular school attendance with very limited absence has a direct correlation to increased student achievement. The attendance policy is adopted in recognition of the relationship between attendance and learning. Real learning and development are less likely to occur when there are inadequate opportunities for interaction between students and teachers. It's the parent and/or guardian's responsibility by law to ensure that their children attend school regularly as required by the state of Pennsylvania.

Immediately upon returning to school after an absence, students' parents and/or guardians must furnish a written explanation (Student Excuse) for the absence of the child. An unexcused absence for any pupil under seventeen (17) is, by definition, an unlawful absence. A legal excuse is the parents and/or guardians only protection from arrest. In the case of arrest, the burden of proof is upon the parent and/or guardian to prove that the absence of the child was properly excused by an Administrator or the Board of School Directors. In the case of chronic absence, school authorities may request a physician's statement showing such absence to be justifiable. Any student not following the procedures listed below may be subject to disciplinary actions. Consequences will be determined by the severity and frequency and at the Principal or a designee's discretion.

- The written excuse must state the reason for the absence, list dates, and be completed and signed by a parent/guardian.
- The written excuse for an absence must be submitted to the front office within three (3) days after returning to school.
- Students are not permitted to write their own excuse regardless of age.
- Teachers will take attendance in all classes, with the official attendance for the school

- day taken during the first period.
- Parents/guardians will receive an automated call for each day their child is recorded as absent. Errors should be reported immediately. The parent must submit a written excuse.

Compulsory School Attendance Law

In Pennsylvania, all children of “compulsory school age” must attend school. Failure to do so will result in disciplinary consequences:

First offense: When a pupil has three days or equivalent of a verified unlawful absence, a first offense notice will be served on the parents.

Second offense: If additional unlawful absences occur, a second offense notice will be turned over to the magistrate for each additional absence.

The front office will keep an accurate record of absences as required by the Compulsory Attendance Laws of Pennsylvania. To do so, the parent/guardian must complete a written excuse for every full or partial day of absence. This includes being tardy to school and early dismissals from school.

Students who are absent from school for 10 consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the absence is legal or compulsory attendance prosecution is being pursued.

Students are limited to no more than 18 absences (10% of 2023-2024) in an entire school year. Both excused, and unexcused absences apply to the total. A medical doctor’s excuse must accompany any absence beyond 10 days. A student with a chronic health condition or other serious problem may petition for a waiver of the attendance policy.

Students that have accumulated 18 absences, excused and unexcused, will be considered for possible retention and/or WHOA enrollment.

Teachers will take attendance in all classes, with the official attendance for the school day taken during the first period. Parents/guardians will receive an automated call for each day their child is recorded as absent.

A student who expects to represent the school or a school organization in a function at night or after school hours must be in school for at least half of the school day on the day of the event. This policy applies to sports, plays, assemblies, and other related activities. If the scheduled activity is on a non-school day, the student must be present for at least half of the day on the most immediately preceding school day.

Absences for clearly established mental, physical, or other urgent reasons such as bereavement, religious holidays, or court appearances will be excused. The determination as to what constitutes an “urgent reason” under this policy shall be made by the building administrator. In the case of excused absences, the student will be expected to make up any assignments or tests

that have been missed and, for this purpose, will be granted a period of time equal to the length of the absence.

The Board considers the following conditions to constitute reasonable cause for absence from school:

- Illness
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Family educational trips with prior approval of the Superintendent or designee
- School District sponsored educational tours and trips
- College visits or Military Recruiting Trips with prior approval of the Superintendent or designee
- Religious holiday/religious instruction
- Participation in Statewide or Countywide 4-H and /or FFA Project with prior approval of the Superintendent or designee

A doctor/physician's statement will verify an illness-related absence as being excused. A doctor's excuse must be submitted to the front office within three days of the absence. Doctors' excuses will not be accepted under any circumstances after three days. A doctor-issued medical excuse for Physical Education must be submitted within five (5) days of the excuse or absence.

The fact that a parent/guardian has submitted a written excuse does not automatically mean the absence is excused. Cases of erratic or patterned absences will be deemed questionable. The parent/guardian may have to supply additional supporting documentation to the building principal for review. The absence or absences will be called unexcused/unlawful if this is not done.

Emergency Closing

If the District Superintendent determines it is necessary to close schools or delay openings, the announcement will be made as early as possible. Information will be available on the district's website www.whsd.net, as well as the Facebook and Twitter feed. The information on emergency closings will also be relayed through the parent alert system and to the local media:

- KDKA Radio 1020 AM and KDKA TV
- WTAE Radio 1250 AM and TV
- KQV Radio 1410 AM
- FROGGY Radio 98 FM

Tardiness to School/Sign-in Policy

Students will be considered tardy to school if they are not in their first period by 8:35 AM. Students who arrive tardy must sign in with the administrative secretary in the attendance office to receive a tardy pass for admittance into the class. Excessive unexcused tardies may be converted into unexcused absences.

A student reporting to school after 12:30 PM may not be admitted to school since the student has missed more than half of the school day. If extenuating circumstances prevail, the building administrators have the discretion to admit the student. Parents of students with a serious problem of tardiness to school or class will be contacted and scheduled for a conference with the teacher, counselor, or administrator to evaluate the problem and determine the next steps.

Early Dismissal/Sign-out Policy

Early dismissals may be requested for funerals, doctor appointments, and court appearances. A written request listing the date, time, and reason for dismissal must be made and signed by the parent/guardian. Parents must report to the office and show photo identification to retrieve students for an early dismissal. Students cannot report to the front office for an early dismissal until they are called for from the front office and then excused by the teacher. Students will not be permitted to leave for early dismissal after 2:45 PM. Excessive unexcused early dismissals may be converted into unexcused absences and may lead to possible persecution before the magistrate.

The school nurse must sign out students who are injured or ill. Students should not contact their parents without the nurse's advice for health-related dismissals.

**2023-2024
Dickson Bell Schedule**

GRADE 6	GRADE 7	GRADE 8
ARRIVAL 8:05-8:25	ARRIVAL 8:05-8:25	ARRIVAL 8:05-8:25
HOMEROOM 8:25- 8:35	HOMEROOM 8:25- 8:35	HOMEROOM 8:25- 8:35
PERIOD 1- 1e 8:35- 9:16	PERIOD 1- 1e 8:35- 9:16	PERIOD 1- 1e 8:35- 9:16
PERIOD 2- 2e 9:19- 10:00	PERIOD 2- 2e 9:19- 10:00	PERIOD 2- 2e 9:19- 10:00
PERIOD 3- 3e 10:03- 10:44	PERIOD 3- 3e 10:03- 10:44	PERIOD 3- 3e 10:03- 10:44
PERIOD 4- 4e 10:47- 11:28	PERIOD 4- 4e 10:47- 11:28	PERIOD 4- 4e 10:47- 11:28
LUNCH A/ 5AA 11:31- 12:01	PERIOD 5AA- 5B 11:31- 12:12	PERIOD 5AA- 5B 11:31- 12:12
PERIOD 5B- 6AC 12:05- 12:46	LUNCH C/6AC 12:15- 12:45	PERIOD 6AC- 6B 12:15- 12:56
PERIOD 6B- 6BE 12:49- 1:30	PERIOD 6B- 6BE 12:49- 1:30	LUNCH E/ 6BE 12:59- 1:29
PERIOD 7- 7e 1:33- 2:14	PERIOD 7- 7e 1:33- 2:14	PERIOD 7- 7e 1:33- 2:14
PERIOD 8- 8e 2:17- 2:58	PERIOD 8- 8e 2:17- 2:58	PERIOD 8- 8e 2:17- 2:58
DISMISSAL 2:58	DISMISSAL 2:58	DISMISSAL 2:58

- Teacher start time 7:45 AM
- Teacher end time 3:15 PM
- Student Start time 8:05 AM
- Student Dismissal time 3:00PM
- All instructional periods are approximately 41 minutes
- All lunch periods are 30 minutes
- Travel time between classes is 3 minutes

*Schedules may be adapted by the building principal and by his/her designee.

**Students will be considered tardy to school if they are not in the first period by 8:35 AM.

Students who arrive tardy must sign in with the administrative secretary in the attendance office to receive a tardy pass for admittance into class.

***Students are not permitted to be in the building after dismissal unless they are meeting directly with authorized Dickson personnel.

****A student attempting to report to school after 12:30 PM may not be admitted to school since the student has missed more than half of the school day. If extenuating circumstances prevail, the building administrators have the discretion to admit the student.

2023-2024
Dickson 2 Hour Delay Bell Schedule

GRADE 6	GRADE 7	GRADE 8
ARRIVAL 10:05-10:25	ARRIVAL 10:05-10:25	ARRIVAL 10:05-10:25
HOMEROOM 10:25- 10:35	HOMEROOM 10:25- 10:35	HOMEROOM 10:25- 10:35
PERIOD 1- 1e 10:35- 11:01	PERIOD 1- 1e 10:35- 11:01	PERIOD 1- 1e 10:35- 11:01
PERIOD 2- 2e 11:04- 11:30	PERIOD 2- 2e 11:04- 11:30	PERIOD 2- 2e 11:04- 11:30
PERIOD 3- 3e 11:33-12:00	PERIOD 3- 3e 11:33-12:00	PERIOD 3- 3e 11:33-12:00
PERIOD 4- 4e 12:03- 12:29	PERIOD 4- 4e 12:03- 12:29	PERIOD 4- 4e 12:03- 12:29
LUNCH A/ 5AA 12:32-1:02	PERIOD 5AA- 5B 12:32- 12:58	PERIOD 5AA- 5B 12:32- 12:58
PERIOD 5B- 6AC 1:05-1:31	LUNCH C/6AC 1:01- 1:31	PERIOD 6AC- 6B 1:01-1:27
PERIOD 6B- 6BE 1:34-2:00	PERIOD 6B- 6BE 1:34-2:00	LUNCH E/ 6BE 1:30- 2:00
PERIOD 7- 7e 2:03-2:29	PERIOD 7- 7e 2:03-2:29	PERIOD 7- 7e 2:03-2:29
PERIOD 8- 8e 2:32-2:58	PERIOD 8- 8e 2:32-2:58	PERIOD 8- 8e 2:32-2:58
DISMISSAL 2:58	DISMISSAL 2:58	DISMISSAL 2:58

- Student Start time 10:05
- Student Dismissal time 3:00
- All instructional periods are approximately 26 minutes
- All lunch periods are 30 minutes
- Travel time between classes is 3 minutes

*Schedule may be adapted by the building principal and by his/her designee.

**Students will be considered tardy to school if they are not in their first period by 10:35 AM (operating under a 2-hour delay schedule). Students who arrive tardy must sign in with the administrative secretary in the attendance office to receive a tardy pass for admittance into class.

***Students are not permitted to be in the building after dismissal unless they are meeting directly with authorized Dickson personnel.

