

Wonderland Charter School



Policy & Procedures Manual

Reviewed 03/01/2018

Wonderland Charter School

Policy & Procedures Manual

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NONDISCRIMINATION POLICY STATEMENT EQUAL EMPLOYMENT OPPORTUNITY

Policy Number 3.1F

An open and equitable personnel system will be established and maintained. Personnel policies, procedures, and practices will be designed to prohibit discrimination on the basis of race, color, religious belief, disability, ancestry, national origin, age, or sex.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees.

Any employee who believes that they have been discriminated against, may file a complaint of discrimination with any of the following:

Kelly J. Raudabaugh, Chief Executive Officer
Wonderland Charter School
2112 Sandy Drive
State College, PA 16803

PA Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg
P.O. Box 2675
Harrisburg, PA 17105-2675

Pennsylvania Human Relations Commission
Harrisburg Regional Office
333 Market St; 8th Floor
Harrisburg, PA 17101

US Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

RECRUITMENT

Policy Number 3.2

Wonderland Charter School leadership position in the business community demands that recruitment consistent with our affirmative action policy be conducted in an aggressive manner to attract top-caliber individuals to fill positions at all levels of the organization. Many positions may be filled by employee transfers or promotions. Others will be assigned to new employees who are recruited or apply directly to Wonderland. Recruitment may be conducted through advertising, employment agencies, schools, employee referrals, or technical and trade referrals. The Chief Executive Officer is the only person who is authorized to approve recruitment funds. All recruitment shall be conducted in an ethical, professional, and non-discriminatory manner. Before filling any approved position vacancy, current employees who apply shall be given equal consideration for transfer or promotion.

Wonderland Charter School provides equal opportunity to all applicants on the basis of demonstrated ability, experience, training, and potential. Qualified persons are selected without prejudice or discrimination as stated in the company's Equal Opportunity and Affirmative Action policies.

The employment requisitions, initiated by the Chief Executive Officer will define the job-related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications will be the basis for screening applications. The Chief Executive Officer will conduct structured initial interviews limited to job-related questions to assess the candidates' experience, demonstrated ability, and training. The telephone may be used for these initial interviews. After initial interviews, the Chief Executive Officer will conduct interviews with the candidates he selects. Before extending an employment offer and upon the applicant's prior agreement that inquiries may be made, at least two applicant references must be checked. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information.

After candidate interviews, verification of employment history, and reference inquiries, the Chief Executive Officer is responsible for the employment offer.

The Chief Executive Officer may make the offer personally or may delegate this responsibility to the Education Director. After the verbal offer has been made and the candidate has agreed to the essential terms of the offer (typically position, employee classification, salary or rate, and starting date), a written offer will be prepared by the Chief Executive Officer and submitted to the candidate in person or by mail. The written offer will confirm the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer which will state as follows: "The undersigned accepts the above employment offer and agrees that it contains the terms of employment with Wonderland Charter School and that there are no other terms express, or implied. It is understood that employment is subject to verification of identity and employment eligibility."

Employment will be made contingent upon certain job-related factors such as obtaining specific state and federal clearances, Child Abuse Registry Checks, submission of official academic transcripts, obtaining of the appropriate Academic Teacher's Certificate, and current physical with Tine Test when appropriate or desirable.

Once the candidate has accepted the employment offer, she or he will be required to provide documentation of identity and employment eligibility in accordance with federal law. The I-9 form (a copy of which is included in this policy) shall be used for this purpose.

MEDICAL EVALUATIONS AND INTERVIEWS

Policy Number 3.5

Medical interviews may be conducted by a health professional chosen by the individual to determine an applicant's ability to fulfill job-related requirements. Physicals are required for applicants or employees by state requirements for initial employment, yearly thereafter, and when an applicant's or employee's ability to meet the physical demands is reasonably in question. All costs for required medical interviews or physicals will be borne by the individual. The employee or prospective employee must sign a written release of this information to Wonderland Charter School.

In the event of excessive absences or tardiness claimed by the employee to be as a result of medical illnesses or problems, a doctor's evaluation or release back to work may be required at the discretion of the Chief Executive Officer or Education Director for validation of illness or injury claims.

SUBSTANCE ABUSE

Policy Number 3.6

Wonderland Charter School recognizes that substances such as alcohol and drugs are used by individuals, sometimes to an extent that their abilities and senses are impaired. Our position regarding substance abuse is the same whether alcohol, marijuana, illegal drugs, prescription drugs, or controlled substances are involved ("substances").

This policy is implemented because Wonderland Charter School believes that the impairment of any Wonderland Charter School employee due to his or her use of substances is likely to result in the risk of injury to other employees, the impaired employee, or to children.

"Impairment" or "being impaired" means that an employee's normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of school rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on company premises or in any Wonderland Charter School parking lot, storage area, or job site is prohibited; and violations are subject to severe disciplinary action.

Employees who are taking prescription drugs are under a duty to report this to the Chief Executive Officer or Education Director. This is for the protection of the employee and for safety purposes in case of an adverse reaction to the drug while at work, or so the employee is not falsely accused of taking an illegal substance.

When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, Wonderland Charter School may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the Chief Executive Officer.

Wonderland Charter School is aware that substance abuse is a complex health problem that has both physical impact and an emotional impact on the employee, his or her family, and social relationships. A substance abuser is a person who uses substances, as defined above, for non-medical reasons, and this use detrimentally affects job performance or interferes with normal social adjustments at work. Substance abuse is both a management and a medical problem.

A member of Wonderland who suspects a substance abuse case should discuss the situation immediately with the Director. Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment with Wonderland Charter School as long as they are otherwise qualified for the position for which they are applying.

SUBSTANCE ABUSE (Cont.)

Policy Number 3.6

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on Wonderland Charter School premises at any time. Alcoholic beverages have no part in and shall not be used in conjunction with any Wonderland Charter School business meeting. Social Wonderland Charter School activities, held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, light alcoholic beverages may be served at Wonderland Charter School sponsored events held off premises and for purely social reasons. The service must be managed in good taste and with good judgment. No alcoholic beverages should be served at any Wonderland Charter School event where children are present.

Wonderland Charter School is concerned with its employee's privacy, especially where matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, Wonderland Charter School shall maintain employee medical and personal information in confidence and release this information to authorized personnel on a "need to know" basis. An exception to this policy is where the employee signs a release for the transfer of such information to designated persons or agencies.

SMOKING POLICY

Policy Number 3.7

No smoking will be allowed in the Wonderland Charter School building at all by any persons, staff or parents. No smoking will be allowed on the Wonderland Charter School property at all by any staff member. This policy is for the health and safety of all employees. Your cooperation is requested, as this policy must be rigidly enforced to comply with Wonderland Charter School health and safety requirements and to maintain proper insurance coverage for our building.

There are four classifications of employees at Wonderland Charter School:

1. Full-time,
2. Part-time,
3. Temporary, and
4. Summer.

Full-time - An employee hired for the school year in a position for which the normal work schedule is (40) hours per week.

Part-time - An employee hired for the school year in a position for which the normal work schedule is at least 8 but less than 40 hours per week.

Temporary - An employee hired for a position for which the scheduled work week can range from less than 8 to 40 hours, but the position is required for only a specific, known duration, usually less than six months.

Summer - An employee hired only for the summer months (typically June through September) for a position for which the scheduled work week can range from less than 8 to 40 hours.

Neither temporary nor summer employees qualify for regular company benefits.

An employee's anniversary date is defined as his or her first day on the job with the company. Performance reviews will be completed, as a minimum, annually on the employee's anniversary date.

REINSTATEMENT

Employees who are reemployed by the company after termination or extended Leave of Absence will lose their original anniversary date for all purposes and be assigned a new date corresponding to their first day on the job after reemployment. This policy shall not apply to layoffs or to an employee who was erroneously terminated for cause and later reinstated.

The Chief Executive Officer is responsible for having the new employee fill out all pre-employment forms, applications, and enrollment forms; and providing, on the employee's first day of work, basic information on pay policy, leave policy, benefits, parking, and working hours.

REHIRE

Applications received from former employees will be processed using the same procedures and standards that govern all direct applications. The Chief Executive Officer will review the former employee's performance records and the circumstances surrounding termination of previous employment with Wonderland. This information will be provided to the Chief Executive Officer who is responsible for screening and interviewing applicants.

RELATIVES

Wonderland Charter School permits the hiring of relatives of current employees if the applicant is qualified and selected by the Chief Executive Officer. The primary consideration for placement is the proximity of the relatives' work areas to each other. Only in extraordinary circumstances, with management approval, should an employee be directly or indirectly supervised by a relative. A relative is defined as any person related to the employee by blood, marriage or adoption.

RETURN TO WORK AFTER SERIOUS INJURY OR ILLNESS

As a joint protection to the employee and the school, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than 5 consecutive days, or one which may limit the employee's future performance of regular duties or assignments.

Wonderland Charter School management shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse. A doctor's written release is required before recovery can be assumed.

**CORRECTIVE COUNSELING AND
PERFORMANCE IMPROVEMENT**

Policy Number 3.11

Corrective counseling may be initiated when Wonderland management believes that an employee's performance problem can and will be resolved through adequate counseling. Corrective counseling is completely at the discretion of the Chief Executive Officer. Wonderland desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in Wonderland's best interests. Wonderland expressly reserves the right to discharge 'at will'. Even if corrective counseling is implemented, it may be terminated at the discretion of management. Management, in its sole discretion, may either warn, reassign, suspend, or discharge any employee 'at will', whichever it chooses and at any time.

It is essential that all disciplinary action be adequately and appropriately supported by written documentation to protect both the rights of Wonderland and the rights of the employee.

The Chief Executive Officer will determine the course of action best suited to the circumstances. The steps in corrective counseling and performance improvement are as follows, although the Chief Executive Officer may skip one or more of these steps under appropriate circumstances,

1. *Verbal counseling* - As the first step in correcting unacceptable performance or behavior, the Chief Executive Officer may review pertinent job requirements with the employee to ensure his or her understanding of them. The Chief Executive Officer may consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. If the problem continues, in the second step, the Chief Executive Officer may define the problem in more specific terms and work with the employee to identify the requirements for performance improvement or change of conduct to serve as a solution to the problem. The seriousness of the performance or misconduct may be indicated by stating that a written warning, probation, or possible termination could result if the problem is not resolved. The employee will be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. Immediately after the second step in verbal counseling, the Chief Executive Officer should document the verbal counseling for future reference.

2. *Written counseling* - If the unacceptable performance or behavior continues, the next step may be a written warning. Also, circumstances such as violation of a widely known policy or safety requirement may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both, may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the Chief Executive Officer may direct that the written warning be removed after a period of time, under appropriate circumstances.

**CORRECTIVE COUNSELING AND
PERFORMANCE IMPROVEMENT (Cont.)**

Policy Number 3.11

3. *Probation* - If the problem has not been resolved through written counseling, and/or the circumstances warrant it, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period.

The Chief Executive Officer, after review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 90 days, depending on the circumstances. A written probationary notice to the employee is prepared by the Chief Executive Officer. The letter should include a statement of the following:

- A. The specific unsatisfactory situation;
- B. A review of oral and written warnings;
- C. The length of probation;
- D. The specific behavior modification or acceptable level of performance;
- E. Suggestions for improvement;
- F. A scheduled counseling session or sessions during the probationary period; and
- G. A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further action" may include, but is not limited to reassignment, reduction in pay, grade, or demotion.

The Chief Executive Officer should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the Chief Executive Officer may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file subject to a later decision by the Chief Executive Officer to remove it.

On the defined probation counseling date or dates, the employee and the Chief Executive Officer and the Education Director will meet to review the employee's progress in correcting the problem which led to the probation.

At the completion of the probationary period, the Chief Executive Officer and the Education Director will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the

**CORRECTIVE COUNSELING AND
PERFORMANCE IMPROVEMENT (Cont.)**

Policy Number 3.11

period of probation, or taking further action. The employee will be advised in writing of the decision. Should probation be completed successfully, the employee will be commended, though cautioned that any future recurrence may result in further disciplinary action.

4. *Suspension* - A two or three day suspension may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed. In addition, and with prior approval of the Chief Executive Officer, suspension without pay for up to three consecutive working days may be imposed for such proven misconduct as intentional violation of safety rules, fighting, or drinking on the job. These examples do not limit management's use of suspension with or without pay in other appropriate circumstances, such as the need to investigate a serious incident. In implementing a suspension, a written counseling report should set forth the circumstances justifying the suspension. Such a report may become part of the employee's personnel file.

5. *Involuntary Termination* - The involuntary termination notice is prepared by the Chief Executive Officer with concurrence of, and review by, the President of the Board of Directors of the Wonderland Charter School. The employee is notified of the termination by the Chief Executive Officer and will be directed to report for debriefing and completion of termination documentation.