Academic Integrity

Students will assume full responsibility for their academic performance. Students should not lie, cheat, plagiarize, or display any other acts of academic dishonesty during the course of the school year.

Examples of academic dishonesty include but are not limited to:

- Photographing assessments with the intent of unauthorized dissemination of exam materials, contents, or answer keys.
- Copying another student's work with the intent of submitting the work as one's own.
- Giving or receiving information during an exam.
- Using unauthorized material (cheat sheets or notes) during an exam.
- Utilizing a calculator or other electronic device against the teacher's direction
- Taking an exam or writing a paper for another student, or asking someone to take an exam or write a paper for you (this includes sharing work and/or writing group-produced answers on take-home and on-line exams unless explicitly permitted by the teacher).
- Submitting the same or different versions of work in multiple classes unless the teacher(s) permits.
- Sabotaging, misrepresenting, or fabricating written work, sources, and research.
- Helping another student commit an act of academic dishonesty or lying to protect a student who has committed one

*An "exam" includes tests, assessments, and quizzes, whether delivered in a classroom setting or online.

Students who engage in academic dishonesty are in violation of the Academic Integrity Policy. Depending on the severity of the infraction, the student may be subject to disciplinary action that may include, but is not limited to: a grade of 50% for the assignment, a failing grade for the grading period, suspension, and/or recommendation for expulsion from the school district.

Plagiarism

Plagiarism is intentionally or unintentionally using another writer's words or ideas without acknowledging the source and is considered a form of theft.

Some examples of plagiarism include but are not limited to:

- Using exact words from a source without putting them inside quotation marks and giving credit to the source.
- Rewording a passage without giving credit to the source.
- Summarizing a passage without giving credit to the source.
- Using statistics without giving credit to the source.

Students who engage in plagiarism or are in violation of the Plagiarism Policy. Depending on the severity of the infraction, they are subject to disciplinary action that may include but are not limited to: a grade of 50% for the assignment, a failing grade for the grading period, suspension, and/or recommendation for expulsion from the school district.

ACADEMIC GRADING

Promotion and Retention Guidelines

Dickson Preparatory STEAM Academy uses multiple factors to determine promotion/retention, including but not limited to academic performance, attendance, and social and emotional development.

Academic Reporting

Students will receive a report card. This report card provides parents and/or guardians with their child's current percentage towards mastery of the graded component. Report cards will also list attendance and tardiness.

Sixth through Eighth-grade students will use the grading scale listed below:

- A - 100% - 90%
- B - 89% - 80%
- C - 79% - 70%
- D - 69% - 60%
- F - 59% - 50%

Honor Roll

- Distinguished Scholar 4.00 +
- High Honors 3.50-3.99
- Honors 3.00-3.49

*Students cannot receive Honor Roll if they: (1) have incomplete grades; (2) received any grade below 70; (3) violate the district's attendance policy.

Participation

Interactions between teachers and students as well as student interactions with their peers are invaluable experiences that enhance the learning process. Participation can also help students learn from each other, increasing comprehension through cooperation.

Requesting homework in advance

Those students who will be absent from school for at least a week because of medical reasons or suspension may request that homework be sent home. It normally takes at least 24-48 hours from the time of the request to get all of the assignments from teachers.

Procedure for long-term homework

1. Students or parents must make the request for homework by calling the administrative secretary at 412-731-5816, Ext. 3117.
2. It is the responsibility of the student to have the homework picked up and delivered.
3. It is the responsibility of the student to complete homework and have it returned to the guidance secretary or assigning teacher by the due date.
4. Additional homework will not be issued until the previous assignments have been

returned.

5. It is the responsibility of the student to contact the administrative secretary if a problem occurs during the collection or return of assignments or if an assignment is not properly understood.
6. Grades will be based on the successful completion of course requirements within the time guidelines established by each course teacher.
7. It is the student's responsibility to be certain the homework is completed and returned to the issuing teacher upon the student's return to school.
8. The student's school counselor will serve as the liaison in these situations and will create an individualized plan for long-term homework as the situation and student needs may dictate.

Grading Policy

Teachers are required to inform all of their students of the grading and evaluation procedures that will be used in each of their classes. Students, parents, and/or guardians are also strongly encouraged to frequently monitor grades using the district-adopted online grade book, for which every student will have a username and login.

Grading procedures

Students are expected to complete assigned assessments to demonstrate student learning. The term assessment refers to the variety of methods or tools teachers use to evaluate, measure, and document students' academic readiness, learning progress, skill acquisition, or educational needs. Assessments should be primarily summative. Summative assessments measure student learning once they have already learned and practiced the material.

Teachers will identify 2 assessments for each subject every week to be graded to measure student learning. The 2 identified graded assessments for each subject should be scored and entered into PowerSchool for each student weekly.

Teachers will call the parent and/or guardian of any student in danger of failing for the grading period in sufficient time for the student to improve academically. The parent and/or guardian of any students dropping two or more letter grades will be contacted by the issuing teacher before the close of the grading period.

Incomplete Assignments

Students will have five days to complete any incomplete assignments upon their return to school. Assignments scores will reflect the earned percentage. Students will not receive a zero on an assignment. If an assignment is missing, it will be counted as 50 percent and labeled as missing in PowerSchool. Students may be asked to attend before, after, or lunch detention when assignments are not completed. During this time, students will be monitored and may complete missing work.

GRADING PERIOD 2023-2024

	Grading Period Ends	Grades Due	Grades Distributed
1	Wednesday, November 1st	Tuesday, November 7th	Thursday, November 9th
2	Thursday, January 18th	Thursday, January 25th	Monday, January 29th
3	Wednesday, March 27th	Friday, April 5th	Tuesday, April 9th
4	Wednesday, June 5th	Wednesday, June 5th	Monday, June 10th

On November 9, 2023, January 29, 2024, and April 9, 2024, students will receive their printed report cards before they leave school. The report card for June 10, 2024, will be mailed home and may include information and options for credit recovery if necessary.

Parent-Teacher Conferences

During the school year, conferences will be held in the fall and winter. Parents will be notified of specific conference dates, early dismissals, and in-service days. Although the district designates Fall and Winter conferences, Dickson Preparatory STEAM Academy always encourages families to conference with their child's educators as needed.

Parent-Teacher Conference Dates:

- Monday, November 9th, 9:00 AM.- 4:30 PM.
- Thursday, February 8th, 9:00 AM.- 4:30 PM.

IMPORTANT TESTING DATES

2023-2024 PSSA Testing Dates

- Monday, April 22nd-Friday, April 26th English/Language Arts
- Monday, April 29th-Friday, May 3rd Math/Science/and Make-Ups

We strongly advise families to refrain from scheduling vacations and other extracurricular activities/events during the designated testing windows.

2023-2024 Keystone Exam Dates

Algebra

- Wave 1: Monday, December 4th-Friday, December 15th
- Wave 2: Wednesday, January 3rd-Wednesday, January 17th
- Spring: Monday, May 13th-Friday, May 24th
- Summer: Monday, July 29th-Friday, August 2nd

We strongly advise families to refrain from scheduling vacations and other extracurricular activities/events during the designated testing windows.

SAFETY AND SECURITY

The safety and welfare of our students and staff are our highest priority. Throughout the year, schools perform various safety drills, including fire, bus evacuation, severe weather, building evacuation, and lockdown. All schools conduct lockdown drills during which students and staff practice emergency procedures.

Fire Drills and School Security Drills

The Pennsylvania Public School Code requires that fire drills be conducted in every school building of a school entity at least once a month while school is in session. Fire drills must include the removal of teachers and students from the building to a place of safety on the ground. School security drills must be conducted while school is in session and students are present. The chief school administrator or a designee will oversee the instruction and training of students and employees in the procedures to be followed during the school security drill.

In the event of a drill or an emergency, school personnel will inform all students of the proper emergency exit information for that particular room in the event of a drill or emergency situation. Also, emergency exit information will be posted near the exit door of each room. Students are required to become familiar with this information. Students must move quickly and quietly to the designated safety area during a drill or emergency and abide by all emergency routines and procedures. Students failing to follow emergency routines and procedures will be subject to appropriate disciplinary action including, but not limited to, detention, in-school suspension, out-of-school suspension, expulsion, and notification to proper law enforcement agencies.

Bus Evacuations

The Pennsylvania School Code requires that all school entities that use or contract school buses for transportation of students shall conduct two emergency school bus evacuation drills during each school year. Each bus evacuation drill must include instruction on the location and use of emergency exit doors and fire extinguishers and the proper evacuation of the bus.

The Pennsylvania Vehicle Code defines a “school bus” as a vehicle designed to carry 11 or more passengers, including the driver, and which is used for the transportation of pre-primary, primary, or secondary school students to or from the public, private, or parochial schools or events related to such schools or school-related activities.

Students failing to follow emergency school bus evacuation routines and procedures will be subject to appropriate disciplinary action including, but not limited to, suspension of bus riding privileges, detention, in-school suspension, out-of-school suspension, and notification to proper law enforcement agencies.

A.L.I.C.E.

The Woodland Hills School District has adopted a new strategy for lockdown procedures known as the A.L.I.C.E. plan. A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. The A.L.I.C.E. plan emphasizes the need for proactive, options-based strategies. The federal and state government recommendations and prominent law enforcement associations support these strategies. While there is no active threat to our institution, we must realize that a violent intruder event can happen anytime, anywhere, and for any reason. We are responsible to those in our care to do all we can to prepare them for this rare event. The A.L.I.C.E. plan uses technology and information so that staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training, so those involved in a crisis have a better chance of surviving.

Students failing to adhere to the A.L.I.C.E. plan's routines and procedures will be subject to appropriate disciplinary action including, but not limited to, detention, in-school suspension, out-of-school suspension, or expulsion.

STUDENT BEHAVIOR EXPECTATIONS

The following serves as a framework for behavior expectations throughout the school and at school-sponsored events. School staff may establish additional rules and expectations in each area to guide student behavior in classrooms and elsewhere in the school. All District students are responsible for knowing and exhibiting the “5 P’s”: Prompt, Prepared, Productive, Polite, and Proud.

School Wide Habits Towards Success

Prompt

- I am in the classroom when the bell rings
- I turn in all of my assignments on time
- I am proactive in addressing challenging situations

Prepared

- I bring all necessary materials to class
- I dress in accordance with the dress code policy
- I know what needs to be turned in and when

Polite

- I wait my turn
- I use appropriate language when speaking to others
- I do not touch people without permission
- I stay calm and in control of my body
- I allow others to express their opinions and beliefs

Productive

- I actively participate in class
- I complete the task at hand
- I work collaboratively with others
- I ask for help when I am unsure

Proud

- I hold myself accountable for my actions
- I accept correction and redirection graciously
- I celebrate and support others
- I am proud of my school community

Transitioning to and from class

Consistent school attendance is essential for academic, social, and behavioral success. As a result, it is imperative for students to attend all scheduled classes. Teachers will take attendance in all classes.