Terminations are to be treated in a confidential, professional manner by all concerned. The Chief Executive Officer and the Education Director will assure thorough, consistent, and evenhanded termination procedures. This policy and its administration will be implemented in accordance with the company equal opportunity statement.

Inasmuch as an employee can terminate his or her employment with the company at any time and for any reason, Wonderland Charter School can terminate an employee at any time and for any reason. Wonderland Charter School subscribes to the policy of 'employment at will'. Continued employment with Wonderland Charter School is at the sole and exclusive option of Wonderland management.

Other than by signed contract, no promises or guarantees of permanent or specific term employment will be made to an employee of Wonderland Charter School by anyone, nor will such promises or guarantees, if made, ever be adhered to by Wonderland Charter School or enforced by the employee.

Terminating employees are entitled to receive all earned pay.

Employment with Wonderland Charter School is normally terminated through one of the following actions:

1. *Resignation* - voluntary termination by the employee;
2. *Dismissal* - involuntary termination by the company for any reason at any time;
3. *Layoff* - termination due to reduction of the work force or elimination of a position.

Resignation. An employee desiring to terminate employment, regardless of employee classification, is expected to give as much notice as possible. The resignation of a teacher at Wonderland Charter School is normally timed to occur at the end of the school year after final Parent/Teacher Conferences. For teachers terminating prior to the end of the contract period, the provisions of not being allowed to obtain employment with an educational institution, public or private, within the specified geographical areas of the signed employment contract will be adhered to and enforced.

Should an employee resign to join a competitor, if there is any other conflict of interest, or if the employee refuses to reveal the circumstances of his or her resignation and the future employer, the Chief Executive Officer may require the employee to leave Wonderland Charter School immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice.

Dismissal. An employee may be dismissed at any time, for any reason, at the sole and absolute discretion of Wonderland Charter School management. In the case of dismissal, Wonderland may, in its sole discretion, give some notice of its intent to dismiss an employee, but Wonderland is not required to give any such notice.

Layoff. When a reduction in force is necessary, or one or more positions are eliminated, Wonderland Charter School will, in its sole discretion, identify the employees to be laid off. Wonderland Charter School may give two weeks notice to the laid off employee, but it reserves the right to institute such procedures without notice.

Termination Processing Procedures.

1. The Chief Executive Officer will immediately notify the President, Board of Directors of the termination so that a termination checklist can be initiated. The Chief Executive Officer will direct and coordinate the termination procedure.
2. All outstanding advances charged to the terminating employee will be deducted from the final paycheck. If Wonderland Charter School has paid for the employee's clearances and/or teaching certificates and the employee has worked for Wonderland Charter School for less than 1 year, then the cost of the clearances and certificates will be deducted from the employee's final paycheck. Failure to return any publications upon clearing belonging to Wonderland Charter School will result in a deduction from the employee's final paycheck in the amount of \$35.00 per publication. These publications include Parent's Handbook, Curriculum, Standard Operating Procedures, and/or any other publications copyrighted to Wonderland Charter School or Marilyn L. Ohnmeis.
3. On the final day of employment, the personnel department must receive all keys, ID cards, and company property from the employee. This outprocessing is normally conducted at the end of the business day, 6:00 p.m. Under no circumstances will another person be allowed to speak for the departing employee unless it is by their retained lawyer or a properly executed and notarized power of attorney is deposited with Wonderland Charter School giving the spokesperson the authority to represent the departing employee in these matters. If Wonderland Charter School incurs any expenses in implementing these outprocessing procedures or in collecting fees and charges due under this policy, employees and former employees shall reimburse Wonderland Charter School for all such expenses including attorney fees.
4. The Chief Executive Officer or Education Director shall conduct an outprocessing session with the employee where the employee fill out designated personnel forms.
5. The employee will pick up his or her final payroll check at the completion of the outprocessing session. The final check shall include all earned pay and any expenses due the employee minus deductions described above and must be signed for by the employee with a Paycheck Receipt Form.

DRESS CODE

Policy Number 3.13

It is the policy of Wonderland Charter School that each employee's dress, grooming, and personal hygiene be appropriate to our work situation.

- (1) Employees are expected at all times to present a professional image to parents, children, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Wonderland Charter School. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
- (2) Employees of Wonderland Charter School must comply with the following personal appearance standards:
 - (a) Employees are expected to dress in a manner that is specified by the Chief Executive Officer.
 - (b) Employees may not wear suggestive attire, jeans, athletic clothing, sandals, T-shirts, novelty buttons, and similar items of casual attire that do not present a professional appearance. Suggestive attire that is prohibited includes:
 - Tank or tube tops, halter tops, tops with spaghetti straps, or strapless tops or dresses
 - Any tight, low cut, or sheer clothing, or any attire that exposes skin between the top and bottom layer of clothing
 - Mini skirts or deeply slit skirts
 - Brightly colored underwear that is visible through clothing
 - (c) While on shift, employees will wear the Wonderland Polo Shirt with the Wonderland emblem embroidered on it. These shirts will be loaned to the employee and must be returned to Wonderland Charter School upon the employee's termination of employment with Wonderland Charter School. Failure to return the loaned polo shirts will result in a replacement cost per shirt from the employee.
 - (d) While on shift, employees will wear slacks at all times except teachers will 'dress up' during Parent/Teacher Conferences. During the Summer Session, the wearing of slacks is modified to allow the wearing of shorts or capri pants. Shorts must be of at least mid-thigh length.
 - (e) While on shift, employees will wear sneakers at all times. Sneakers will be of the lace-tied or velcro-tied version. Sneakers that are heelless, or zipper closed, or of the slip-on variety are not permitted.
 - (f) No head attire will be worn inside the Wonderland Building.

DRESS CODE (Continued)

Policy Number 3.13

- (2) Employees of Wonderland Charter School must comply with the following personal appearance standards: (Continued)
- (g) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - (h) Sideburns, moustaches, and beards should be neatly trimmed.
 - (I) Tattoos cannot be visible and must be covered.
 - (j) Body piercings -
 - Body piercings other than earrings are not allowed to be visible.
 - If an employee has the tongue pierced, nose pierced, lips pierced, or any other visible part of the body pierced, then the 'stud' or 'ornament' that goes in the piercing will not be worn at any time the employee is on Wonderland Charter School property.
 - Earrings are restricted to 3 earrings per ear.
 - If an employee has body piercings on his or her body that is not normally visible under the Wonderland Dress Code, then the employees clothing must be of sufficient looseness so as to not disclose to the casual observer the presences of such piercings and ornaments under the employees clothing.
- (3) Teachers are required to dress more formally during Parent/Teacher Conferences and certain orientations.
- (4) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also will result in disciplinary action.

WORKDAY, PAYDAY AND PAY ADVANCES

Policy Number 4.2a

Payday. Wonderland Charter School paydays are normally the 15th and the last day of each month. An employee has two options to receive their pay.

Paper Check: One option is to receive their pay in the form of a paper check. Under this option, the check will be distributed to the employee at the end of the workday on the 15th or 30th/31st. If the 15th or 30th/31st falls on a weekday or holiday, then the paper check will be distributed to the employee on the Friday prior to the payday or on the day prior to the holiday that is the payday. Payroll checks can and will only be given to the employee. Spouses, relatives, and other acquaintances will not be allowed to receive payroll checks on behalf of the employee.

Direct Deposit: The second option for an employee to receive their pay is in the form of a direct deposit. Conditions of this option are:

- ① For an employee to avail themselves of this option, they must sign the *Authorization for Direct Deposits - Employee Form*, a sample of which is attached to this policy.
- ② The employee acknowledges that he or she is authorizing Wonderland Charter School to send credit entries and appropriate debit and adjustment entries, electronically or by any other commercially accepted method, to their account(s) indicated on the completed *Authorization for Direct Deposits - Employee Form* and to other accounts he or she (the employee) identifies in the future. This form also authorizes the financial institution holding the account to post all such entries.
- ③ This authorization will be in effect until Wonderland Charter School receives a written termination notice from the employee and has a reasonable opportunity to act on it.
- ④ Recognizing that this direct deposit method requires a minimum of three (3) business days prior to payday for Wonderland Charter School to transmit payroll data to the financial institution so as to be effective on the designated payday, the employee understands that a projection of the time/days worked between transmission time and payday must occur. If for any reason this projection is in error, then the employee authorizes Wonderland Charter School to either credit or debit the error amount from the next pay period.
- ⑤ The employee recognizes that this transmission time increases when there is a Standard Federal Reserve Holiday occurring within the three business days required for transmission of payroll data from Wonderland Charter School to the financial institution. The Standard Federal Reserve Holidays for 2006 are:

New Year's Day	Monday, Jan 2 nd
Martin Luther King, Jr. Day	Monday, Jan 16 th
Presidents' Day	Monday, Feb 20 th
Memorial Day	Monday, May 29 th
Independence Day	Tuesday, Jul 4 th
Labor Day	Monday, Sep 4 th

WORKDAY, PAYDAY AND PAY ADVANCES

Policy Number 4.2a

The Standard Federal Reserve Holidays for 2006 are: (continued from page 1)

Columbus Day	Monday, Oct 9 th
Veterans' Day	Saturday, Nov 11 th
Thanksgiving Day	Thursday, Nov 23 rd
Christmas Day	Monday, Dec 25 th

- ⑥ The employee using this Direct Deposit option understands that the last paycheck upon leaving the employ of Wonderland Charter School will not be in the direct deposit mode. This last paycheck will be in the form of a paper check that must be signed for upon completion of outprocessing in accordance with Wonderland Charter School Policy Number 3.12, *Terminations*. In the event that the employee leaves the employment of Wonderland Charter School without advance notice and within the payroll transmission time, the employee understands that monies deposited into the employees account as a result of time projections specified above in paragraph ④ above are to be returned to Wonderland Charter School immediately. In the event the employee fails to voluntarily return these specified monies, the employee agrees to be liable for fees required for Wonderland Charter School, Inc. to process a debit reversal which is currently at \$50.00 but may increase at the discretion of the payroll processing firm.

Pay Advances. It is our policy to decline all requests for early paychecks or pay advances for personal reasons. Pay advances in the event of legitimate business reasons may be requested to the Chief Executive Officer.

Workday.

Teacher: Teachers are normally in a salaried position and as such do not have a specified hourly day. However, a full workday as specified by the Chief Executive Officer is expected as a condition of accepting employment at Wonderland Charter School. Also, work schedules may be modified at the discretion of the Chief Executive Officer.

Under no circumstances are staff members allowed to leave the Wonderland Charter School building without the express permission of either the Chief Executive Officer or the Education Director. This includes going out to the cars in the parking lot for smoke breaks (which are not allowed), to place calls from personal phones, or entertaining visitors outside or inside the Wonderland building. This is necessary because of the various state childcare and educational regulations covering staff/child ratios, child health, and child safety.

All employees of Wonderland Charter School will participate in a performance review with the Chief Executive Officer based on the following schedule:

1. Once a year during June.

(NOTE: typically an initial review would be approximately 2 months after the employee is hired and then annually in June.)

and

2. As often as is warranted by the job situation and the employee's performance.

The performance review will be completed in writing after the completion of an interview between the employee and the Chief Executive Officer or the Education Director. The employee is encouraged to share in the review process by adding written comments to the evaluation form.

The employee is also encouraged to do the following:

1. Inquire about his or her performance from time to time;
2. Accept additional responsibilities and show initiative;
3. Review opportunities for advancement within Wonderland;
4. Ask for assistance in developing a goal-oriented path for advancement within Wonderland; and
5. Learn about training available to assist the employee in skills improvement, promotion, or lateral transfer.

PAYROLL DEDUCTIONS

Policy Number 4.8

The following mandatory deductions will be made from every employee's gross wages: federal income tax, social security tax (FICA), Medicare, Pennsylvania income tax, Pennsylvania Unemployment Compensation Contribution, and local township income tax, and any applicable pension plan.

Every employee must fill out and sign a federal withholding allowance certificate (IRS Form W-4) during the inprocessing session. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at anytime when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption From Withholding Certificate (IRS Form W-4E). Employees are expected to comply with the instructions on the W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Every employee will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year. Any employee who believes that his or her deductions are incorrect for any pay period, or on the W-2, should check with the Administrator immediately.

REQUESTING ABSENCE FROM WORK

Policy Number 5.4

In order to preclude confusion when staff members of Wonderland need to be absent from their regularly scheduled duties, the Chief Executive Officer is responsible for compiling and monitoring requested absences.