School Wide Habits Towards Success in the Hallway

Prompt

- I attend all of my scheduled classes
- I do not skip class or hang in the hallways
- I am in the classroom when the bell rings

Prepared

- I bring all necessary materials to class
- I dress in accordance with the dress code policy
- I keep my locker clean and free of clutter and food

Polite

- I allow others to move freely through the hallways
- I wait my turn
- I use appropriate language when speaking to others
- I do not touch people without permission
- I stay calm and in control of my body
- I allow others to express their opinions and beliefs

Productive

- I clean up my immediate surroundings
- I transition quickly and quietly to class
- I am seated in a chair before class begins

Proud

- I hold myself accountable for my actions
- I accept correction and redirection graciously
- I am proud of my school community

Skipping/cutting class includes but is not limited to:

- Not being in an assigned class/area
- Leaving an assigned class/area without written permission from a teacher, administrator, or other staff members
- Standing or waiting around idly or without apparent purpose outside of an assigned class/area regardless of a written permission from a teacher, administrator, or other staff member

Consequences

Students that are not in their assigned class/area will meet with the Principal or his/her designee to reset expectations and determine the next steps. The student may remain in in-school suspension for the remainder of the class. Additionally, the student may receive additional disciplinary action that may include but are not limited to: detention before/after school, Saturday detention, an additional in-school suspension, or an out-of-school suspension. If the problem persists, the student and parent/guardian will meet with the Principal or a designee to reset expectations and determine the next steps.

School Wide Habits Towards Success in the Cafeteria

Prompt

- I only attend my scheduled lunch period
- I am in the cafeteria when the bell rings
- I am proactive in addressing challenging situations

Prepared

- I bring all necessary items to the cafeteria
- I dress in accordance with the dress code policy
- I gather all food items and utensils at once

Polite

- I am seated for the entire lunch period
- I wait my turn
- I use appropriate language when speaking to others
- I do not touch people without permission
- I stay calm and in control of my body
- I allow others to express their opinions and beliefs

Productive

- I finish eating before the lunch period ends
- I clean up my immediate surroundings
- I transition quickly and quietly back to class

Proud

- I hold myself accountable for my actions
- I accept correction and redirection graciously
- I am proud of my school community

Cafeteria

A student who misbehaves while in the cafeteria may lose his or her cafeteria privileges and may be subject to other disciplinary actions. Consequences will be determined by the severity and frequency and at the Principal or a designee's discretion.

Breakfast

Breakfast is available to all Dickson Preparatory STEAM Academy students. Students will pick up breakfast at designated areas upon entering the building and should report directly to homeroom with their breakfast. Breakfast may be eaten in the classroom. Students are not to seek a "tardy to school" slip after eating breakfast. The hallways and/or lockers are not places for loitering. Students should enter the building, proceed through the metal detector and bag check process, retrieve their breakfast, stop at their lockers if necessary, and quickly transition directly to homeroom. Teachers will not turn away a late student. Students who arrive late to the first period without a pass will be admitted as tardy and referred to the administration as necessary.

Lunch/Cafeteria Procedures

Students are assigned to one lunch period. Students must report to the cafeteria and remain there for the entire lunch period. Only those students with written permission from a staff or faculty member will be excused from the cafeteria. Lunch periods allow for ample time for students to eat their lunch and have some time left over for relaxation and socialization with their peers in the cafeteria. Students are not permitted to leave school grounds during the lunch period. Students are not permitted to bring any glass, breakable, or open containers into the building.

The following rules apply when in the cafeteria:

- Students are only to attend their scheduled lunch period
- All students in the cafeteria should be seated in a chair at a table unless they are in transit. The aisles must be kept clear for safety and mobility.
- It is the student's responsibility to clear the area he/she uses and deposit the trash in the proper receptacles.
- Students are not permitted to tap/bang on tables, sing, or make other noises that disrupt the cafeteria.
- No food or beverages are permitted to be taken from the cafeteria area. All food and beverage must be consumed in the cafeteria.
- Students are not permitted to have food or beverage delivered to the school by private vendors, such as Uber Eats.
- Students may bring their own lunches to school, but are not permitted to bring any glass or other breakable containers.
- Students are to remain orderly and refrain from excessively loud noises i.e. shouting.
- Students are not permitted to line jump. Violators will be directed to the end of the line.

*Students, who do not follow the cafeteria rules, may be sent to a designated area, may be given assigned seats, or assigned other disciplinary actions. Consequences will be determined by the severity and frequency and at the Principal or a designee's discretion.

Lunch Identification

Student lunches are accounted for by student ID number. Students are responsible for their ID numbers throughout the year. Students are not to share their ID numbers with other students.

Lunch Snack Line

The a la carte snack line is for students assigned to lunch at that time. No student is to stop in the cafeteria at unassigned times to buy snacks. The a la carte snack line opens 10 minutes after the designated lunch begins and closes 10 minutes before the lunch period concludes. Students must consume all snacks/drinks during their lunch period. Food and drink are not permitted to leave the cafeteria. Snack lines may be closed due to disruptions at staff discretion.

Library

To visit the Library, students must be accompanied by a teacher, administrator, or school staff member. The library is a quiet area for study, reading, and research. Students are expected to use the available resources as aids in fulfilling the goals of their academic program. Students may not use the library during their lunch period. Students are not permitted to bring book bags or food into the library. The library is NOT a place to socialize. Students who abuse the library, its materials, or staff will have their use of the facility restricted and/or revoked completely and may be subject to other disciplinary actions. Freelance use of the Internet and/or use of unauthorized websites are prohibited.

Library Procedures:

- Reference materials may not be taken out of the library by anyone for any reason.
- Special collection books and materials may circulate overnight.
- Regular collection materials are circulated for two-week periods.
- If a book is lost or damaged, the student is required to pay the cost of the book replacement.

Assemblies

Throughout the year, assembly programs may be organized. Students must sit in their assigned seats and/or area with their assigned teacher. Seating arrangements for assemblies will be provided.

Assembly Behavior

Students are expected to be quiet, orderly, and considerate of the rights of others during an assembly. Students are also expected to exhibit proper behavior and respect for the presenters.

School materials

Students who intentionally or accidentally lose or damage school property, including but not limited to items such as books, materials, equipment, or structural building components, will be required to pay replacement costs and may be subject to other disciplinary actions.

Consequences will be determined by the severity and frequency and at the Principal or a designee's discretion.

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT PLAN

Dickson Preparatory STEAM Academy has developed a school-wide behavior support plan to encourage positive and productive behaviors and address behavior infractions consistently and fairly. We strive to use positive behavioral interventions and supports (PBIS) to promote school safety and good behavior. PBIS aims to deliver regular, proactive support and prevent unwanted behaviors. At Dickson Preparatory STEAM Academy, we will emphasize modeling, teaching, and acknowledging positive social, emotional, and behavioral (SEB) skills. The focus of PBIS is prevention but does not absolve students from consequences. Dickson Preparatory STEAM Academy will strive to utilize positive reinforcement to teach a replacement behavior before providing a consequence for negative behaviors.

Detention

Students assigned to lunch detention will report to the designated detention classroom no later than their regularly scheduled lunch period. Students will be required to bring schoolwork and reading materials to the session. No electronics will be allowed. Failure to report to lunch detention, or removal from lunch detention, may result in extended detention or further progressive discipline.

Students assigned after-school detention will report to the designated classroom at 3:00 PM. Students will be required to bring schoolwork and reading materials to the session. No electronics will be allowed. Failure to report to an after-school detention, or removal from after-school detention, may result in extended detention or further progressive discipline.

Students who are assigned to after-school detention will receive a prior notice to serve their detention. The student will receive a hard copy of their detention notice. Before reporting to detention, all personal matters must be addressed (rides, phone calls, etc.). Students will be required to bring schoolwork and reading materials to the session. No electronics will be allowed. Students must be picked up from after-school detention at 5:00 PM. If a student does

not attend an after-school activity and fails to be picked up by 5:00 PM, they will be transported home in district-provided transportation.

In-School Suspension

Students assigned in-school suspension will report to the designated classroom no later than 8:30 AM. Students will be required to bring schoolwork and reading materials to the session. No electronics will be allowed. Suspended students will not be permitted to have any visitors. A work-study atmosphere will be maintained. Students are required to complete academic assignments supplied by their regular classroom teachers or the In-School Suspension teachers at all times. Failure to report to in-school suspension, or removal from in-school suspension, may result in further progressive discipline. Students are not permitted to participate in any school activities or to attend any school activities until their suspension has been completed. (Athletic events, school plays, musicals, club activities, etc.)

Out of School Suspension

Students suspended from school are not permitted on school grounds to include but not limited to purposes such as attendance at school functions. Students suspended from school will also be prohibited from attending any school-sponsored events that may take place off campus. Parents/guardians are required to attend a reinstatement meeting with their son/daughter upon completion of the suspension to ensure a smooth transition back into the classroom and general school environment unless otherwise noted by the building principal or his/her designee. If Parents/guardians do not appear with their child for the reinstatement meeting, the student will not be admitted to class. The student is responsible for all assignments, make-up work, and exams missed while on suspension.

STUDENT NETWORK INTERNET POLICY

The Woodland Hills School District provides computer technology and network connectivity to improve the teaching and learning process and facilitate communication between all learning community members.

The Woodland Hills School District and the community have developed the Woodland Hills School District computer network for instructional use. All files on the network are considered property of Woodland Hills School District and subject to normal review and maintenance procedures. The use of the Internet is a privilege, not a right.

Policies

It is the policy of Woodland Hills School District to mandate and expect that students will responsibly use the Internet/network. Accordingly, Dickson Preparatory STEAM Academy has established policy and procedures for using the Internet/network along with rules governing the behavior of students who access the Internet. Students who do not comply with the standards of behavior outlined in the student conduct and discipline plan or with the Internet/network rules below may lose their privilege to use the Internet/network and/or be subject to other

disciplinary action. This is a non-inclusive list and is not intended to limit the applicability of any other district policy or discipline procedure.

Guidelines

The Woodland Hills School District network is to be used with integrity. As a user of the network, students are expected to abide by the following guidelines:

- Do not use the network in such a way that would disrupt the use of the network by other users (e.g. downloading files; sending mass email messages, downloading or uploading computer viruses). Only files approved by the classroom teacher are permitted to be downloaded and saved. Intentionally altering the files and/or the hardware on school-issued computers or mobile devices will be viewed as vandalism.
- The school administration will deal with deliberate attempts to spread viruses through the network as a violation of the student Network Internet Policy.
- Unauthorized copying of school software will be considered theft. The illegal use of copyrighted software is strictly prohibited. Any and all damages which may occur as a result of unauthorized usage or access will be the responsibility of the user. No unauthorized software is permitted on the computer hard drive or USB.
- Do not view, print, or distribute hate mail, discriminatory remarks, and/or offensive or inflammatory communications. Do not request to be the recipient of hate mail, discriminatory remarks, and/or offensive or inflammatory communications(to include but not limited to requesting information to be forwarded or shared with you).
- Do not receive, view, print or distribute pornography, obscene, or sexually explicit materials. The use of the network to access obscene or pornographic material is prohibited and is considered a serious breach of school rules. Distributing threatening, obscene, or harassing messages over the network or through the printer is strictly forbidden.
- Do not write, send, view or print abusive messages to others. Abusive, obscene, or disrespectful oral or written language or gestures and swearing will be strictly prohibited in any digital format, including, but not limited to, electronic mail.
- Students may not advertise products or services for sale or participate in “chain letters” or “pyramid schemes.”
- No confidential information is to be distributed to other parties at any time. This includes posting information sent by another party.
- Students are not permitted to connect to networks other than those provided by the school.
- Students are not permitted to deliberately bypass the Woodland Hills School District Internet firewall by use of proxy servers or other known methods.
- Do not access, view, or print any information without the approval of your classroom teacher or staff member. Students will follow the instructional directives of the teacher or staff member in charge at all times.
- Electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Any internet use that supports illegal activities will be reported to the administrators and/or the appropriate legal authorities. The use of the network to

facilitate illegal activity, commercial, for-profit purposes, or product advertisements is prohibited.

- The default wallpaper is not to be changed.
- All electronic and Internet use is monitored.

Security

Each student will be provided a username and password to be used by that student to access the network. This is the only login information that a student should be using. Students shall not lend their passwords to anyone else and should inform a staff member immediately if they feel their password has been compromised. System security is protected using passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files.

To protect the system's integrity, the following guidelines shall be followed:

- Students and Network Guests shall not reveal their passwords to another individual.
- Users are not to use a computer logged in under another student's or employee's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- Users will not attempt to gain unauthorized access to the district system or to any other computer system through the district system or go beyond their authorized access.
- Users shall immediately notify the building principal or system administrator if they have identified a possible security problem.

Email

Woodland Hills School District-issued email accounts are not private. Woodland Hills School District retains the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the electronic mail system as necessary. Woodland Hills School District reserves the right to make random audits of the history files that record which websites students have visited. Woodland Hills School District is not, and cannot be, held responsible for the loss of material, accidental corruption, or any other action that might affect transmission or loss of data.

Consequences

- Restriction of network access
- Loss of the grade
- Financial responsibility for repair/replacement of damaged items
- Suspension under school discipline code
- Criminal prosecution under appropriate state and federal laws

While teachers do their best to monitor student Internet use, the nature of the network makes it impossible to guarantee that students will never gain access to inappropriate areas. It is the intent that the network is used ethically for instructional activities. If we determine that a student has been using the system in inappropriate activity, the privilege will be withdrawn. All students must have their parents/guardians sign the Student Network Internet Policy. Students and parents must read and abide by the Woodland Hills School District's Internet

Policy. Failure to adhere to the policy will result in disciplinary consequences. Loss of internet/printing privileges at Woodland Hills does not excuse a student from assigned work requiring such resources.

ELECTRONIC DEVICE POLICIES

Cellular Telephones

Dickson Preparatory STEAM Academy prohibits using Personal Technology Resources, including but not limited to cellular telephones, smart watches, and airpods by students during the regular school day. Further, students will not be permitted to use such devices while participating in extracurricular activities unless expressly authorized by the building administrator or designee.

Additionally, Dickson Preparatory STEAM Academy prohibits using portable devices to capture, store, and/or transmit information, including text, audio, or video data, unless expressly authorized by the teacher or building administrator. Cellular devices that can take photographs or record audio or video data shall not be used for such purposes while on District property, on buses or other vehicles provided by the District, or while a student engaged in school-sponsored activities. Participants in school-sponsored activities will be defined as any student who is a member of an organized team or directly involved in an organized after-school activity (e.g., Band, Theater, clubs, etc.).

Taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing, is strictly forbidden.

Students who possess cellular telephones and/or other electronic devices without permission during the school day will have such items confiscated immediately. Woodland Hills School District assumes no responsibility for lost, damaged, or stolen cell phones or electronic devices. Violation of the guidelines will result in the confiscation of the student's property. Confiscated cellular telephones will not be returned until a parent/guardian meets with the Principal or a designee to reset expectations and determine the next steps. Also, students may be subject to further disciplinary actions. Consequences will be determined by the severity and frequency and at the Principal or a designee's discretion.

Students must relinquish electronic devices upon request from district staff/administration. Failure to comply will result in a more serious disciplinary action. Consequences will be determined by the severity and frequency and at the Principal or a designee's discretion.

Electronic Device Collection Protocol:

As a district, we encourage students to leave their electronic devices at home, but we understand the need for some students to bring their devices to school. All electronic devices will be collected from students upon arrival. Dickson Preparatory STEAM Academy strives to prioritize academics by reducing distractions that personal electronic devices may cause.

- Every student will turn in all of their personal electronic devices upon entering the building, including but not limited to; cell phones, Airpods, wireless earbuds, tablets, or smartwatches of any brand.
- Every student will turn in their cell phones/electronic devices, enter through the metal detectors, and have their bag checked. Each student will have their own personalized storage sleeve to place their devices. Students will place their storage sleeves in the bin that correlates to their bus number
- Electronic device bins will be stored and locked in the main office.
- All electronics will be returned to scholars during dismissal.
- Students are permitted to use their electronic devices when they exit the building.
- Students receiving an early dismissal can retrieve their electronic devices from the front office administrative secretary

STUDENT SEARCH POLICY

The administration reserves the right to search a student, a locker, a bag, a person, or a vehicle on school property if the administration feels it is in the best interest of the safety of the school.

Woodland Hills School District provides lockers for storing students' books, school materials, and personal property. This policy establishes guidelines for situations where student lockers or persons may be searched or inspected.

Refusal to go through the metal detector, be wanded, follow the metal detector procedures and protocols or follow directives from staff members regarding the metal detectors will result in a search of the student and their personal belongings. If the student fails to adhere to a search, they will be prohibited from engaging the school community and placed in in-school suspension until a parent/guardian meeting is held with the Principal or a designee to reset expectations and determine the next steps.

Administration may conduct searches of a student and their belongings without suspicion if school officials determine in good faith that a substantial problem is threatening the welfare or safety of students and staff, and that search may help solve or eliminate the problem. Before such a search is conducted, Dickson Preparatory STEAM Academy will take the following steps.

Random personal search overview:

- The Superintendent or his/her designee and the school principal will jointly approve the search.
- The Superintendent or his/her designee and the school principal will determine the method and scope of the search. Personnel searches will be conducted in the presence of

another adult employee. If available, the principal may request the assistance of a School Resource Officer or any law enforcement officer in conducting the search.

- The signature page at the end of this handbook serves as an acknowledgment of this policy. Failure or refusal to sign the acknowledgment has no effect on Dickson Preparatory STEAM Academy's right to search.
- Dickson Preparatory STEAM Academy reserves the right to search a student at any time based on reasonable suspicion to determine whether a student is in possession of an electronic device, contraband, drugs, or controlled substances, illegal objects, or anything that poses a threat to the school population.

Lockers

Lockers are the property of the Woodland Hills School District. Therefore, students have a limited expectation of privacy in their lockers. Students must ensure that their lockers do not contain spoiled food items, beverages, or soiled clothing, which may attract pests, create odors, or cause unhealthy conditions. A student locker may be opened and inspected, with or without the student's consent, whenever there are odors, pests, or other indications that a locker may contain these items or similarly unhealthy conditions. Lockers will not be used to store any substance or item prohibited by law or Dickson Preparatory STEAM Academy's policy or rules or threaten the health, safety, or welfare of Dickson Preparatory STEAM Academy's community or property.

Students will be issued a locker and combination lock. Backpacks, handbags, fanny packs, tote bags, purses, lunch boxes, or any such storage device will be stored in a student's assigned locker. These items are not to be carried to class as these items can be distracting to the learning environment and interfere with the safe execution of emergency procedures. The school is not responsible for any damage or loss resulting from theft.

Locker expectations

1. Students are only permitted to use school-provided combination locks.
2. Students are not permitted to share lockers with other students.
3. Students should not share their combinations with other students.
4. Students are responsible for their personal belongings.
5. If the student's combination lock is damaged or lost, the student will be responsible for repairing or replacing the damaged or lost lock.

Opening your Locker...

Example Combination) 20, 30, 45

1. Turn the knob to the right three (3x) times until you get to your first number.
2. Stop on that number (20).
3. Turn the knob to the left and pass your first number until you reach the second number.
4. Stop on the number (30).
5. Now turn the knob right to your last number.
6. Stop on the number (45).
 - a. (Do not pass the second number.)

7. Finally, lift the handle until the locker opens.

Administration may conduct unannounced blanket or random searches of lockers without suspicion if school officials determine in good faith that a substantial problem is threatening the welfare or safety of students and staff and that blanket or random searches may help solve or eliminate the problem. Before such a search is conducted, Woodland Hills School District will take the following steps.

Random locker search overview:

- The Superintendent or his/her designee and the school principal will jointly approve the search.
- The Superintendent or his/her designee and the school principal will determine the method and scope of the search. Blanket searches will include all lockers in a school or all in a school section. Random searches will include only those lockers chosen at random without the discretion of school officials. For example, searching every fourth locker in a school.
- The signature page at the end of this handbook serves as an acknowledgment of this policy. Failure or refusal to sign the acknowledgment has no effect on Dickson Preparatory STEAM Academy's right to search student lockers.
- Dickson Preparatory STEAM Academy reserves the right to search a student's locker at any time based on reasonable suspicion to determine whether the locker is being used improperly for the storage of contraband, drugs or controlled substances, illegal objects, or anything that poses a threat to the school population.
- The student will be notified and be allowed to be present before an individual locker cleanliness inspection or search based on reasonable suspicion. If, however, Administration has reasonable suspicion that a locker contains something that poses a threat substance or an item that poses a threat to the health, safety, or welfare of the Dickson Preparatory STEAM Academy's school population, the student locker may be searched without prior warning and without the student being present.

Locker Room

Lockers are provided for students to use during physical education classes. Students can use a personal lock to safeguard possessions in the physical education lockers. Dickson Preparatory STEAM Academy urges students to leave valuable items at home. If students must carry money or other valuable items to school, we highly encourage using a personal lock to safeguard possessions in the physical education lockers. Students are not to maintain a locker in the locker room, locks must be removed daily. Only those students scheduled for physical education classes are permitted in the locker room during the regularly scheduled class time. Lockers and facilities in the locker rooms are only used by students scheduled for physical education classes during the regularly scheduled class time. Woodland Hills School District assumes no responsibility for lost, damaged, or stolen items in a physical education locker. During unauthorized times, students in the locker room will be subject to disciplinary action. Consequences will be determined by the severity and frequency and at the Principal or a designee's discretion.