If a staff member needs to be absent from his or her regularly scheduled class(es), a Request For Absence From Work form, attached as enclosure to this policy, needs to be submitted to the office. The Chief Executive Officer or the Education Director will act on the request and return the form to the requesting staff member stating in writing whether or not the absence is granted and whether or not a replacement can be scheduled. In order to ensure a greater chance of scheduling a replacement, please turn the form in at least 2 working days prior to the requested absence.

This procedure is not intended for those emergency situations when prior notice is not feasible, such as illness. In those cases contact the Chief Executive Officer or the Education Director directly by whatever means is feasible and request will be processed.

Leave of absence is time off in a non-pay status. An employee must submit a request for leave of absence in writing to the Chief Executive Officer. The employee is expected to request leave of absence with as much advance notice as possible. Leaves of absence will not be granted for periods more than three weeks in duration. Based on state staffing requirements and the needs of the children at Wonderland Charter School, it is imperative that an actual person be present to perform the duties required. Absences longer than three weeks puts undue strain on the remainder of the staff and the children in attendance and runs the risk of violating state mandated child/staff ratios.

The reason for leave should fall into one of the following categories:

1. Medical (including pregnancy-related)
2. Military
3. Personal

The employee has the responsibility to keep the Chief Executive Officer advised of the leave situation and to contact her at least two weeks prior to the expiration of the approved leave to discuss return to work. If the employee desires voluntary termination, this should be reported as soon as possible.

Wonderland Charter School will make a reasonable effort, consistent with good business practices and Wonderland Charter School needs, to reinstate an employee to the same position he or she previously occupied, or to a similar position, following a leave of absence. However, Wonderland Charter School cannot guarantee that the same or a similar position will be available at the time an employee desires to return to work, or thereafter. If this situation occurs, Wonderland Charter School reserves the right to offer the employee a lower-level position, if one is available at the appropriate salary for such a position. An exception to this rule is where an employee is guaranteed reemployment rights under federal or state laws.

EMPLOYEE INCURRED EXPENSES AND REIMBURSEMENT Policy Number 6.1

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

1. All expenditures are to be approved in advance by the Chief Executive Officer or the Education Director.
2. All business-related expenditures must be accompanied by a receipt or evidence of expenditure to receive reimbursement.
3. All items purchased or charged by the employee are to be itemized on the approved school expense report. All portions of the report must be filled out or marked "N/A" (not applicable), and the necessity and purpose of the expenditure must be explained in sufficient detail.
4. Expense reports must be signed and dated by the employee and initialed by the Chief Executive Officer or the Education Director showing approval. Reports are due in the office within 5 days of the expenditure. Reimbursement will be made by the fifth working day of the month following submittal of the report.

CONFIDENTIALITY OF COMPANY INFORMATION

Policy Number 7.2

All employees are asked to sign the following statement at the time of employment:

"As an employee of Wonderland Charter School, I will not at any time disclose or use, either during or subsequent to my employment, any information, knowledge or data which I receive or develop during my employment which is considered proprietary or sensitive by Wonderland Charter School or which relates to the trade secrets of Wonderland Charter School. Such information, knowledge or data may consist of the following which is by example only: processes, know-how, designs, drawings, diagrams, formulas, lesson plans, correspondence, test data, accounting or financial data, pricing or salary data, marketing data, business plans and strategies, negotiations and contracts, research, customer or vendor lists, inventions, publications copyrighted to Wonderland Charter School or to Marilyn L. Ohnmeis, and discoveries. This information also includes personal and professional information of the children enrolled at Wonderland Charter School. All of this material whether prepared by the Employee or otherwise coming into the possession of Employee from any source, shall be the exclusive property of the Employer regardless of who actually purchased, prepared, or developed the material. All such books, records, or material shall be immediately returned by the Employee to the Employer on any termination of his or her employment. If the Employee purchases any such original book or record, he shall immediately notify the Employer, who shall then immediately reimburse Employee. Failure to notify the Employer and to get permission for such purchases prior to the expenditure of funds results in the forfeiture of the employee to be reimbursed for such expenditure of funds.

I further agree that upon termination of my employment with Wonderland Charter School, I shall promptly return any and all documents containing the above information, knowledge or data, or relating thereto, to Wonderland Charter School. This agreement shall be binding upon my successors, heirs, assigns, and personal representatives and shall be for the benefit of the successors and assigns of Wonderland Charter School. In the event that a dispute arises concerning this agreement and a lawsuit is filed, the prevailing party shall be entitled to reasonable attorney's fees and costs.

I understand that my continued employment with Wonderland Charter School is contingent upon my compliance with this agreement."

CONFIDENTIALITY OF INFORMATION

Policy Number 7.2.A

It is the policy of Wonderland Charter School to preserve the privacy interests of both the children attending Wonderland Charter School and the privacy interests of their parents. To accomplish this, Wonderland Charter School will comply with all applicable privacy and confidentiality requirements of *The Family Educational Rights and Privacy Act of 1974 (FERPA)*; *The Individuals with Disabilities Education Act (IDEA)*; *The Protection of Pupil Rights Amendment (PPRA)*; and other state and federal educational acts as appropriate.

Further, to ease in the compliance of this policy, release of all information to any agency outside of Wonderland Charter School shall only be through either the Chief Executive Officer (CEO) or the Education Director.

Effective 03/05/2002
Reviewed: 3/01/2018

Approved:

Marilyn L. Ohnmeis

USE OF SOCIAL NETWORKS / EMAIL BY SCHOOL PERSONNEL **Policy Number 7.2.B**

Due to the privacy and confidentiality requirements of *The Family Educational Rights and Privacy Act of 1974 (FERPA)*, use of social networks by employees of Wonderland Charter School to communicate with enrolled Wonderland Charter School students or parents of currently enrolled Wonderland Charter School is prohibited. Additionally, staff socializing with currently enrolled families is prohibited.

Employees may ‘socialize’ with parents of *former* or *future* students of Wonderland Charter School, including on social networks, as long as no FERPA protected confidential information is transmitted. *Confidential information may not be released without proper authorization by the central office of Wonderland Charter School.*

Background.

With the rising popularity and use of social networks like Facebook™, Twitter™, and other electronic means of communication, the opportunity is likely to arise where a parent requests a Wonderland Charter School staff member to become a ‘friend’ or be linked to the parent in a social network; or to socialize in a traditional non-electronic social setting. This then significantly increases the likelihood that information protected under Family Educational Rights and Privacy Act (*FERPA*) will be transmitted.

FERPA, also known as the Buckley Amendment, was passed by Congress in 1974. It grants four specific rights to a student:

- To see the information that the institution is keeping on the student;
- To seek amendment to those records and in certain cases append a statement to the record;
- To consent to disclosure of his/her records;
- To file a complaint with the Family Policy Compliance Office in Washington, D.C.

FERPA applies to all educational agencies or institutions that receive funds under any program administered by the U.S. Secretary of Education. FERPA governs ***what*** may be released but does not require that any information be released.

An ***education record*** is defined as any record that directly identifies a student and is maintained by the institution or educational agency or by a party acting for the institution or educational agency. A key distinction of education records is that education records are shared. Education records can exist in any medium including handwritten, typed, computer generated, videotape, audiotape, film, microfilm, microfiche, e-mail, and others.

The key legal point is that student information stored in electronic format must be secure and available only to those entitled to access that information. Transmission of FERPA protected information via e-mail is deemed by the courts to be in violation of FERPA. The legal rationale is that there is no guarantee of confidentiality on the Internet. The institution would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method or the old fashioned traditional social setting.

USE OF SOCIAL NETWORKS / EMAIL BY SCHOOL PERSONNEL **Policy Number 7.2.B**

If a student does not *opt out* of releasing their public information, then the following is considered **Directory Information** and may be released to authorized parties:

- Current and Permanent address
- Current and Permanent telephone number
- Dates of attendance at Wonderland Charter School
- Enrollment status
- Grade level
- Academic awards and honors
- Athletic participation

Information not included in the list above is considered confidential and **may not be released**. Confidential information includes, but is not limited to:

- | | | |
|--------------------------|---------------------------------|------------------|
| • Social security number | • Student identification number | • Race |
| • Ethnicity | • Nationality | • Gender |
| • Grades | • GPA | • Class schedule |

FERPA allows parental access to students' educational records if the student requests, in writing, that academic information be released to the parent(s) *or* if the parent claims the student as a dependent for Federal income tax purposes. Current enrollment forms used at Wonderland Charter School provide sufficient proof of dependency status.

Participation at Wonderland Charter School, progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that make up part of the student's education record. This information is protected under FERPA.

A parent of a student enrolled at Wonderland Charter School can (and has in the past) request that a teacher or staff member become part of the parent's electronic social network or just become a friend in the more traditional sense. Just by virtue of being asked, there is pressure on the staff member to acquiesce to the parents request to join the social network or to socialize in a traditional setting. In the social discourse that would inevitably follow, questions from parents to Wonderland staff members covering information protected under FERPA would most certainly arise. Providing the requested information violates FERPA and jeopardizes the continued existence of Wonderland Charter School. Refusal by the Wonderland staff member to provide the requested information would invariably cause hard feelings by the parent(s) as most parents are not versed in FERPA and the law. A staff member that violates this social boundary and socializes with families of currently enrolled students is acting unprofessionally and is subject to employment termination.

Notification of grades or class performance via e-mail is in violation of FERPA. There is no guarantee of confidentiality on the Internet. Wonderland Charter School would be held responsible if an unauthorized third party gained access, in any manner, to a student's education record through any electronic transmission method. Therefore, communication of a student's performance of any kind via e-mail is prohibited.

EMPLOYEE ORIENTATION

Policy Number 7.3.A

All new employees will be provided with an orientation briefing which will be held within their first week of employment with the company. The employee orientation goals are as follows:

1. To integrate a new employee quickly and smoothly into the ongoing operations of Wonderland Charter School.
2. To establish good employee / employer communication;
3. To reduce the anxieties of a new environment and new responsibilities;
4. To build teamwork spirit;
5. To inform the employee of the company's achievements;
6. To inform the employee of the following:
 - The day to day operational requirements of Wonderland.
 - Pay procedures.
 - Legal requirements of the Department of Immigration & Naturalization.
 - Requirements of the Pennsylvania Department of Public Welfare.
 - Requirements of the Pennsylvania Department of Education.
 - Equal Opportunity Policies.
 - Employee rights, obligations, and responsibilities under Civil Rights Act of 1964, Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Pennsylvania Human Relations Act of 1955, and the Americans With Disabilities Act of 1990.

REQUESTING EXCEPTION TO CONFLICT OF INTEREST

Policy Number 7.6

Based on policy, no employee of Wonderland Charter School is to engage in the same or a similar line of business as that conducted by Wonderland Charter School. This includes providing childcare in the home for families that currently have children enrolled at Wonderland. However, if an employee is approached by a parent of a child at Wonderland, and that parent wishes to engage the employee to provide childcare in the home, and the employee wishes to accept such an offer, then the employee needs to request an exception to policy under the coverage of this policy, Policy Number 7.6.

Under this policy, an employee wishing to accept such an offer as described above, needs to inform the parent that:

1. Employee must obtain permission from the Chief Executive Officer of Wonderland; and,
2. A special agreement must be signed by the parent, the employee, and Wonderland Charter School. This agreement is attached to this policy.

Before the employee is to accept such an offer, the employee must obtain permission from the Chief Executive Officer or the Education Director and the Agreement must be filled out and signed by all parties.

Employees are not to actively advertise their ability or desire to provide childcare services in the home and this exception to policy in no way relieves the employee from following stated Wonderland policies of confidentiality or conflict of interest.

Wonderland Charter School recognizes our employees' rights to privacy. In achieving this goal, the company adopts these basic principles:

1. The collection of employee information will be limited to that needed by the company for business and legal purposes.
2. The confidentiality of all personal information in our records will be protected.
3. All in house employees involved in recordkeeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.
4. Internal access to employee records will be limited to those employees having an authorized, business-related "need-to-know." Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
5. Employees are permitted to see the personal information maintained about them in the company records. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their records.

Wonderland Charter School requests your cooperation in limiting outgoing or incoming personal calls to an absolute minimum. Please instruct your friends and family not to call at work except in emergencies or for a serious matter. Telephone lines must be kept clear for Wonderland business.

Calls that are made should be of short duration, i.e., 2 to 3 minutes. No long distance calls will be allowed unless prior permission to make such a call is received from either the Chief Executive Officer or the Education Director.

Incoming phone calls can and will be transferred to your classroom. Outgoing calls to numbers that have been programmed into our system can be made from the classroom. Calls for emergency purposes to 911 can be made from the classroom phones by dialing 911. Before calling 911 all prudent efforts to contact the Chief Executive Officer or the Education Director should be made.