SAFETY AND SECURITY

The teacher in each classroom will inform all students of the proper emergency exit information for that particular room. Also, the emergency exit information will be posted near the exit door of each room. Students are required to become familiar with this information. In the event of a drill or an emergency, students are to move quickly and quietly to the area designated by the teacher and/or the posted instructions. All rooms are to have the windows closed, lights off, and doors closed. All windows and blinds must be closed in the event of a “severe weather” warning or drill.

Prohibited Items

Unless authorized by the school administration, a student may not have in his or her possession any of the following items:

- Cellular devices, personal radios, mp3 players, iPods, electronic handheld games, cameras, or personal computers
- Toys or playing cards of any type
- Items associated with gambling to include but not limited to playing cards and dice
- Pornographic or obscene material
- Tobacco, tobacco products, or lighting devices
- e-Cigarettes or Vape Pens
- Prescription and over-the-counter medicines
- Alcohol, drugs, and weapons
- Toy, look-alike, or imitation firearm or weapon
- Explosives
- Other items that the administration finds are disruptive to the learning environment. These items include but are not limited to: headphones, Earbuds, Smart Watches, more than two hair scrunchies(elastic and cloth- one in use and the other must be kept in the student’s locker), and other relatable items.

These items will be confiscated and will not be returned until a parent/guardian meets with the Principal or a designee to reset expectations and determine the next steps. There are no exceptions. Items must be picked up by a parent/guardian by the last day of school, or they will be discarded.

Leaving the School Building and/or Grounds without Permission

The front of the school building by the main office/auditorium are the only doors to be utilized during the school day. All doors are equipped with an alarm system. An alarm will sound, and the office will be notified if any door beside the main entrance opens. Students must enter and exit through these doors unless permitted by the administration to exit otherwise. Note that during evacuations/drills/ classroom participation/etc. are the only reasons one may enter/exit any door beside the main entrance. No student is permitted to leave the school building and/or grounds during the school day without the knowledge and consent of the administration. The school has a responsibility to provide for each student's safety, welfare, and education and cannot do so if the student has left the school property without permission. Any student who violates this policy will face disciplinary action. Consequences will be determined by the severity and frequency and at the Principal or a designee’s discretion.

Metal Detectors/Bag Searches upon entry

Everyone entering Dickson Prep STEAM Academy and/or events must submit to metal detection, walkthrough and/or wand, as well as a search of all bags, etc. Arguing with guards and school personnel will not be tolerated. Students are expected to follow the procedure, which includes standing in line without “cutting,” carefully placing bags on the table, and not throwing bags ahead of others. Cell phones should not remain on the student's person or in their pocket. Such behaviors only slow down the morning entry, so please be courteous and follow the expectation without deviation.

Building Visitation Policy

Dickson Preparatory STEAM Academy holds the safety of all stakeholders in high regard. To enter the building, all visitors must have a photo ID that will be scanned as a security measure. Upon entering the building, all visitors must go directly to the main office, check in with the administrative secretary and/or security guard, provide a photo ID, secure a visitor's pass, and wait for a staff member to provide directions on how to proceed. Dickson Preparatory STEAM Academy has the right to deny visitors into the building and/or have them exit school grounds at any time.

The administration and faculty of Dickson Preparatory STEAM Academy wish to support home/school cooperation. To make your school visit valuable to you and to us and safe for all students, the following must occur:

1. Schedule your visit at least 24 hours in advance. Scheduling your visit allows the administration and faculty of Dickson Preparatory STEAM Academy to inform, organize and invite appropriate parties
2. If you desire a conference with a teacher, make an appointment through the office. Classes will not be interrupted for this purpose.
3. All visitors must register in the office and obtain a visitor's ID.
4. Teachers can only take phone calls from families during class if the principal approves.
5. If a parent, guardian, or visitor shows up unexpectedly or unannounced, there is no guarantee that the administration or Dickson Preparatory STEAM Academy faculty will be available to meet with that person. Dickson Preparatory STEAM Academy is a professional establishment, and similar to most professional places of business, scheduling an appointment is critical to the success of operations and also secures the availability of the persons requested.

Parent Alert System

Woodland Hills School District utilizes a parent alert system to quickly communicate important information to parents. With this system, you will be notified of any time-sensitive information in the event of a lockdown, relocation, evacuation, or other emergency situation as well as changes in meeting times, and other communication materials that parents need to know. Parents and guardians are asked to keep the district updated with current phone numbers to ensure the delivery of time-sensitive information.

*If you are not receiving automated calls, please contact the school so that we can help with troubleshooting any issues.

Student photos and use of

All students will be photographed each year whether they are planning to purchase photos. If a student misses the “picture day,” they must get their photo taken on the makeup day. Photos become part of the student’s “permanent record” and are often vital, especially when identifying students with the same names. Student photos will not be used for publication unless the parent/guardian has signed a photo release. Parents/guardians are encouraged to sign a release, so students may be recognized for academic, sports-related, and other accomplishments throughout the year in the various media venues maintained by the district. The district procedure regarding the use of student photographs for news releases, brochures, the website, the community magazine, "In Woodland Hills," and on the Internet requires a WHSD signed permission form. A permission form is available as a tear-out in the appendix of this handbook and/or upon request and must be returned to the child's school. If this permission form is not on file, your child's photograph cannot be used to promote the district or individual student achievements, including but not limited to achievements in academics and sports. The district requires that this permission form be signed every year.

Unauthorized use of Elevators

Only students with written instruction from a licensed medical practitioner are permitted to use the elevator. No exceptions.

Consequences

A student riding the elevator that does not have written instruction from a licensed medical practitioner will meet with the Principal or a designee to reset expectations and will receive a disciplinary action. Consequences will be determined by the severity and frequency and at the Principal or a designee’s discretion. If the problem persists, the student and parent/guardian will meet with the Principal or a designee to reset expectations and determine the next steps. Again, consequences will be determined by the severity and frequency and at the Principal or a designee’s discretion.

Unauthorized use of Telephones

Students will not be excused from class to use the office telephone. Students are prohibited from using department office telephones or classroom phones without permission. This includes but is not limited to; answering, receiving, or placing telephone calls. Only in an emergency, as determined by an administrator, will a message be delivered to a scholar. Dickson Preparatory STEAM Academy strives to reduce the number of interruptions during instructional time. If a student requests to use the telephone to speak to a parent and/or guardian, the student may be asked to wait until a non-instructional time to do so. Additionally, students may be asked to place the call in the front office and/or be accompanied by an authorized Dickson staff member. This policy aims to uphold the integrity, safety, and security of the school building and persons occupying the building.

Criminal Activity

Dickson Preparatory STEAM Academy will report to the appropriate authorities any criminal act upon suspicion that such an act has been committed. The school shall also cooperate with the authorities to prosecute such offenses. This applies to all stakeholders, including students and parents/guardians.

Weapons Policy

Instances of possession or suspicion of possessing a weapon, including a toy, look-alike, and imitation weapon, will be reported to the appropriate authorities. A weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting severe bodily injury. Dickson Preparatory STEAM Academy will cooperate with the authorities to prosecute such offenses. Possession of a weapon will be grounds for expulsion from the school. Any object used threateningly shall be considered a weapon even if its typical use is not as a weapon. This applies to all stakeholders, including students and parents/guardians.

Smoke-Free/Tobacco-Free Policy

Dickson Preparatory STEAM Academy 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 in establishing healthy habits for children; we also believe it is appropriate to take measures to help students resist tobacco use. Students are NOT permitted to use or possess tobacco products of any kind or form, including e-cigarettes and Vape Pens, 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. All stakeholders are NOT permitted to use tobacco products of any kind or form, including e-cigarettes and Vape Pens, 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.

Alcohol and Drug Policy

Dickson Preparatory STEAM Academy 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 in establishing healthy habits for children; we also believe it is appropriate to take measures to help students resist alcohol or illegal drugs. Students are NOT permitted to use or possess alcohol or drugs of any kind; including all substances prohibited or regulated by the Controlled Substances, Drug, Device, and Cosmetic Act 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. All stakeholders are NOT permitted to use alcohol or drugs of any kind; including all substances prohibited or regulated by the Controlled Substances, Drug, Device, and Cosmetic Act 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. The policy applies to look-alike substances.

Consequences- School officials reserve the right to impose more significant consequences depending on the severity of the situation and can include but are not limited to:

- The student's parent or guardian will be notified.

- The school counselor will be notified, and a referral will be made to the Student Assistance Program.
- Appropriate law enforcement agencies may be notified.
- The student may be referred to an outside agency for assessment and possible counseling programs.
- The student may also be suspended or expelled pending referral to the School Board for further disciplinary action.

Hazing Policy

Dickson Preparatory STEAM Academy will provide a safe, orderly, civil, and positive learning environment wherein hazing will not be tolerated. Hazing is defined as any activity that recklessly or intentionally endangers a student's mental health, physical health, or safety for the purpose of initiation, membership in, or affiliation with any organization recognized by the Board.

Examples of hazing include but are not limited to:

- Any physical brutality such as whipping, beating, striking, branding, placing a harmful substance on or in the body, or other similar activity.
- Any type of physical activity such as sleep deprivation, exposure to the elements, confinement to a small space, or other activity that creates or results in an unreasonable risk of harm or adversely affects a student's safety.
- Any activity involving the consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects a student to an unreasonable risk of harm.
- Any activity that induces, causes, or requires a student to perform a duty or task which involves the commission of a crime or an act of hazing.

Students who suspect that an incident of hazing may have occurred or have been subjected to hazing should report it to a coach, counselor, teacher, nurse, or building administrator. Administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy. Disciplinary actions will be taken against any person who retaliates against any student or other person for reporting a suspected hazing or for cooperating in any investigation or disciplinary proceeding regarding an incident of hazing. If the investigation concludes that a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action including, but not limited to, suspension, expulsion from extra-curricular activities, and/or from school, and notification to proper law enforcement agencies. If the investigation concludes that two or more students from the same organization, athletic team, or other extra-curricular activity directed, engaged in, aided, or otherwise participated in actively or passively an incident of hazing, disciplinary action may be imposed against the team or activity, including cancellation of one or more athletic contests or the entire athletic season. Disciplinary Action for hazing will be taken whether the hazing occurs on or off school grounds.