Use of personal cell phones for talking or texting while on shift is prohibited. If an employee desires to make a call in the same vein of a serious matter or an emergency nature as described above, then the employee should seek out the Chief Executive Officer or the Education Director to obtain permission to place such a call. When permission is granted, it is expected that another staff member will assume the responsibility of watching the children that the telephone caller is charged with. Again, these calls should be of a 2 to 3 minute nature. ***Under no circumstances will calls or texting*** be made while the staff member is on the playground or in the Gross Motor Skills Room.

Personal telephone call privileges are subject to change or termination at any time. For instance, and not to be limiting, if Wonderland telephone lines become overloaded with calls or an employee is found spending more than just limited time on personal calls on their cell phones, or the children are placed at risk, then this privilege will be revoked either generally or specifically as to the offending employee.

ADMISSIONS & PROVISION OF SERVICES POLICY

Policy Number 8.2a

Wonderland Charter School enrolled children normally must have achieved their 5th birthday by August 31st of the start of their kindergarten year. In order to avail themselves of the age-exception policy, parents of a child with a birthday between August 31st of the start of the child's kindergarten year and the very next January 31st must petition the Education Director to formally assess their child. The Education Director's recommendation for enrollment of the child is then placed on the agenda of the Board of Directors of Wonderland Charter School. If the Board votes affirmatively, then the child is allowed to enroll or be placed on the Waiting List, whichever is appropriate at the time. There is no appeal available to the parent(s) from the final decision of the Wonderland Charter School Board of Directors.

Wonderland will not discriminate in its admission policy, provision of services, and referral of clients on the basis of race, creed, color, religious belief, sex, disability, national origin, or ancestry of the child.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to equipment redesign, the provision of aids, and the use of alternative delivery locations so that the child can have an equal opportunity to participate or benefit, unless an undue burden would result. Structural modifications shall be considered only a last resort among available methods.

Wonderland will also follow appropriate Department of Education Rules and Regulations and licensing parameters with regards to special education.

Any person who believes they have been discriminated against under these provisions may file a complaint of discrimination with:

Kelly J. Raudabaugh, Chief Executive Officer
Wonderland Charter School
2112 Sandy Drive
State College, PA 16803

Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg
P.O. Box 2675
Harrisburg, PA 17105-2675

Pennsylvania Human Relations Commission
Harrisburg Regional Office
333 Market Street; 8th Floor
Harrisburg, PA 17101

US Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

It is the intent of Wonderland to confer specific benefits upon Wonderland employees as a means of maintaining morale and reducing anxieties of unexpected medical or personal interruptions from work. Benefits will be in writing as part of the Wonderland Policy & Procedures Manual. Each benefit policy will be specific, cover only that benefit, imply no additional benefit requirements, and be introduced by Wonderland at their discretion based on fiscal prudence and ability.

Employee benefit policies will be numbered under the 9.x series.

EMPLOYEE PAID SICK LEAVE POLICY

Policy Number 9.2

In an attempt to maintain morale and reduce the anxiety of unexpected medical or personal interruptions of work, Wonderland will provide paid sick leave to qualified employees under the conditions and provisions detailed in this policy.

1. Eligibility.

a. Employees employed are eligible to participate under the provisions of this policy. Employees on maternity leave will have their anniversary date adjusted to reflect the time away from Wonderland on maternity leave as specified under Policy Number 3.9, *Anniversary Date*.

b. Both full-time and part-time employees as defined under Policy Number 3.8, *Employment Classifications*, are eligible to participate, provided they meet all other requirements of this policy.

c. This policy is not retroactive and does not apply to any former employee of Wonderland Charter School. Initial coverage is provided only to employees of record currently working at Wonderland as of 1 September 1999 and after.

2. Effective Date.

a. This policy takes effect 1 September 1999.

b. For all employees of Wonderland hired after 1 September 1999, this policy will be in effect unless this policy is first rescinded by Wonderland.

3. Benefit Levels.

a. A day is defined as a period consisting of the normal assigned hours during the period October through May, i.e., if an employee normally works a 6 hour day during the school year, then her day for purposes of this benefit is defined as a 6 hour day. If an employee normally works an 8 or more hour day during the school year, then her day is defined as an 8 hour day for purposes of this benefit. *Note: Hours worked during the Summer Session will not be considered for purposes of this benefit.*

b. Wonderland employees will be provided paid sick days based on the following length of employment with Wonderland.

- (1) Employees 1 month but less than 1 year of employment = 1 day
- (2) Employees with at least 1 year but less than 2 years of employment = 3 days
- (3) Employees with at least 2 years but less than 3 years of employment = 4 days
- (4) Employees with at least 3 years = 5 days

Absences in excess of these benefit levels will be in an unpaid status.

EMPLOYEE PAID SICK LEAVE POLICY (Cont.) Policy Number 9.2

4. Accrual.

- a. Sick days will accrue at the rate of 1/12 times the benefit level per month starting at the beginning of the eligibility year.
- b. For the first year of this policy, employees who are eligible will accrue paid sick leave at the rate of:

Benefit level X 1/12 per month for months remaining in the benefit year from September 1, 1999 to the employee's anniversary date.

Example:

This means that an employee with, for example, a benefit level of 3 days paid sick leave who has only 4 months remaining until her next anniversary date has 1 paid sick leave coming computed as:

$$3 \text{ (Benefit level)} \times 1/12 \times 4 \text{ months}$$

Then at the next anniversary date, this employee will be eligible for the full 4 days authorized at the next benefit level.

- c. Sick days are not allowed to be accrued or accumulated from one year to another.
- d. Unused sick days cannot be converted to cash.

5. Usage.

- a. For a full-time employee, paid sick leave usage is as follows:
 - (1) The minimum amount taken per event must be at least 4 hours.
 - (2) The maximum amount taken can be the full amount of paid sick leave authorized under this policy.
- b. For a part-time employee, paid sick leave usage is as follows:
 - (1) The minimum amount taken per event must be at least 1 full day of normally scheduled work.
 - (2) The maximum amount taken can be the full amount of paid sick leave authorized under this policy.

EMPLOYEE PAID SICK LEAVE POLICY (Cont.) Policy Number 9.2

c. The intent of this section on usage is to allow situations where a substitute can be reasonably be expected to fill in for the absent staff member. Experience has shown that substitutes are normally unwilling to come in to work for 1 or 2 hours.

6. Scheduling.

a. When at all possible, sick leave should be scheduled in advance in accordance with Policy Number 5.4, *Requesting Absence From Work*. The Request From Absence Form should be annotated by the employee to indicate whether or not they wish to have the requested absence covered by pay accrued under sick leave benefits of this policy.

b. Sick Leave accrued under this policy can also be used in a "No Notice" situation of illness or other personal needs of the staff member.

ANTI-BULLYING POLICY

Policy Number 10.1

A. General

1. Prohibition of Harassment, Intimidation, and Bullying.
 - a. Wonderland Charter School is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:
 - (1) Physically harms a student or damages the student's property; or
 - (2) Has the effect of substantially interfering with a student's education; or
 - (3) Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (4) Has the effect of substantially disrupting the orderly operation of the school.
 - b. Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.
 - c. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).
 - d. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other Wonderland Charter School policies or building, classroom, or program rules.
 - e. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.
 - f. The Chief Executive Officer is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components established by Wonderland Charter School.

ANTI-BULLYING POLICY

Policy Number 10.1

B. STUDENTS.

1. Prohibition of Harassment, Intimidation, and Bullying

- a. Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to the Chief Executive Officer who can explain the informal and formal complaint process and what a complaint can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.
- b. Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or, a general public statement from an administrator in a building reviewing the Wonderland Charter School harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the Wonderland Charter School believes the complaint needs to be more thoroughly investigated.
- c. Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) ***should not be promised confidentiality*** at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The Wonderland Charter School will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any Wonderland Charter School initiated investigatory activities. The Chief Executive Officer or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that Wonderland Charter School needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint.

2. All informal complaints shall be in writing. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

ANTI-BULLYING POLICY

Policy Number 10.1

3. Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that the Wonderland Charter School needs to draft a formal complaint based on the information in the officer's possession.
4. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.
5. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the Chief Executive Officer shall take further action on the report.
6. The Chief Executive Officer or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:
 - a. That the Wonderland Charter School intends to take corrective action; or
 - b. That the investigation is incomplete to date and will be continuing; or
 - c. That the Wonderland Charter School does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
7. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the Chief Executive Officer's written response, unless the accused is appealing the imposition of discipline and the Wonderland Charter School is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.
8. If a student remains aggrieved by the Chief Executive Officer's designee's response, the student may pursue the complaint as one of discrimination pursuant to Policy 3.1E, *Filing of Complaints of Discrimination*.
9. Students will be provided with age-appropriate information on the recognition and prevention harassment, intimidation or bullying, and their rights and responsibilities under this and other Wonderland Charter School policies and rule at student orientation sessions and on other appropriate occasions, which may include parents.

Wonderland Charter School
Policy & Procedures Manual

ATTENDANCE POLICY

Policy Number 10.2

The Board of Directors requires that school-aged pupils enrolled in the Wonderland Charter School attend school regularly and in accordance with the regulations and laws of the State. The education program offered by Wonderland Charter School is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance shall be required of all students enrolled in Wonderland Charter School during the days and hours that the school is in session, except that the Chief Executive Officer or Education Director may excuse a student for temporary absences when he/she receives satisfactory evidence of such mental, physical, or other urgent conditions which may reasonably cause the student's absence. The board considers the following conditions to constitute reasonable cause for absence from school:

- illness
- recovery from accident
- death in family
- quarantine
- required court attendance

All absences occasioned by the observance of the student's religion a day approved by the Board as a religious holiday shall be excused, and a student so excused shall not be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Attendance need not always be within the Wonderland Charter School building to be in attendance if the student is present at a place where Wonderland Charter School has designated to be the place where the student is receiving approved tutorial instruction or health care.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the student from the Wonderland Charter School program. The Board authorizes the Chief Executive Officer to suspend a student from a particular class or from school in accordance with the policies of the Board, if sincere efforts by the school administration cannot rectify the pattern of absence. The Chief Executive Officer is authorized to establish the criteria to implement this policy.

The Board may excuse the following students from the requirements of attendance:

- on certification by a physician or submission of other satisfactory evidence and on approval of The Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons so urgent as to preclude regular attendance;
- homebound children unable on the recommendation of the school physician and the school psychologist and/or a psychiatrist.

Effective 04/04/2004
Reviewed: 3/01/2018

Approved: Marilyn L. Ohnmeis
Marilyn L. Ohnmeis, President

ATTENDANCE POLICY

Policy Number 10.2

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of 17. The Board shall issue notice to those parents and guardians who fail to comply with the requirements of attendance that such infractions of the statute will be prosecuted.

The Chief Executive Officer shall develop procedures for the attendance of students which:

- insure a school session which is in conformity with requirements of the Pennsylvania Department of Education and other applicable laws and regulations;
- govern the keeping of attendance records in accordance with the applicable regulations;
- impose on parents of truant students such incremental disciplinary measures as may be appropriate for infractions of school regulations, but not such penalty may have an irredeemable negative effect on the student's record beyond that which naturally follows absence from school activities;
- insure that students absent for any reason have an opportunity to make up work they missed;
- issue written notice to any parent or guardian who fails to comply with the attendance statute within three days of any proceeding brought under that statute. Such notice shall inform the parent or guardian of the date(s) on which the absence occurred, that the absence was unexcused and in violation of law, that the parent must be so notified and informed of his /her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.

The Board will recognize other justifiable absences for part of the school day. These will include, with the approval of the Chief Executive Officer, medical or dental appointments, court appearance and family emergency.

Attendance Procedures:

At his discretion and based on special circumstances, the Chief Executive Officer may permit a variance from the Executive Procedures for Attendance outlined below.

A. Legal or Excused Absence (up to a total of 9 school days per school year) will be defined as:

- Personal illness
 - *A doctor's authorization to return to school is required for all absences of 2 or more consecutive days regardless of the total of number of absences the student has accumulated to date.*
 - *A doctor's note or authorization to return to school is required for all absences due to illness if the child has accumulated a total of 7 absences during the current school year regardless of the type of absences.*
- Certain religious holidays
- Death in immediate family
- Professional medical services
- Court appearance
- An absence approved by an administrator
- Quarantine

A written excuse signed by the parent(s)/guardian(s) **must** be presented to the office immediately upon return to school, but no more than two days following return. If no excuse is submitted, the absence(s) will be considered illegal. A handwritten excuse does not necessarily mean the absence(s) is excused. An absence only becomes excused when approved by the administration. This requirement for a written excuse from the parent does not absolve the parent from the requirement to notify the school at the beginning of the school day when their child is not will not be in attendance

When a student has been legally absent a combined total of three (3) days during a school year regardless of reasons for the absences, a letter will be sent to the parent(s)/guardian(s) notifying them of the combined absence totals and advising them of the seriousness of continued absences.