School Social Events (any other Social Events sponsored by Dickson Preparatory STEAM Academy)

If the social event is on a school day, the attending student must be in school for at least half of the school day on the day of the event to be eligible to attend. If the social event is on a non-school day, the student must be present for at least half of the day on the most immediately preceding school day. Per the principal's discretion, if a student is suspended or has failed to fulfill academic, behavioral, and/or disciplinary requirements/consequences, that student will not be eligible to attend or participate in a school/social event. The principal and/or designee has the right to deny access to a student or attendee at any time based on reasonable suspicion that there is a threat to the Dickson Preparatory STEAM Academy's population's health, safety, and/or welfare.

If applicable, students from other schools must complete and sign a permission slip from Dickson Preparatory STEAM Academy. Students from other schools on academic probation, have attendance concerns, or behavioral concerns may be denied the opportunity to attend the social event. The maximum age for students attending social events is 16 years old. All school rules will be in effect during social events.

If your date and/or guest is not a Dickson Preparatory STEAM Academy student, you will be responsible and liable for their actions. Guests of Dickson Preparatory STEAM Academy's students are required to abide by all school rules and policies. All social event permission slips will be verified. Students and guests are expected to dress appropriately for social events and exhibit behavior in alignment with Dickson Preparatory STEAM Academy policies and procedures. Students are expected to dance appropriately at any social event. Any student who does not conform will be subject to disciplinary action by the administration and asked to leave the event without a refund of the ticket cost.

BUSSING AND TRANSPORTATION

All school district rules and policies are in effect on district-provided transportation. Students are expected to be courteous, cooperative, and restrained in the interest of a safe, orderly, and pleasant ride on the school bus. Students are permitted to ride only the bus they are assigned by the school district.

If you have questions regarding transportation times and/or the bus stop, please contact the Transportation office at 412-731-1300 x0185.

Conduct on School Buses and Vans

Students are expected to be courteous and cooperative in the interest of a safe, orderly, and pleasant ride on the school bus.

Student Responsibilities:

When Waiting at a Bus Stop

- Report to the bus stop ten (10) minutes ahead of schedule.
- Stand in orderly and safe groups, avoiding traffic
- Remain at a safe distance until the bus stops
- Board the bus quickly and carefully. Seats may need to accommodate three (3) students.

- Remain seated while the bus is in motion.
- Do not distract the driver.
- Keep hands, arms, and head inside the windows.
- Disembark quickly and carefully and move away from the bus.
- If you must cross the street, walk in front of the bus and watch for traffic.

When Boarding

- Students may not bring animals, alcoholic beverages, firearms, or any considered weapon or explosives onto the bus.
- All foods and beverages must be in a container and are not consumed on the bus. Students are not permitted to bring any glass, breakable, or open containers onto the bus.
- Students may board only the assigned bus. Students will not be permitted to board a later bus, either going to school or returning home.

When Riding

- Students must acceptably conduct themselves at all times. Vulgarity, profanity, fighting, or other improper conduct is not permitted.
- Students may not block the aisle or emergency door with musical instruments, lunch boxes, books, or other possessions.
- Students must not extend arms or heads out of windows at any time.
- Students must remain seated while the bus is in motion or if the bus is delayed on the road.
- Students may not operate the bus door or tamper with the emergency door.
- Students may not use the emergency door except in the case of an emergency.
- Students may not eat, drink, smoke, or play radios on the bus.
- Every student who rides a bus must get on and off at the assigned bus stop. Exceptions will be made only through the assistant principal/principal's office when a written parental request has been completed and signed by the principal or designee, verifying the request in writing.
- Any student who wishes to ride a bus other than the assigned school bus must have a written request signed by the assistant principal/principal's office when a written parental request has been made and verified in writing.

When Departing

- Students may not depart the bus in the morning before it arrives at the designated school.
- Students may not leave the bus in the afternoon except at their designated bus stop.
- Students who must cross a street after alighting from the bus shall cross only in front of the bus on the signal by the driver.
-

Parent Responsibilities:

- Parents are not to board the bus. Unauthorized school bus entry is prohibited. Unauthorized entry is illegal.
- Transportation provided by the Woodland Hills School District is NOT a right but a privilege extended by the District, and this privilege can be revoked at any time.
- To know all the rules, regulations, and expectations for student conduct and behavior as outlined in the Student and/or Parent Handbooks and publications from the Woodland Hills School District Transportation Office.
- Parents are responsible for the transportation of their child to and from the bus stop daily.

School officials will act upon referrals given by the school bus driver.

- **First Offense:** Conference with student and warning letter to parents. A principal may suspend a student from the bus on the first offense if it is severe.
- **Second Offense:** Suspension of bus riding privileges for one day.
- **Third Offense:** Suspension of bus riding privileges for three days.
- **Subsequent Offenses:** Permanent suspension may occur from school bus riding privileges for the remainder of the school year. The authority for suspension is vested solely in the building principals.

The above consequences are the bare minimum for each referral. School officials reserve the right to impose more significant consequences depending on the severity of the situation. In addition, bus audio and video recordings are not always available as evidence to confirm violations. Accounts given by the driver, monitor, and/or additional investigation may be used to substantiate referrals.

Use of Video and Audio Equipment on buses:

Student safety on school buses is a priority. To help ensure the safety of all bus riders and drivers, video camera(s) and audio recording equipment may be installed at random throughout the school district fleet of school buses and may be found on school buses contracted from an outside provider. The District may use the videotapes and audio recordings for investigatory purposes. For more information on audio/video equipment use, please see School Board Policy 810.1

SCHOOL DRESS CODE

All students will be required to wear school uniforms to promote and enhance the goals and objectives of Dickson Prep STEAM Academy. Our uniform policy aims to provide an environment where the focus is on learning, and the distractions of dress are kept to a minimum. All students are expected to be appropriately dressed in the school uniform daily. All parents and guardians are expected to support their children by ensuring that students are properly dressed when they leave for school each morning. Students must adhere to this policy throughout the school day and during all school activities, including before and after school activities. Parents and guardians will be notified in advance of any exceptions to this rule. Students are expected to dress in a way that does not disrupt the educational process or endanger the health and safety of themselves or others. Students are responsible for following guidelines for dressing and grooming in a manner that shows cleanliness, promotes safety, and demonstrates respect for themselves and others. Students not complying with the dress code

policy will be subject to disciplinary action. Consequences will be determined by the severity and frequency and at the Principal or a designee's discretion.



Acceptable Clothing

The following is a list of clothing that is not intended to be exhaustive:

- **Shirts:** All shirts must have a collar. Students may wear a polo-style knit shirt with a collar, button-down oxford shirt, and/or long or short sleeves. Shirts must be a solid color with no visible design. Any shirt worn under a uniform shirt must be a solid color with no visible design.
- **Pants:** Pants must be solid navy blue, black, or khaki. Pants should be dress slacks (Dockers style, for example). Pants that expose underwear, undergarments, midriff, or skin are not permitted—no ripped garments with exposed skin. See-through, tight, and form-fitting pants are prohibited—no yoga or spandex. No denim of any kind.
- **Shorts, Skirts, or Skorts:** Solid navy blue, black, or khaki, knee length or longer. The hem of shorts, skirts, and/or skorts shall not be shorter than fingertip length above the knee. Shorts, skirts, and/or skorts that expose underwear, undergarments, midriff, or skin are not permitted—no ripped garments with exposed skin. No denim of any kind.
- **Polo collared style dresses** may be worn so long as they are fingertip length. Please be advised that many manufacturers do not produce Polo dresses that are fingertip length. Therefore, please ensure that the dress meets the length requirement.
- **T-Shirts:** *Woodland Hills T-shirts may only be worn for special events or at the administration's discretion. Dickson apparel may be worn every Friday unless otherwise noted by the administration.
- **Sweaters:** Sweaters, sweatshirts, fleece jackets, or cardigans may be worn with a collared shirt underneath so long as they are solid colors with no visible design. No sweaters with hoods are permitted.
- **Headwear:** No hats, headbands, bandanas, sweatbands, doo rags, scarves, or any item the school administration deems to impede instruction.
- **Tights and Socks:** Tights, leggings, and knee socks may be worn under skirts. Tights, leggings, and knee socks should be navy, light blue, gray, black, or white. Patterned tights, knee socks, or leggings are not permitted.
- **Outdoor clothing or Outerwear:** Outdoor clothing or outerwear such as coats, jackets, hats, gloves, masks, or scarves should not be worn in the building.
- **Footwear:** All students shall wear footwear. Students may wear croc style footwear provided that the heel is covered and that they don't interfere with the safety and welfare of the student. No split-toe sandals, flip-flops, or open-heel/toe footwear may be worn. Slippers and slides are not permitted under any circumstances.
- **Jewelry or Accessories:** Sunglasses, belts, bracelets, or necklaces with metal spikes, chains, or dog collars may not be worn in school. Jewelry and accessories should be minimal. Jewelry may be worn if it does not distract other students or the learning environment.
- Anything else the administration deems as a detriment to the educational atmosphere at Dickson Preparatory STEAM Academy, the student may be required to change or remove, and disciplinary action may result.

Daily uniform checks will be conducted.

- No flip-flops, split-toe sandals, slippers, slides, or open-heel/toe footwear exist.
- Pants must be worn at the waist.
- There are no bottoms that expose underwear, undergarments, or midriff (the front of the body between the chest and the waist).
- There are no ripped garments with exposed skin.
- No tops expose the midriff (the front of the body between the chest and the waist), upper chest, or shoulders.
- No coats, hoods, hats, headbands, bandanas, do-rags, or head coverings may be worn in the classrooms.
 - Sweaters, sweatshirts, fleece jackets, or cardigans may be worn with a collared shirt underneath so long as they are solid colors with no visible design. No sweaters with hoods are permitted.
- Clothes must be in good repair, clean, and without writing or markings.
- No clothing or jewelry that features illegal paraphernalia, weapons, profanity, or remarks that are obscene and offensive or imply unsafe behavior.

Tops	Bottoms
<ul style="list-style-type: none"> ● Collared shirts (short or long-sleeved), sweatshirts, fleece jackets, or cardigans without a hood. ● Tops must be a solid color with no visible design. 	<ul style="list-style-type: none"> ● Dress in slacks and docker style bottoms (no jeans, leggings, or sweatpants) ● Skirts, polo dresses, shorts, or skorts (fingertip length) ● See-through, tight, and form-fitting pants are prohibited—no yoga or spandex. ● Colors: Solid navy blue, khaki, and black
	

Consequences

Attempts to violate the intent and purpose of the school dress code will not be permitted. Violations of the dress code are considered violations of the Student Handbook and Code of Conduct, and violations will be treated as described below. Consequences can be assigned at the administration's discretion and can include but are not limited to:

- First Offense: A phone call will be made, and a letter will be sent home. When appropriate, the student will be required to change clothes.
- Second Offense: Families will be asked to bring the student a change of clothes immediately. If the family cannot provide the students with items that adhere to the dress code policy, the student will serve after-school detention.
 - Anything the administration deems as a detriment to the educational atmosphere (clothing or jewelry that features illegal paraphernalia, weapons, profanity, or remarks that are obscene and offensive or imply unsafe behavior) at Dickson Preparatory STEAM Academy will result in the student remaining in-school suspension until the student's dress adheres to the dress code policy. Additionally, the student may receive additional disciplinary action. Consequences will be determined by the severity and frequency and at the Principal or a designee's discretion.
- Third Offense: A parent/guardian meeting will be held with the Principal or a designee to reset expectations and determine the cause and next steps. Additionally, the student may receive additional disciplinary action. Consequences will be determined by the severity and frequency and at the Principal or a designee's discretion.