When a student has been legally absent a combined total of six (6) days during a school year regardless of reasons for the absences, a letter will be sent to the parent(s)/guardian(s) notifying them that their child will be required to submit a doctor's excuse for all future absence(s) to include absences of one (1) day duration.

ATTENDANCE POLICY

Policy Number 10.2

B. Illegal Absence(s) / Truancy will be defined as including, but not limited, to:

- A total of 9 or more absences from school regardless of the reasons and regardless of the absences being excused or unexcused or any combinations thereof.
- Sleeping in
- Going out for breakfast or lunch
- Leaving the school building without prior permission
- Personal appointments, such as gymnastics, music lessons, haircuts, etc.;
- Absence from the school without prior administration approval.

After six (6) illegal days of absence, a notice will be sent to the parent(s)/guardian(s) from the administration informing them that the next illegal absence without a doctor's excuse will result in both the student and the parent(s)/guardian(s) being ordered to appear in court through the District Magistrate's office.

Beginning with the ninth (9th) illegal day of absence and every legal absence thereafter, a notice will be sent to the parent(s)/guardian(s) by the school through the Magistrate's office ordering them to appear in court. Resulting fines and/or costs are the responsibility of the parent(s)/guardian(s) unless determined otherwise by the District Magistrate.

If a student has an excessive amount of unexcused absences defined as in excess of six (6) days, he/she will be on attendance probation and monitored daily. If changes are not made, the student can be permanently expelled from Wonderland Charter School once the child reaches the level of nine (9) absences (comprising both excused and unexcused absences).

C. Procedure to be Excused During the School Day (for doctor's appointment, funeral, etc.)

- A written excuse or notification from the parent(s)/guardian(s) is required regardless of the reason to leave.
- Such excuses must be presented to the attendance office upon arrival at school but no later than 8:45 a.m.
- The parent must sign out the student prior to leaving and sign in upon returning to the school office.
- When at all possible, doctor appointments should be scheduled after school hours. Students who have doctor appointments during the school day must bring in a receipt or note from the doctor's office verifying the appointment.

D. Make Up Work

- Any student who has been absent will be given an opportunity to make up all work missed. This could mean additional time before or after school in the days following the absence. The Chief Executive Officer, in consultation with the teacher, will determine the number of days a student has to make up work should be extended.

ATTENDANCE POLICY

Policy Number 10.2

E. Truancy

Student(s) will be considered truant if they are not in class or leave the building without permission or a legal excuse. It is the parent(s)' s responsibility to show evidence that their child was not late or truant. If the student accumulates a total of three (3) days of truancy, a first notice will be sent to the parent(s)/guardian(s). If the truanies continue, and at the (6) day level, a second notice will be sent to the parent(s)/guardian(s) that truanies in excess of 8 days or combined legal absences and truanies in excess of 8 days will result in charges be filed with the District Magistrate.

F. Withdrawal from School

If withdrawal from school becomes necessary during the school year, a parent must secure a withdrawal form from the office, have it completed by turning in all books and materials and accounting for any monetary obligations, and receiving required signatures. All requests for withdrawal action must be verified by parent(s)/guardian(s). Student's classroom areas are to be cleaned out with staff supervision at the time of withdrawal. This is normally done when school and the other students are not in session! The school ***does not*** take responsibility for items left at Wonderland Charter School after a parent withdraws their child.

*Please be advised that the withdrawal procedure may take longer than one full school day.

ENROLLMENT PREFERENCES

Policy Number 11.1

A. General

1. Under §1723-A. *Enrollment* of Act 22 of 1997; cited as the *Charter School Law*, enrollment preference may be given to families of siblings that attend the charter school.
2. This policy is implemented by the Wonderland Charter School Board of Directors to institute an official policy where families of children who attend(ed) Wonderland Charter School and leave/left Wonderland Charter School in good standing are eligible for enrollment preference.
 - a. Preferential treatment under this policy will not apply to families who leave Wonderland Charter School in less than good standing or who have withdrawn their previously enrolled child before the completion of their school year.
 - b. The Chief Executive Officer (CEO) is authorized to direct the development and implementation of procedures addressing the elements of this policy consistent with the existing procedures established by Wonderland Charter School.

B. Implementation.

1. Preferential Status.
 - a. Staff members with children eligible to attend will be granted first priority.
 - b. Families with children currently enrolled at Wonderland Charter School will be granted second priority.
 - c. Families with children that have previously been enrolled at Wonderland Charter School and do not fall in the category specified in paragraph A.2.a. above will be granted third priority.
 - d. Families residing with the geographical boundaries of the State College Area School District but who do not currently or have had in the past children enrolled at Wonderland Charter School will be granted fourth priority.
 - e. Families residing outside of the geographical boundaries of the State College Area School District but within the geographical boundaries of the Commonwealth of Pennsylvania and who do not currently or have had in the past children enrolled at Wonderland Charter School will be granted fifth priority.
 - f. Families residing outside of the geographical boundaries of the Commonwealth of Pennsylvania are not eligible to enroll their children at Wonderland Charter School.

ENROLLMENT PREFERENCES

Policy Number 11.1

B. Implementation. (*Continued*)

2. Procedures.

a. Staff members - First Priority.

Staff members with eligible children:

- (1) Must express their desire to enroll additional eligible children for the upcoming school year in order to secure priority enrollment by submitting to the Wonderland Charter School CEO a *Letter of Interest (LOI)* on an approved form.
- (2) This LOI will be acted upon at the end of the LOI period for the school year starting in September of that calendar year.
- (3) This LOI must be submitted no later than the end of the *Letter of Interest Period* normally 6 p.m. February 28th of and for the school year starting in September of that calendar year.
- (4) Priority within this category will be given on a 'First come, first served basis.'
- (5) Once the conditions listed under (1) through (3) of this paragraph have been fulfilled, the CEO is authorized to allocate one open enrollment space to the requesting family's child for enrollment that upcoming September.
- (6) Allocation of such an enrollment space as specified in (5) above will reduce the number of available enrollment spaces by one for the remaining categories of *Families - Third Priority*, *Families - Fourth Priority*, and the remaining eligible general public.
- (7) Failure of the family with a priority enrollment to complete and turn in the required enrollment paperwork and all associated forms in the time period specified not only causes a forfeiture of priority enrollment privileges; but also forfeiture of enrollment opportunity at Wonderland Charter School.

b. Families - Second Priority.

Families with children currently enrolled at Wonderland Charter School:

- (1) Must express their desire to enroll additional eligible children for the upcoming school year in order to secure priority enrollment by submitting to the Wonderland Charter School CEO a *Letter of Interest (LOI)* on an approved form.
- (2) This LOI will be acted upon at the end of the LOI period for the school year starting in September of that calendar year.

ENROLLMENT PREFERENCES

Policy Number 11.1

B. Implementation. *(Continued)*

2. Procedures. *(Continued)*

b. Families - Second Priority. *(Continued)*

- (3) This LOI must be submitted no later than the end of the *Letter of Interest Period* normally 6 p.m. February 28th of and for the school year starting in September of that calendar year.
- (4) Priority within this category will be given on a 'First come, first served basis.'
- (5) Once the conditions listed under (1) through (3) of this paragraph have been fulfilled, the CEO is authorized to allocate one open enrollment space to the requesting family's child for enrollment that upcoming September.
- (6) Allocation of such an enrollment space as specified in (5) above will reduce the number of available enrollment spaces by one for the remaining categories of *Staff members - Second Priority, Families - Third Priority, Families - Fourth Priority*, and the remaining eligible general public.
- (7) Failure of the family with a priority enrollment to complete and turn in the required enrollment paperwork and all associated forms in the time period specified not only causes a forfeiture of priority enrollment privileges; but also forfeiture of enrollment opportunity at Wonderland Charter School.

b. Families - Third Priority.

Families with children previously enrolled at Wonderland Charter School:

- (1) Must express their desire to enroll additional eligible children for the upcoming school year in order to secure priority enrollment by submitting to the Wonderland Charter School CEO a *Letter of Interest (LOI)* on an approved form.
- (2) This LOI will be acted upon at the end of the LOI period for the school year starting in September of that calendar year.
- (3) This LOI must be submitted no later than the end of the *Letter of Interest Period* normally 6 p.m. February 28th of and for the school year starting in September of that calendar year.
- (4) Priority within this category will be given on a 'First come, first served basis.'

ENROLLMENT PREFERENCES

Policy Number 11.1

B. Implementation. *(Continued)*

2. Procedures. *(Continued)*

b. Families - Third Priority. *(Continued)*

- (5) Once the conditions listed under (1) through (3) of this paragraph have been fulfilled and provided there are available enrollment spaces remaining, the CEO is authorized to allocate one open enrollment space to the requesting family's child for enrollment that upcoming September.
- (6) Allocation of such an enrollment space as specified in (5) above will reduce the number of available enrollment spaces by one for the remaining categories of *Families - Fourth Priority* and the remaining eligible general public.
- (7) Failure of the family with a priority enrollment to complete and turn in the required enrollment paperwork and all associated forms in the time period specified not only causes a forfeiture of priority enrollment privileges; but also forfeiture of enrollment opportunity at Wonderland Charter School.

c. Families - Fourth Priority.

Families who reside within the geographical boundaries of the State College Area School District:

- (1) Must express their desire to enroll additional eligible children for the upcoming school year in order to secure priority enrollment by submitting to the Wonderland Charter School CEO a *Letter of Interest (LOI)* on an approved form.
- (2) This LOI cannot be submitted earlier than February 1st of and for the school year starting in September of that calendar year.
- (3) This LOI must be submitted no later than the end of the *Letter of Interest Period* normally 6 p.m. February 28th of and for the school year starting in September of that calendar year.
- (4) The CEO will collect all of the LOIs from this category and tally the total number submitted during the *Letter of Interest Period*. If the total number of eligible LOIs are less than the available enrollment spaces, then all of the families that submitted LOIs in this category are eligible for enrollment provided conditions as specified in sub-paragraph (7) below are fulfilled.

ENROLLMENT PREFERENCES

Policy Number 11.1

B. Implementation. *(Continued)*

2. Procedures. *(Continued)*

c. Families - Fourth Priority. *(Continued)*

- (5) Once the conditions listed under (1) through (4) of this paragraph have been fulfilled, the CEO is authorized to allocate one open enrollment space to each requesting family for enrollment that upcoming September.
- (6) Allocation of such an enrollment space as specified in (5) above will reduce the number of available enrollment spaces by one for the remaining category of the remaining eligible general public.
- (7) Failure of the family with a priority enrollment to complete and turn in the required enrollment paperwork and all associated forms in the time period specified not only causes a forfeiture of priority enrollment privileges; but also forfeiture of enrollment opportunity at Wonderland Charter School.
- (8) In the event that when the CEO collects all of the LOIs from this category and the tally of the total number of LOIs submitted during the *Letter of Interest Period* is greater than the available enrollment spaces, then a lottery is required to be conducted to allocate enrollment spaces.

3. Lottery:

- a. The lottery will be held within two weeks of the end of the *Letter of Interest Period*.
- b. All families of eligible children will be invited to and notified of the time and place of the lottery.
- c. Spaces will be allocated on the basis of the first picked family receives the first available enrollment space. If there are no enrollment spaces open or available, then the family is placed on the Waiting List in the order the 'ballots' are picked.
- d. In the event of multiple siblings from one family eligible for the lottery, each child of that family will be given one chance or ballot in the drawing. In the event one of a child from a 'multiple' family is drawn, the family will be given the opportunity to have all of their eligible children given enrollment spaces. These additional spaces will be subtracted from the available pool of spaces from subsequent drawings. That family must make their decision known in writing to the CEO within one (1) week of the conclusion of the lottery.

ENROLLMENT PREFERENCES

Policy Number 11.1

B. Implementation. *(Continued)*

3. Lottery: *(Continued)*

- e. The first group decided in the lottery will be the group that ‘triggers’ the lottery mechanism. Any groups remaining after the trigger group will be decided in turn by the lottery mechanism.
- f. The group who reside outside the geographical boundaries of the State College Area School District but within the boundaries of the Commonwealth of Pennsylvania will not be decided by lottery but rather by a ‘first come, first served’ basis. This basis will be determined by the date/time notation that their LOI is turned in to the administration. In the event that a lottery is required for the groups above, the first family in this group will be placed on the Waiting List immediately after the last person on the Waiting List determined by the lottery that was conducted.
- g. Failure of the family with an enrollment allocation to complete and turn in the required enrollment paperwork and all associated forms in the time period specified causes a forfeiture of enrollment opportunity at Wonderland Charter School.