GUIDANCE/SCHOOL COUNSELING

School counselors of Dickson Preparatory Steam Academy focus on the relations and interactions between students and their school environment to reduce the effect of environmental and institutional barriers that impede students' academic success. The Counseling Department can provide information regarding colleges, college testing programs, scholarships, vocational and technical schools, and career pathways. School counselors will help students interpret their academic records and assist students in planning their high school program.

Dickson Preparatory Steam Academy counselors play a critical role in preventing violent incidents, intervening when concerns arise about potential violence, and responding when violence occurs. School counselors promote school safety, avail themselves for disclosure of threats, redirect students engaging in unhealthy or unsafe behaviors, and make mental health referrals as needed. Dickson Preparatory Steam Academy counselors are also familiar with the school community and knowledgeable about the roles of community mental health providers and first responders. Dickson Preparatory Steam Academy's crisis prevention and response preparedness practices include but are not limited to:

- providing individual and group counseling
- administering interventions for students at risk of dropping out or harming self or others
- offering peer mediation training
- facilitating conflict resolution programs
- championing anti-bullying programs

- ensuring open communication between students and caring adults
- defusing critical incidents and providing related stress debriefing
- promoting trauma-informed practices
- implementing restorative justice practices
- partnering with community resources

Conferences with Counselors

If students wish to conference with counselors, they must obtain a pass from the counselor and obtain approval from the classroom educator whose class instruction will be missed. Students will not be permitted to leave class to meet with a counselor without obtaining prior approval from the guidance counselor.

- It is the responsibility of the student to arrange for any missed assignment to be picked up.
- It is the responsibility of the student to complete any missed assignments and have it returned to the assigning teacher by the due date.
- It is the student's responsibility to ensure the missed assignment is completed and returned to the issuing teacher upon returning to class.

If parents and/or guardians wish to conference with a school counselor, the following procedure should be followed:

1. Schedule your visit at least 24 hours in advance. Scheduling your visit allows the administration and faculty of Dickson Preparatory STEAM Academy to inform, organize and/or invite appropriate parties and prepare any necessary documents
2. All visitors must register in the office and obtain a visitor's ID.
3. If a parent, guardian, and/or visitor shows up unexpectedly and/or unannounced, there is no guarantee that the counselor and/ or Dickson Preparatory STEAM Academy faculty will be available to meet with that person. Dickson Preparatory STEAM Academy is a professional establishment, and similar to most professional places of business, scheduling an appointment is critical to the success of operations and also secures the availability of the persons requested.

Please contact Ms. Sydney Howard at 412-721-5816 ext. 4227 or Stacey Kim 412-721-5816 ext. 3130 if you have questions about student support, scheduling, bullying, or assistance with student needs.

*For additional information regarding school visitation, please reference the building visitation policy.

**The subject and content of a conference will be held in the strictest confidence.

Student Assistance Program

Anyone can refer a student to the SAP team. Some students are referred by teachers or other school personnel. A friend or family member can also let the SAP team know they are worried about someone. The student can even go directly to the SAP team to ask for help. Upon referral, the school will gather information to determine how students are doing in their classes. However, the SAP team will not proceed unless a parent/guardian gives written permission. Once permission is received, the SAP team will work with you to develop a plan of action to help

your student achieve success in school. The SAP team information is confidential, and the team will always respect your and your student's privacy.

The SAP team comprises trained teachers, administrators, school counselors, and nurses. We aim to collaborate with you to address the identified barriers to learning and find services and assistance within the school and, if needed, in the community. The team does not diagnose, treat, or refer your child for treatment. Dickson Preparatory STEAM Academy will provide you with information, and you will choose (s) that best fit your needs and wishes.

Please contact Ms. Ebony Taylor at 412-721-5816 ext. 3123 if you have questions about the Students Assistance Program.

McKinney Vento Homeless Assistance

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Woodland Hills School District is attempting to identify all children within the district that may be experiencing homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a hotel, motel, trailer park, or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings; · Living in substandard housing (no running water or working utilities, infestations, etc.).

Children experiencing homelessness may qualify for assistance with free school lunches, school supplies/materials, tutoring, and transportation so they can remain in their school of origin throughout the duration of their homeless episode. If you believe your child(ren) may qualify for this service, please contact Ms. Ebony Taylor at 412-721-5816 ext. 3123.

If your living situation changes during the school year and you and your children become homeless, please contact the social worker (Ms. Ebony Taylor) at your child's school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

EDUCATIONAL RECORDS

Education records include records directly related to a student maintained by Woodland Hills School District. The Educational Records of the District may include all of the following (this list is not intended to be exhaustive): grades, standardized test results, student evaluation reports, samples of student work, records transferred from sending schools, discipline records, medical records, and any other records created and maintained by the school district directly related to the student. Educational records do not include communications with legal counsel that are attorney-client privileged. Educational Records do not include records maintained solely by the creator for their personal use, not shared with others. The contents of a student's educational file

shall be determined by the District unless a specific parental request is made or a complaint is made, consistent with this notice.

The District shall permit the parent/guardian of a student or an eligible special education student who is or has been in attendance in the District to inspect and review the education records of the student upon written request. The District will comply with a written request to review records within a reasonable period of time (never to exceed 45 calendar days from the date of a written request; 30 days if the student receives special education services) after the request has been made. When there are special cases and where necessary, a parental request to review records will be granted and arranged as soon as possible. Visits to review a student's records shall be arranged and facilitated by the building principal, designee, or any party selected by the District for security and assistance in explaining or interpreting the data.

The right to inspect and review education records includes:

1. The right to a response from the District to reasonable requests, made in writing, for explanation and interpretations of the record.
2. The right to obtain copies of records from the District where the failure of the District to provide the copies would effectively prevent a parent or eligible student from exercising the right to inspect and review the educational records (e.g., where the parent lives too far to come to review the records personally).

In accordance with FERPA, the District will not produce or compile documentation that does not already exist.

It is presumed by the District that both biological parents/guardian(s) of a student have the authority to inspect and review the education records of the student at the school of the child's attendance in the main office by appointment unless there is evidence that there is a legally binding instrument, or State law or court order governing such matters as divorce, separation or custody, which provides to the contrary. A District designee will sit with the parent when the parent reviews the records in a private conference area. As part of the notice of a parent's right to access, Woodland Hills School District is responsible for informing all parents of provisions affecting parental access and requesting verification of any court order denying either parent access to records. It is the responsibility of the parent seeking to deny access to the records to provide Woodland Hills School District with a copy of the court order or other document that limits or controls access to student records. In cases where the request for access to records is made by a non-custodial parent, Woodland Hills School District has the responsibility to verify the person's identity and notify the custodial parent of the request. If a parent seeking to deny access does not respond to the school's request within the 45 or 30-day timeframe, the school must grant the request.

Legal Custody and Court Orders

Woodland Hills School District will do everything possible to protect all family members' safety and rights. Parents/guardians involved in custody situations regarding their children must submit a copy of the standing and current court order to the school office immediately. Court order statements will be fully honored by Woodland Hills School District. Please inform Dickson

Preparatory STEAM Academy and provide updated documentation when necessary. Documentation must be re-submitted each school year.

The District designates the following as Directory Information: information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

- Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.
- Directory information does not include a student's
 - Social security number; or student identification (ID) number
- Directory information includes a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

SPECIAL EDUCATION AND GIFTED PUBLIC NOTICE

The following is an annual public notice of special education services and programs, services for gifted students, and services for protected handicapped students

Notice to Parents

According to state and federal special education regulations, an annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact their district of residence.

Children aged three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services.

Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists:

1. The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or
2. The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Developmental areas include cognitive, communicative, physical, social/emotional, and self-help. For additional information contact the intermediate unit. Contact information is listed at the end of this public notice.

Evaluation Process

Each school district and the intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends (the Special Education Office: 412-731-1300 ext. 0141 or 0147.).

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice, which can be found on the PaTTAN website, www.pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent educational evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The school districts and, to some extent, the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the

confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the:

State College Area School District
Special Education Office
154 W. Nittany Ave.
State College, PA 16801
(814) 231-1072/4172

The extent of special education services and the location for the delivery of those services are determined by the IEP team and based on the student's identified needs and abilities. Consideration is also given to the student's chronological age and level of intensity of the specified intervention. The district provides supplementary aids and services, such as transportation, physical therapy, and occupational therapy, as necessary for the student to benefit from the special education program. Parents may obtain additional information about special education services and programs and parental due process rights by contacting the child's school principal or the Special Education Office at 412-731-1300 ext. 0141 or 0147.

BULLYING AND HARASSMENT

Woodland Hills prohibits acts of harassment or bullying. For the students of Dickson Preparatory STEAM Academy to achieve high academic standards, it is necessary that the buildings be safe and civil environments. Harassment or bullying, like any other disruptive or violent behavior, is conduct that disrupts a student's ability to learn as well as the learning of others. Demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying are expected of administrators, faculty, and staff as they provide positive examples for student behavior.

Harassment or bullying is any intentional gesture or written, oral, graphic, or physical act (including electronically transmitted act) that takes place on school property, at any school-sponsored activity, or in a school vehicle and is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression; a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Harassment or bullying includes any intentional gesture or written, oral, graphic, or physical act (including electronically transmitted act) that takes place off school property if such intentional act causes a hostile environment on school grounds.

Dickson Preparatory STEAM Academy encourages students subject to bullying or harassment to promptly report such incidents to school staff. All complaints of harassment or bullying shall be investigated promptly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained to the extent possible, consistent with Woodland Hills' legal and investigative obligations. This policy also prohibits (a) retaliation against anyone in good faith who reports behavior prohibited by this policy; and (b) intimidation of any witness or party participating in an investigation.

This policy applies to students, employees, and third parties (such as vendors, independent contractors, and members of the general public) and covers incidents that result in the bullying or harassment of Woodland Hills students regardless of whether the incidents themselves occur on school property.

Dickson Preparatory STEAM Academy's principal or his/her designee is Woodland Hills's Compliance Officer for purposes of this anti-bullying policy. The Compliance Officer shall publish and disseminate this policy and complaint procedure annually to students, parents/guardians, employees, and the public. This policy, its complaint procedures, and the Compliance Officer's contact information shall be available on the Woodland Hills Schools website. Woodland Hills officials must explain that this policy applies to all acts of harassment and bullying that occur on school property, at school-sponsored events, on a school bus, or as a result of a student's association with the school. Dickson Preparatory STEAM Academy's principal or his/her designee shall develop an annual process for discussing the policy on harassment and bullying with students and staff.