4. Procedures: Post LOI Period / Post Lottery

a. Post LOI Period.

- (1) In the event a lottery is not required and all submitted LOIs have been allocated an enrollment space, then all subsequent requests for enrollment will be allocated on a ‘First come, first served’ basis.
- (2) Failure of the family with an enrollment allocation to complete and turn in the required enrollment paperwork and all associated forms in the time period specified causes a forfeiture of enrollment opportunity at Wonderland Charter School.

b. Post Lottery Period.

- (1) If a lottery is required and after all conditions of the lottery have been fulfilled as specified in paragraph 2C(8)(a) above, then all subsequent requests for enrollment will be allocated on a ‘First come, first served’ basis.
- (2) Failure of the family with an enrollment allocation to complete and turn in the required enrollment paperwork and all associated forms in the time period specified causes a forfeiture of enrollment opportunity at Wonderland Charter School.

ADMISSION POLICY

Policy Number 11.2

A. General

1. Under §1723-A. *Enrollment* of *Act 22 of 1997*; cited as the *Charter School Law*, and Chapter 11 of the PA School Code, enrollment criteria are to be determined by the Board of Directors of a charter school.
2. This policy is implemented by the Wonderland Charter School Board of Directors to institute an official admission policy for families desiring to enroll their children at Wonderland Charter School. And, as such, is a modification of prior admission policies and supercedes all previous Wonderland Charter School admission policies.
3. The Chief Executive Officer (CEO) is authorized to direct the development and implementation of procedures addressing the elements of this policy consistent with the existing procedures established by Wonderland Charter School and applicable existing PA Basic Education Circulars (BEC).
4. Wonderland will not discriminate in its admission policy, provision of services, and referral of clients on the basis of race, creed, color, religious belief, sex, disability, national origin, or ancestry of the child.
5. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to equipment redesign, the provision of aids, and the use of alternative delivery locations so that the child can have an equal opportunity to participate or benefit, unless an undue burden would result. Structural modifications shall be considered only a last resort among available methods.
6. Wonderland will also follow appropriate Department of Education Rules and Regulations and licensing parameters with regards to special education.
7. Any person who believes they have been discriminated against under these provisions may file a complaint of discrimination with:

Kelly J. Raudabaugh, Chief Executive Officer
Wonderland Charter School
2112 Sandy Drive
State College, PA 16803

PA Department of Human Services
Bureau of Equal Opportunity
Room 223, Health & Welfare Bldg
P.O. Box 2675
Harrisburg, PA 17105-2675

Pennsylvania Human Relations Commission
Harrisburg Regional Office
333 Market St; 8th Floor
Harrisburg, PA 17101

US Department of Health and Human Services
Office for Civil Rights
Suite 372, Public Ledger Bldg.
150 South Independence Mall West
Philadelphia, PA 19106-9111

Effective: 04/22/2012
Reviewed: 3/01/2018

Approved: 
Michelle L. Schafer, President

ADMISSION POLICY

Policy Number 11.2

B. Kindergarten and First Grade Entrance.

1. Purpose: The policy regarding entrance into kindergarten and first grade is established to provide an orderly enrollment of children into the kindergarten and first grade classes of the Wonderland Charter School.
2. Provisions
 - a. Attendance in kindergarten is not compulsory under the Public School Code.
 - b. The minimum entrance age of children to kindergarten shall be five (5) years of age on or before August 31st. Children shall be considered for enrollment according to the prevailing time and date in the Eastern Time Zone at the time of birth.
 - c. An under 5 year old student has attended or completed a full year of kindergarten in the State College area or in Pennsylvania, Wonderland Charter School will not require the student to repeat kindergarten even though the student does not meet the Wonderland Charter School age requirement for beginners.
 - d. A student moving into the Wonderland Charter School service area from (a neighboring) another state who is already attending kindergarten will be considered for kindergarten placement based on the student's previous experiences and their compatibility with the program offered by Wonderland Charter School (continuous enrollment and attendance for at least 9 consecutive weeks (is) may necessary for consideration).
 - e. A student moving into the Wonderland Charter School service area from another country who is already attending kindergarten will be considered for kindergarten placement based on the student's previous experiences and their compatibility with the program offered by the receiving district and the age requirement for Wonderland Charter School (continuous enrollment and attendance for at least 9 consecutive weeks (is) may be necessary for consideration).
 - f. Admission to Wonderland Charter School Kindergarten Program after December 1st of the school year can only be with the approval of the Wonderland Charter School Board of Directors.
 - g. Similar entrance age requirements shall apply to children entering first grade; that is, children must be six (6) years of age on or before August 31st. Children shall be considered for enrollment according to the prevailing time and date in the Eastern Time Zone at the time of birth.

Effective: 04/22/2012
Reviewed: 3/01/2018

Approved: 
Michelle L. Schafer, President

ADMISSION POLICY

Policy Number 11.2

- h. Children not previously enrolled must enter first grade if they become eight (8) years of age any time during the school term.
- i. In most cases, enrollment and attendance in kindergarten must begin with the first day of the school term or within two (2) weeks after establishing residence within the Wonderland Charter School service area.
- j. Resident kindergarten pupils may be admitted during the school year based upon the recommendations of the Chief Executive Officer and the Education Director along with the approval of the Wonderland Charter School Board of Directors.
- k. Present enrollments will be considered in making building assignments so that classes which are large may not become seriously overloaded.
- l. Parents or guardians are encouraged to enter their children as soon as they become eligible.

PARTICIPATION IN PARENT TEACHER CONFERENCES

Policy Number 12.1

A. General

1. This policy details the conduct of Parent/Teacher Conferences at Wonderland Charter School and the rules of participation.
2. In the normal conduct of a school year, Wonderland Charter School conducts Parent/Teacher Conferences.
3. Normally, there is a minimum of four (4) Parent/Teacher Conferences per school year for each child enrolled at Wonderland Charter School.
4. This is the forum where parents can receive detailed written information concerning the educational development of their child, as well as provide pertinent input to the school concerning the enrolled child.

B. Implementation.

1. The Chief Executive Officer (CEO) is authorized to direct the development and implementation of procedures addressing the elements of this policy consistent with the existing procedures established by Wonderland Charter School.
2. Parent(s) are required to attend all scheduled Parent/Teacher Conferences.
3. Dates of Parent/Teacher Conferences will be determined prior to the start of the school year and posted on the School Year Calendar provided to parents upon enrollment or upon approval of the School Year Calendar by the Wonderland Charter School Board of Directors, whichever comes later.
4. Parents will be given an opportunity to sign up for the time of their conference by selecting their preferred time from available times posted on a 'Conference Sign-up Sheet'.
5. Children are not allowed to attend the Parent/Teacher Conference or to even be in the same room as the conference is being held.
6. Wonderland Charter School will only conduct parent/teacher conferences on the premises in a face-to-face mode with the parents or approved guardian.

PARTICIPATION IN PARENT TEACHER CONFERENCES

Policy Number 12.1

B. Implementation. (*Continued*)

7. Only parents or the guardian of the enrolled child may attend the parent/teacher conference.
 - a. This may be either the mother or father or both mother and father of the enrolled child.
 - b. Grandparents, uncles, aunts, other family members, or neighbors, friends, etc. cannot attend the parent/teacher conference unless they are the guardian of the enrolled child.
 - c. A person required to act as a translator for the parent due to the parent's inability to understand the spoken English language is allowed to attend the parent/teacher conference.
 - d. Personnel authorized under the statutes of *The Individuals with Disabilities Education Act (IDEA)* are allowed and encouraged to participate in the parent/teacher conferences.
8. Failure of parents to attend scheduled parent/teacher conferences will be grounds for disenrollment of their child(ren) from Wonderland Charter School effective at the time of the scheduled conference(s). This requirement will be stated in the *Enrollment Agreement* provided to parents at the time they enroll their child(ren) at Wonderland Charter School.

PARENTAL ACCESS

Policy Number 12.2

The CEO or his/her designee shall ensure that parental access of students enrolled at Wonderland Charter School is ensured in accordance with the elements of this policy. The general procedures of this policy are derived from *The Family Educational Rights and Privacy Act (FERPA) Guidance for Parents February 2011* issued by the US Department of Education.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

FERPA gives custodial and noncustodial parents alike certain rights with respect to their children's education records, unless a school is provided with evidence that there is a court order or State law that specifically provides to the contrary. Otherwise, both custodial and noncustodial parents have the right to access their children's education records, the right to seek to have the records amended, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations), and the right to file a complaint with the U.S. Department of Education. When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. Until then the rights remain vested in the parent. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by a parent to inspect and review education records, FERPA permits the school to destroy such records without notice to the parent.

Access to Education Records

Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of education records, or make other arrangements, if a failure to do so would effectively prevent the parent from obtaining access to the records. A case in point would be a situation in which the parent does not live within commuting distance of the school.

Effective 01/20/2013
Revised: 3/01/2018

Approved:


Michelle L. Schafer, President

A school is not generally required by FERPA to provide a parent with access to school calendars or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.

Amendment of Education Records

Under FERPA, a parent has the right to request that inaccurate or misleading information in his or her child's education records be amended. While a school is not required to amend education records in accordance with a parent's request, the school is required to consider the request. If the school decides not to amend a record in accordance with a parent's request, the school must inform the parent of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about a student. FERPA was intended to require only that schools conform to fair record-keeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations.

Thus, while FERPA affords parents the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade, an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to a parent's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

Disclosure of Education Records

Under FERPA, a school may not generally disclose personally identifiable information from a minor student's education records to a third party unless the student's parent has provided written consent. However, there are a number of exceptions to FERPA's prohibition against nonconsensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so by FERPA. Following is general information regarding some of these exceptions.

PARENTAL ACCESS

Policy Number 12.2

- One of the exceptions to the prior written consent requirement in FERPA allows “school officials,” including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have “legitimate educational interest” in the information. Although the term “school official” is not defined in the statute or regulations, the U.S. Department of Education generally interprets the term to include parties such as:
 - ☞ a teacher;
 - ☞ board member;
 - ☞ attorney;
 - ☞ counselor;
 - ☞ information systems specialist;
 - ☞ contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.
 - ☞ administrator;
 - ☞ support or clerical staff;
 - ☞ nurse and health staff;
 - ☞ human resources staff;
 - ☞ school security personnel; and a

A school may disclose personally identifiable information from education records without consent to a “school official” under this exception only if the school has first determined that the official has a “legitimate educational interest” in obtaining access to the information for the school. A school that allows school officials to obtain access to personally identifiable information contained in education records under this exception must include in its annual notification of FERPA rights a specification of its criteria for determining who constitutes a “school official” and what constitutes “legitimate educational interests.” A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll. The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the school must make a reasonable attempt to notify the parent in advance of making the disclosure, unless the parent or eligible student has initiated the disclosure. The school must also provide a parent with a copy of the records that were released if requested by the parent.

FERPA permits a school non-consensually to disclose personally identifiable information from a student's education records when such information has been appropriately designated as directory information. "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information could include information such as the student's name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, photograph, grade level (such as 11th grade or junior year), and enrollment status (full-time or part-time). A school may disclose directory information without consent if it has given public notice of the types of information it has designated as directory information, the parent's right to restrict the disclosure of such information, and the period of time within which a parent has

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Approved:


Michelle L. Schafer, President

PARENTAL ACCESS

Policy Number 12.2

to notify the school that he or she does not want any or all of those types of information designated as directory information. Also, FERPA does not require a school to notify parents individually of the types of information it has designated as directory information. Rather, the school may provide this notice by any means likely to inform parents of the types of information it has designated as directory information.

There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations, 34 CFR Part 99), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- in connection with financial aid for which the student has applied or received;
- to state and local authorities pursuant to a State statute concerning the juvenile justice system and the system's ability to effectively serve the student whose records are being disclosed;
- to organizations conducting studies for or on behalf of the school making the disclosure for the purposes of administering predictive tests, administering student aid programs, or improving instruction;
- to comply with a judicial order or a lawfully issued subpoena; and
- in connection with a health or safety emergency.

As stated above, the conditions specified in the FERPA regulations have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

Annual Notification of FERPA Rights

Under FERPA, a school must annually notify parents of students in attendance of their rights under FERPA. The annual notification must include information regarding a parent's right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. The school must also inform parents of its definitions of the terms "school official" and "legitimate educational interest."

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Michelle L. Schafer, President

FERPA does not require a school to notify parents individually of their rights under FERPA. Rather, the school may provide the annual notification by any means likely to inform parents of their rights. Thus, the annual notification may be published by various means, including any of the following: in a student handbook; in a notice to parents; in a calendar of events; on the school's website (though this should not be the exclusive means of notification); in the local newspaper; or posted in a central location at the school or various locations throughout the school. Additionally, some schools include their directory information notice as part of the annual notice of rights under FERPA.

Law Enforcement Units and Law Enforcement Unit Records

A "law enforcement unit" means any individual, office, department, division or other component of a school, such as a unit of commissioned police officers or non-commissioned security guards, that is officially authorized or designated by the school to: enforce any local, State, or Federal law, or refer to appropriate authorities a matter for enforcement of any law against any individual or organization; or to maintain the physical security and safety of the school. The law enforcement unit does not lose its status as a law enforcement unit if it also performs other, nonlaw enforcement functions for the school, including investigation of incidents or conduct that constitutes or leads to a disciplinary action or proceeding against a student. "Law enforcement unit records" (i.e., records created by the law enforcement unit, created for a law enforcement purpose, and maintained by the law enforcement unit) are not "education records" subject to the privacy protections of FERPA. As such, the law enforcement unit may refuse to provide a parent with an opportunity to inspect and review law enforcement unit records, and it may disclose law enforcement unit records to third parties without the parent's prior written consent. However, education records, or personally identifiable information from education records, which the school shares with the law enforcement unit do not lose their protected status as education records because they are shared with the law enforcement unit.

Complaints of Alleged Failures to Comply with FERPA

FERPA vests the rights it affords in the parent of a student. The statute does not provide for these rights to be vested in a third party who has not suffered an alleged violation of their rights under FERPA. Thus, the U.S. Department of Education requires that a parent have "standing," i.e., have suffered an alleged violation of his or her rights under FERPA, in order to file a complaint. The U.S. Department of Education may investigate those timely complaints that contain specific allegations of fact giving reasonable cause to believe that a school has violated FERPA. A timely complaint is defined as one that is submitted to the Office within 180 days of the date that the complainant knew or reasonably should have known of the alleged violation. Complaints that do not meet FERPA's threshold requirement for timeliness are not investigated.

If the U.S. Department of Education receives a timely complaint that contains a specific allegation of fact giving reasonable cause to believe that Wonderland Charter School has violated FERPA, they may initiate an administrative investigation into the allegation in accordance with procedures outlined in the FERPA regulations. If a determination is made that Wonderland Charter School violated FERPA, Wonderland Charter School and the complainant are so advised, and Wonderland Charter School is informed of the steps

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it must take to come into compliance with the law. The investigation is closed when voluntary compliance is achieved. Please note that a parent should state his or her allegations as clearly and succinctly as possible.

PARENTAL ACCESS TO CLASSROOMS.

Generally speaking parents will have reasonable access to their child's classroom during the school day. In order to gain this access, for security reasons:

- Parent's must seek and obtain the approval of the CEO or his/her designated representative;
- This request can be initiated by the parent either in writing or orally and transmitted to the CEO or his/her designated representative;
- The CEO or his/her designated representative must inform the classroom teacher(s) of the parental visit (again for security reasons);
- All parents will be with escort provided by the CEO or his/her designated representative while visiting the school or classroom during the school day. There will be no exceptions;
- The parent will be escorted to the classroom by the CEO or his/her designated representative;
- Once in the classroom, the classroom teacher will assume responsibility for escort duties for the visiting parent;
- As visitors to a classroom are normally a disruption to the routine of the classroom, parents are expected to limit the duration of their visit as agreed to by the CEO.
- Parents will not be physically allowed onto the playground while students are on the playground. Rather, parents will be given unlimited visual access to the playground from any of the large windows bordering the playground.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

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Revised: 3/01/2018

Approved:


Michelle L. Schafer, President

Wonderland Charter School
Policy & Procedures Manual

STUDENT RECORDS & CONFIDENTIALITY OF INFORMATION **Policy Number 13.1b**

1. Background:

- a. Each Local Educational Agency (LEA) in Pennsylvania must protect the confidentiality of personally identifiable information regarding its students that are identified as children with disabilities and eligible for special education services and protected handicapped students, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws.
- b. It is a violation of Part B of IDEA and the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information in education records without prior informed parent consent, unless the disclosure is specifically authorized under one of the exceptions to the consent requirement. With this in mind, LEAs must ensure that information about a student's disability status is not improperly disclosed unless the disclosure is consensual or otherwise authorized.

2. Purpose:

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. Wonderland Charter School will maintain educational records of students for legitimate educational purposes.

3. Authority:


SC 1402(b), 1409, 1532, 1532, 1533

The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records. (*U.S.C. Sec. 123g, P.L. 93-380, 34 CFR 99, Title 22, Sec. 12.32, 12.33, Title 22, Sec. 341*)

4. Guidelines:

- a. Parents have the right to inspect and review their child's educational record.
- b. Wonderland Charter School will comply with a request to inspect and review educational records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but no later than 30 days after the written request has been made.
- c. Parents have the right to a response from Wonderland Charter School to reasonable requests for explanations and interpretations of the records.
- d. Parents have the right to request copies of the records. While Wonderland Charter School cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parent from exercising their right to inspect and review the records. Wonderland Charter School's normal policy is not to charge any copying fees.

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Michelle L. Schafer, President

STUDENT RECORDS & CONFIDENTIALITY OF INFORMATION Policy Number 13.1b

- e. Parents have the right to appoint a representative to inspect and review their child's records.
 - f. If any educational record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.
5. Definitions:
- a. Educational Records - "Educational records" mean those records that are directly related to the student which are maintained by an educational agency or by a party acting for the agency.
 - b. Educational Agency - "Education agency", for purposes of this notice, means the local school district or charter school. For all Wonderland Charter School students, Wonderland Charter School maintains educational records, which include but are not limited to, personally identifiable and confidential information, as well as, directory information.
 - c. Personally Identifiable and Confidential Information includes, but is not limited to:
 - (1) The student's name, name of parents and/or other family members;
 - (2) The address of the student and/or the student's family; and
 - (3) Personal information or personal characteristics which would make the student's identity easily traceable.
 - d. Directory information is information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to:
 - (1) The student's name, address, telephone number, date and place of birth, major field of study;
 - (2) Participation in officially recognized activities and sports;
 - (3) Weight and height of members of athletic teams;
 - (4) Dates of attendance;
 - (5) Degrees and awards received; and
 - (6) Previous educational agency or institution attended.
6. Execution:
- a. Directory information may be released without parental consent to anyone who is entitled to see it under FERPA. Parents have the right to refuse to let an agency designate any or all of the above information including directory information. If a parent does not want directory information released about their child, the parent should contact the chief Executive Officer of Wonderland Charter School about their wishes.

STUDENT RECORDS & CONFIDENTIALITY OF INFORMATION Policy Number 13.1b

- b. Consent means:
 - (1) The parents have been fully informed regarding the activity requiring consent, in their native language if requested or other mode of communication;
 - (2) They understand and agree in writing to the activity;
 - (3) And, they understand that consent is voluntary and may be revoked at any time.
 - c. Wonderland Charter School must obtain parental consent before disclosing personally identifiable information to anyone not entitled to see it under law.
7. Conflict Regarding Information in the Record.
- a. If parents think information in an educational record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request in writing an amendment of the record.
 - b. Wonderland Charter School will decide whether or not to amend the record and will notify the parent in writing of its decision.
 - c. If Wonderland Charter School refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information.
 - d. Such record hearings will be held within a reasonable time after a written parental request and the parent shall be notified in advance of the date, time, and place within a reasonable time.
 - e. Any individual, including a Wonderland Charter School official, who does not have a direct interest in the outcome of the hearing, may conduct the hearing.
 - f. The parent will have a full and fair opportunity to present evidence at the hearing and may be assisted or represented by one or more individuals including an attorney.
 - g. Wonderland Charter School will make its decision in writing within a reasonable time after a hearing, basing its decision solely on the evidence presented at the hearing and including a summary of the evidence and reasons for its decision.
 - (1) If the hearing decision is that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, Wonderland Charter School will amend the information and inform the parent in writing.

STUDENT RECORDS & CONFIDENTIALITY OF INFORMATION Policy Number 13.1b

- (2) If the hearing decision is that the information will not be amended, the parents have the right to place a statement in the education record setting forth reasons for disagreeing with the hearing decision. Any such explanation placed in the record of a child will be maintained as long as the record of the child is maintained and will be disclosed whenever the record is disclosed to any party.
- 8. Wonderland Charter School will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and telephone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.
 - a. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.
 - b. Wonderland Charter School will provide, upon request, a listing of the types and locations of educational records maintained, the school officials responsible for these records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. Wonderland Charter School keeps a record of authorized parties obtaining access to educational records, including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.
- 9. Wonderland Charter School will provide a copy of its confidentiality policy upon request. Complaints may be filed with
 - a. Bureau of Special Education, Pennsylvania Department of Education; 333 market Street, Harrisburg, PA 17020; or,
 - b. The Family and Educational Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20201.

DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION IEP STUDENTS Policy Number 13.2

I. Class 1 Students: All students with Mental Retardation.

If it is determined by the site director that a Class 1 student has violated the Code of Student Conduct and a suspension from school of ANY DURATION (one day or more) is warranted, the site director must conduct an IEP review to determine additional program modifications and behavioral interventions to modify the student's problematic behavior.

Note: Upon completion of the review, the site director must obtain parental approval for the suspension on a Notice of Recommended Assignment (NORA) as follows:

1. If initial approval for the suspension is obtained by telephone, the conversation will be documented to include the date, time of day, person making the call, name of parent receiving the call, and the result of the conversation. The suspension may be implemented immediately; however, on the same day the site director shall issue a NORA to the parent(s) either in person or by certified mail. This NORA must inform the parent(s) of the length of the suspension, location of the suspension and the date the student is expected to return to school. Receipt of a NORA signed by a parent constitutes final approval for the proposed suspension.
2. If the parent(s) refuses to agree to the suspension, the site director:
 - a. shall reconsider the need and/or length of the suspension and
 - b. may contact the Special Needs Coordinator to arrange mediation and/or an impartial hearing through the Pennsylvania Department of Education (PDE). No suspension may be initiated until a decision is made by a State appointed Hearing Officer.
3. If the site director is unable to contact the parent(s), the NORA shall be forwarded to the student's home by certified mail. If no response is received within ten (10) school days after the receipt of certified mail, the suspension shall be initiated. No suspension may be initiated during the ten (10) school day period.
4. If an emergency suspension of a Class I student for ten (10) school days or less is being considered, the Pennsylvania Bureau of Special Education may be contacted and verbal approval may be requested. Emergency situations are defined as:
 - a. Physical assault, or threatened assault on a teacher or another student

DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION IEP STUDENTS (Cont.)

Policy Number 13.2

- b. Action of a criminal nature taking place on school property.

II. Class 2 Students: Students with Serious Emotional Disturbance, Neurological Impairment, Specific Learning Disability, Deaf or Hearing Impaired, Physical Disability, Speech and Language Impairment, Other Health Impairments, Autism, Blind/Visually Impaired

1. The procedures in the Code of Student Conduct relating to non-exceptional students are applicable to all suspensions for Class 2 students for the period up to ten (10) consecutive days or ten (10) cumulative days in one school year. If a Class 2 student is accused and found to be in violation of one or more of the rules set forth in the Code of Student Conduct, the site director will make the determination if a suspension is warranted.
2. If a suspension of less than ten (10) days is warranted, and the student has not accumulated ten (10) days of suspension throughout the year, the site director will go ahead with the suspension.
3. If the site director determines that a suspension of more than ten (10) consecutive days, or if it is the eleventh day of suspension for a student in the same school year, the following procedure must take place:

Note 1: Prior to suspension, the site director must conduct an IEP review meeting to determine additional program modifications and behavioral interventions to modify the student's problematic behavior.

Note 2: Upon completion of this process, the site director must obtain written parental approval for suspension on a Notice of Recommended Assignment (NORA).

- a. If initial approval for a suspension of more than ten consecutive days or beyond ten (10) cumulative days within one school year is obtained from the parents over the phone, the conversation must be documented to include the date, time of day, person making the call, name of parent receiving the call, and the result of the conversation.
- b. If the initial approval was obtained by telephone, the suspension may be immediately implemented, however, the principal must issue a NORA to the parents on the same day in person or by certified mail. The NORA shall inform the

DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION IEP STUDENTS (Cont.)

Policy Number 13.2

parent(s) of the length of the suspension, the location of the suspension, and the date the student is to return to school.