Definitions

Harassment is conduct that meets all of the following criteria:

- It is directed at one or more students;
- Substantially interferes with educational opportunities, benefits, or programs of one or more students;
- Adversely affects the ability of a pupil to participate in or benefit from Woodland Hills's educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and,
 - Is based on a student's actual or perceived distinguishing characteristic or is based on an association with another person who has or is perceived to have a distinguishing characteristic, such as race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy, genetic history, or disability.

Bullying is conduct that meets the following criteria:

- It is directed at one or more students;
- Is severe, persistent, or pervasive;
- Has the effect of doing any of the following:
 - Creating a threatening environment;
 - Substantially interfering with educational opportunities, benefits, or programs of one or more students; or
 - Substantially interfering with the orderly operation of the school.

Woodland Hills expects students to conduct themselves in a manner keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and school personnel. To prevent harassment and bullying, Woodland Hills staff shall use disciplinary situations as opportunities to help students to learn to assume responsibility and consequences for their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline.

Woodland Hills prohibits both active and passive support for acts of harassment or bullying. The staff will encourage students to support students who walk away from these acts. Woodland Hills staff shall attempt to stop bystander support or encouragement of harassment or bullying. In serious cases of bystander support or encouragement of harassment or bullying staff shall report such actions to the building principal. Bystander support or encouragement of harassment or bullying shall be punishable as harassment or bullying. Administrators shall develop and implement procedures that ensure both the appropriate consequences and remedial responses to student harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for harassment or bullying.

- Parties' ages, development, and maturity
- Harm, if any
- Surrounding circumstances
- Severity
- Prior incidents
- Parties' relationship
- Context
- Life skill competencies
- Experiential deficiencies
- Social relationships
- School culture
- School climate
- Social-emotional and behavioral supports
- Neighborhood culture
- Family situation

Consequences and remedial actions may range from positive behavioral interventions to suspension or expulsion. Consequences shall be unique to the individual incident and vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, but consequences must be consistent with Woodland Hills' Code Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

The principal or his/her designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the building principal or principal's designee. A school employee who suspects or is notified that a student has been subject to conduct violating this policy shall immediately report the incident to the building principal. Within three (3) school days, the building principal (or Compliance Officer, as the case may be) will follow up with the student reported to be the subject of such conduct. All other school community members, including students, parents, volunteers, and visitors, are encouraged to report any act that may violate this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. The principal and/or the principal's designee also are/is responsible for conducting a prompt, thorough, and complete investigation of each alleged incident.

FAMILY-SCHOOL-COMMUNITY PARTNERSHIPS AND AGREEMENTS

Beliefs and Values

1. Families and members of the community are our partners.
2. We value the participation of all members of the Woodland Hills Community
3. Volunteers possess unique leadership characteristics as well as talents and skills that have the capacity to enrich district-wide educational environments.
4. A robust volunteer program contributes to the overall educational success of students, schools, and the school district.
5. Safety and security will remain paramount.
6. We will remain appreciative of the volunteers who are committed to devoting time engaged in service to the district.

For more information or to request assistance from H.U.G.S. Volunteers, contact us at:
Volunteers@whsd.net

Family-school-community partnerships are a shared responsibility and reciprocal process. Dickson Preparatory STEAM Academy strives to create meaningful and culturally appropriate ways for parents and/or guardians to actively support their children's development and learning. School and community organizations also make efforts to listen to parents, support them, and ensure that they have the tools to be active partners in their children's school experience. Partnerships are essential for helping students achieve their maximum potential. To support the success of the Family-school-community partnership, the following practices have been identified as critical elements that must be agreed upon by all contributing partners.

Student Responsibilities:

- I will take ownership of my role education and educational experience without making excuses
- I will read and follow the Student Handbook and Code of Conduct
- I will attend school regularly and on time
- I will complete and return assignments
- I will resolve conflicts in positive and nonviolent ways
- I will comply with school rules at all times while at school, at school functions (including functions off-campus), and on the school bus
- I will respect myself, my peers, and school personnel
- I will respect the rights of others to learn without distraction and disruption
- I will accept responsibility for my own actions
- I will respect the cultural differences of other students, their families, and staff
- I will deliver all reports and notices sent by the school to my parent/guardian

Parent/Family Responsibilities:

- Read the Student Handbook and Code of Conduct
- Assume good intention
- Conduct self in a professional manner at all times
- Follow all district and school procedures and policies
- Advocate for child using the expectations outlined in the Student Handbook

- Assure my child gets to school on time and attends regularly
- Provide adequate rest, food, and medical attention for my child
- Monitor the completion of homework by establishing a time for homework, reviewing it regularly, providing a well-lighted and quiet place for study, encouraging my child's efforts and being available for questions
- Monitor social media, screen time, and media exposure on school devices
- Participate in school activities on a regular basis
- Attend family conferences
- Communicate with school staff regarding my child's needs and circumstances
- Stay aware of what my child is learning and his/her progress in school
- Be aware of and follow the rules and regulations of the school. Encourage and support my child in following the rules and regulations of the school
- Support the school in its efforts to maintain proper discipline according to the Student Handbook
- Update contact information regularly to maintain communication with the school and ensure consistent enrollment

School Responsibilities

- The school provides parents with assistance in understanding how to monitor and improve their children's achievement.
- The school provides parents and families with materials and training to help them work with their children to improve their children's achievements.
- With the assistance of parents, the school educates staff members about the value of parent contributions and how to work with parents as equal partners.
- The school coordinates and integrates with other programs to encourage and support parents in more fully participating in their children's education.
- The school distributes information related to school and parent programs, meetings, and other activities to parents and families in a format and language that the parents understand.
- The school supports parent and family involvement activities requested by parents when reasonable.

FAMILY EXPECTATIONS FOR RESOLVING SCHOOL CONCERNS

Dickson Preparatory STEAM Academy strives to ensure that concerns will be given the time, attention, and consideration necessary for solution-based outcomes. Therefore, a minimum of 24-48 hour response time to confirm receipt of the concern is standard procedure. No school employees are required to work outside of standard school operating hours. It is the policy of Dickson Preparatory STEAM Academy that all school personnel, staff, students, and students' parents/guardians, and families are required to be civil in all of their interpersonal school-related interactions. Civility does not require unqualified agreement or conformity of opinion. Under no circumstances will uncivil conduct at any school-related activity be tolerated.

For purposes of this policy, to be civil means to act with self-discipline in a courteous, respectful, and orderly way in every interpersonal communication and behavior.

Uncivil conduct includes, but is not limited to: using an inappropriately loud voice; using profane, vulgar, or obscene words or gestures; belittling, jeering, or taunting; using personal epithets; using violent or aggressive gestures or body language; repeatedly and inappropriately interrupting another speaker; repeatedly demanding personal attention at inappropriate times; purposefully and inappropriately invading personal space; purposefully ignoring appropriate communications; wrongfully interfering with another person's freedom of movement; wrongfully invading another person's private possessions; or, any other behavior that inappropriately disrupts school-related activities or violates the Woodland Hills Schools policies and expectations. An expression of disagreement or a discussion of a controversial viewpoint is not uncivil if such expression or discussion is appropriately presented and does not disrupt a school-related activity. Any uncivil school personnel shall be subject to disciplinary action per the guidelines in the Collective Bargaining Agreement. Any uncivil student shall be subject to disciplinary action per the Student Handbook. If any student's parent/guardian or family member is uncivil during a school-related activity, school personnel to whom the uncivil actions are directed shall immediately warn the family to communicate or act civilly. If the family fails to correct the uncivil behavior as directed, the affected school personnel shall notify the family that the school activity is terminated, and the affected school personnel shall refer the matter to school administrators for further administrative action, criminal prosecution, or legal action, which may include, but not limited to, a prohibition from any further participation in school-related activities and being excluded from Woodland Hills campus buildings.

How to advocate for your student

1. Define the issue. Talk with your student to ensure that you clearly understand the situation (academic, behavioral, or administrative.) Work with your student to identify specific elements, such as the names of parties involved and the timeline of events.
2. Review Woodland Hills' Code of Conduct. Review the Student Handbook, policies, and procedures to help you clarify the issue at hand.
3. Once you have clearly outlined the issue and decided if a specific policy may have been violated, you may communicate your concerns to the appropriate individual. Using Woodland Hills' 'Chain of Command' protocol, start by reaching out to the initial contact on the list. You will be redirected to the appropriate person if you do not follow the chain of command. By skipping this step, it may take a longer time to address your concerns, as information will have to be given to and received from the initial contact by those farther along the 'Chain of Command.' Be sure to document your communication efforts by detailing such items as the date, time, contact, and content of conversations that take place by telephone or in person. Save all email threads that relate to the issues at hand. This will allow all stakeholders to determine if an issue moves to the next 'Chain of Command.' In alignment with Pennsylvania wiretapping laws, Woodland Hills schools does not give consent for telephone calls or conversations to be taped or recorded. All in-person meetings must be scheduled in advance.

Chain of Command:

Where to Go if You have a Concern If your concern involves academics/learning/curricula:

1. Classroom Teacher
2. Assistant Principal Ms. Rashawnda Randolph
3. Principal Mr. Josh Manning
4. Assistant to the Superintendent of Curriculum and Instruction Mr. Eddie Willson
5. Superintendent Dr. Daniel Castagna

If your concern involves conduct/truancy/bullying:

1. Classroom Teacher
2. Guidance Counselor Ms. Sydney Howard/Ms. Stacey Kim
3. Assistant Principal Ms. Rashawnda Randolph
4. Principal Mr. Josh Manning
5. Assistant to the Superintendent of Administrative Services Dr. Pamela White
6. Superintendent Dr. Daniel Castagna

If your concern involves school bus schedules/school bus conduct/school bus safety:

1. School Bus Driver
2. First Student Bus Company
3. Assistant Principal Ms. Rashawnda Randolph
4. Principal Mr. Josh Manning
5. Ms. Janelle Kopay
6. Superintendent Dr. Daniel Castagna

If your concern involves special education or gifted education:

1. Classroom Teacher
2. Students Case Manager
3. Principal Mr. Josh Manning
4. Director of Special Education Ms. Leah Sylvis
5. Assistant to the Superintendent of Administrative Services Dr. Pamela White
6. Superintendent Dr. Daniel Castagna

If your concern involves technology:

1. Classroom Teacher
2. Service Technician Ryan Zovko
3. Technology Coach Mr. Rodrigues
4. Principal Mr. Josh Manning
5. Director of Technology Mr. John Kim
6. Superintendent Dr. Daniel Castagna