- c. If the parent(s) refuse to agree to the suspension, the site director
 - (1) Shall reconsider the need/length of the suspension and
 - (2) Shall arrange for mediation between both parties or contact the Program for Students with Exceptionalities to arrange for an impartial hearing through the Pennsylvania Department of Education. No suspension can be made until an agreement has been reached or a decision rendered by the State appointed Hearing Officer.
- d. If the site director is unable to contact the parents(s) the NORA shall be forwarded to the student's home by certified mail. If no response is received within a ten (10) school day period after receipt of certified mail, the suspension may be initiated. No suspension may be made during the ten (10) day school period.
- e. If an emergency suspension of a Class 2 student is being considered, the Pennsylvania Bureau of Special Education may be contacted and verbal approval may be requested. Emergency situations are defined as:
 - (1) Physical assault, or threatened assault on a teacher, or another student
 - (2) Action of a criminal nature taking place on school property

III. REGARDING ALL IEP STUDENTS:

If a student with an Individualized Education Program (IEP) plan violates Rules of Student Conduct by possessing, handling, or transmitting a firearm, an alternative education placement may be made for a period not exceeding forty-five (45) calendar days. An interim IEP team meeting must occur prior to the expiration of ten (10) school days after the first day of exclusion from school before an alternative placement may be implemented. During the forty-five (45) days of alternative placement, multidisciplinary team evaluation and IEP Team meetings are held to determine the appropriateness of the student's current placement. If a parent refuses the alternative placement, the student may remain in the

DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION IEP STUDENTS (Cont.)

Policy Number 13.2

alternative placement if permission is received from the Pennsylvania Department of Education (PDE). If permission is not received from the PDE or the parent, the student may be returned to the assignment that preceded the interim IEP team recommendation during the period of pendency.

I. Purpose of the Surrogate Parent Program:

Federal law establishes the right of a free and appropriate public education for all children with disabilities. To ensure that this right is realized for all such children, certain procedures are written into the laws to ensure that handicapped children who are wards of the state, or whose parents are unknown, unavailable, or have had their parental rights legally terminated, have appropriate representation when educational programming decisions are made. This is provided through the recruitment, training, and assignment of volunteer surrogate parents who represent the child during the educational process.

In Pennsylvania, Intermediate Units have been given the responsibility of identifying students in need of surrogate parents and of selecting, training, and assignment surrogate parent volunteers.

II. Identification of Eligible Children:

1. Handicapped children receiving a free and appropriate program of education in a public school or an approved private school who meet one of the following criteria are eligible for the assignment of a qualified surrogate parent:
 - a. The child is a ward of the state, or
 - b. The child's parent(s) or guardian(s) are unknown or unavailable (this includes preschool as well as school-aged children).
2. To be identified as being in need of a surrogate parent, the preschooler or school-aged child must be handicapped, or be suspected of being handicapped and in need of special education services in a district or IU operated program, or enrolled in an approved private school. Students whose parents are simply uncooperative or unresponsive are not eligible.

III. Qualification for Surrogate Parents:

Surrogate parents must meet the following qualifications:

1. Be of a person of good character,
2. Be at least 18 years of age,
3. Possess reasonable abilities to make decisions regarding a child's educational needs,
4. Be willing to acquaint themselves with the child's educational needs and with the special education system in the Commonwealth of Pennsylvania,
5. Have no vested interest that would conflict with the primary allegiance to the child they are representing. The surrogate parent should not be an employee of the agency responsible for the care of the child,
6. Foster parents may be considered if they meet all other qualifications,
7. Have Act 33 and Act 34 clearances from the Commonwealth of Pennsylvania,
8. Be willing to complete a training program conducted by the Central Intermediate Unit #10.

SURROGATE PARENT PROGRAM & PROCEDURES Cont.) Policy Number 13.3a

IV. Responsibilities of the Surrogate Parent:

1. The surrogate parent is expected to act in place of a parent for the student concerning her educational program. This involves:
 - a. Attending a planning conference to develop an individualized educational program,
 - b. Being familiar with appropriate procedures for due process and confidentiality of school records,
 - c. Receiving and responding to requests and notices concerning the evaluation and/or educational placement of the assigned student,
 - d. Making self-familiar with the unique educational needs of the assigned student.
2. The surrogate parent takes on certain quasi-legal responsibilities in order to serve the best interests of the child. The primary function is to represent the student in those circumstances in which decisions need to be made concerning the student's educational program or placement.
3. It is necessary for the surrogate parent to receive considerable training to familiarize himself or herself with all aspects of the surrogate parent role. The demands of the role may be extensive and require the volunteer to make a significant commitment of time and learning in order to serve the best interest of the child.

V. Referral Procedures:

Wonderland Charter School will insure that once a need for a Surrogate Parent has been identified, a Surrogate Parent will be obtained and positioned to help the child in need within 30 days. The following procedure has been developed for obtaining a surrogate parent:

1. An **Application Form for Obtaining a Surrogate Parent** must be completed by the student's district of residence and submitted to the Surrogate Parent Coordinator of the Central Intermediate Unit #10. This form will identify the legal status of the child in need of a surrogate parent and other basic demographic and personal information.
2. The Surrogate Parent Coordinator will assign a trained and qualified Surrogate parent to the child if available. If no such qualified surrogate parent is available, the Surrogate Parent Coordinator will work with the district or agency to recruit qualified persons.
3. The Surrogate Parent Coordinator will arrange a training program for qualified surrogate parent volunteers prior to the assignment of the surrogate parent to a specific Student. Act 33 and Act 34 clearances must be obtained before assignment is made.
4. Complete application forms should be sent as far in advance of the need for a surrogate as possible. It is suggested that districts apply immediately upon learning of the need so that a surrogate parent will be available if an educational placement decision becomes necessary.

SURROGATE PARENT PROGRAM & PROCEDURES Cont.) Policy Number 13.3a

SURROGATE PARENT APPLICATION

**I/WE ARE INTERESTED IN THE CIU #10'S SURROGATE PARENT PROGRAM
(TO BE COMPLETED BY POTENTIAL SURROGATE PARENT)**

I hereby affirm that:

- (1) I am a person of good character;
- (2) I am at least 18 years of age;
- (3) I possess reasonable abilities to make a decision on a student's educational needs;
- (4) I am committed to acquainting myself with a student's educational needs.
- (5) I have no vested interest that would conflict with the interests of the student. I am not an employee of any agency responsible for the education or care of the child.

Signature _____
Surrogate Parent Volunteer

Address _____

REFERENCES (Optional):

Please list two references (preferably one which is not a member of your family) whom we may contact:

NAME _____ NAME _____

ADDRESS _____ ADDRESS _____

TELEPHONE NO. _____ TELEPHONE NO. _____

Please return to:

Joseph V. Nicosia, Coordinator
Surrogate Parent Program, CIU #10
RR #1; P.O. Box 374
West Decatur, PA 16878
Tel: (800)982-3375

Notification of Assignment As A Surrogate Parent

Dear _____,

SURROGATE PARENT PROGRAM & PROCEDURES Cont.) Policy Number 13.3a

You have been assigned* to serve as a surrogate parent for _____.
This assignment will be renewed annually.

The Surrogate Parent Coordinator, Joseph V. Nicosia, is always available to discuss your assignment. Questions regarding your new role can be answered by calling (814) 342-0884 or 1-800-982-3375.

We are sincerely grateful for your willingness to assist in the educational process.

Sincerely,

Joseph V. Nicosia, Coordinator
Surrogate Parent Program

* Pending Surrogate Parent Training, FBI Clearance, and all Pennsylvania Clearances.

SURROGATE PARENT PROGRAM & PROCEDURES Cont.) Policy Number 13.3a

Notification of County Children & Youth Services of Assignment of a Surrogate Parent

(Date)

(Director of Children & Youth)
(County Children and Youth Services)
(Children & Youth Address)
(City, State, Zip)
Dear (Director of Children & Youth):

This is to inform you of the assignment of a surrogate parent volunteer to represent the educational needs of (Students Name).

The name and address of the student's new surrogate parent volunteer is:

(Surrogate Parents Name)
(Surrogate Parents Address)
(City, State, Zip)
(Surrogate Parents Telephone Number)

The surrogate parent's primary function is one of circumstances where decisions need to be made regarding the student program and placement. If you have any questions regarding this assignment, please feel free to contact me at (814) 342-0884 or 1-800-982-3375.

Sincerely,

Joseph V. Nicosia, Coordinator
Surrogate Parent Program

SURROGATE PARENT PROGRAM & PROCEDURES Cont.) Policy Number 13.3a

AGREEMENT TO SERVE
AS A SURROGATE PARENT

(Date)

(Surrogates Name)

(Surrogates Address)

(City, State, Zip)

Dear Mr. and Mrs. (Surrogate Parents Name):

You are invited to serve as surrogate parent for (Students Name).

As surrogate parent, you will be expected to represent (Students Name) rights and educational needs in your contacts with school professionals. You should also be aware that you may be held legally liable in the future for any decision made on behalf of the student to whom you will be assigned.

The Surrogate Parent Coordinator, Joseph V. Nicosia, is available to assist you in fulfilling your responsibilities. I can be reached at 814-342-0884. Please return this form, and the Personal Assurance Statement in the enclosed self-addressed stamped envelope.

Sincerely,

Joseph V. Nicosia, Coordinator
Surrogate Parent Program

Response:

Please check one, sign, and return to the Intermediate Unit.

_____ I agree to serve as surrogate parent.

_____ I do not wish to serve as surrogate parent at this time.

(DATE)

SIGNATURE

Effective: 11/18/2012

Reviewed: 03/01/2018

Approved:



Michelle L. Schafer, President

ASSISTIVE TECHNOLOGY

Policy Number 13.4

As defined in federal and state law, **assistive technology device** means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of children with disabilities. Assistive technology devices range from a simple switch for a child with particular physical limitations to a sophisticated vocal output augmentative communication device for a child with severe speech impairment.

Assistive technology service means any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device. By virtue of these expansive definitions, an exhaustive yet specific list of what constitutes assistive technology devices and/or services would be impossible to create. By way of example:

- ☞ Hearing aids worn in school by children with hearing impairments, including deafness, must be functioning properly.
- ☞ External components of surgically implanted medical devices must be functioning properly.

The Board recognizes that assistive technology devices and/or services may be essential factors in meeting the educational needs of children with disabilities. Both federal and state special education laws explicitly include assistive technology devices and/or services among those services which must be provided for a child with a disability, at no cost to parents, if determined by the Individualized Education Program (IEP) team to be necessary for the student to receive a free appropriate public education (FAPE). Such services may be required as part of special education, related services, or supplementary aids and services required to enable a child to be educated in the least restrictive environment.

The Board further recognizes that, as with every other special education service, the IEP team is responsible for determining if an assistive technology device and/or service is necessary for a child with a disability to receive FAPE. It is important to remember that assistive technology devices and/or services are not ends in themselves. The IEP team should focus on whether or not assistive technology devices and/or services are necessary for the eligible child to meet educational demands and therefore receive FAPE.

Therefore

To the extent that assistive technology devices and/or services may be required as part of special education, related services, or supplementary aids or services, a child's IEP must include a statement describing the full extent of devices (e.g., no, low, and high technology and back-up strategies) and service(s) as well as the amount of such service(s). The provision of assistive technology devices and/or services may not be made conditional on subsequent approval by entities outside the IEP process (i.e., IU availability, Medical Access Reimbursement, etc.). All procedural safeguards and time lines set forth in federal and state laws for completing multidisciplinary evaluations, reevaluations, and developing and implementing IEPs are fully applicable to assistive technology devices and/or services when they are necessary to ensure eligible children receive FAPE. Assistive technology devices should be secured on loan or leased if manufacturer delay is anticipated. An excellent source is Pennsylvania's Assistive Technology

ASSISTIVE TECHNOLOGY (Cont.)

Policy Number 13.4

Lending Library to the Assistive Technology Resource Centers (ATRCs). It is Wonderland Charter School's responsibility to provide assistive technology devices and services when included as part of a student's IEP. Wonderland Charter School is responsible for the maintenance and repair of assistive technology devices used to implement a child's IEP.

The Chief Executive Officer ("CEO") or his/her designee is directed to seek any necessary assistance from the Commonwealth regarding the purchase and payment for Assistive Technology. According to PDE, the CEO or his/her designee should inform the family not to assume the device will be billed to Medical Assistance (MA), even if a child's MA number is provided on an equipment acquisition form. If the device is billed to MA, the CEO or his/her designee will notify the parents by sending a transfer of ownership letter. When the parents are in receipt of the transfer of ownership letter, the billing process has begun. If the billing is ultimately rejected by MA, the parents will be informed by letter. The CEO or his/her designee may not delay or deny a student's receipt of assistive technology while it attempts to secure MA funding and is directed to comply with any applicable procedures as modified by PDE.

Additional Administrative Procedures: The CEO or his/her designee is charged with implementing procedures to ensure that devices are properly maintained and functioning, including hearing aids and surgically implanted medical devices.

Routine checks and tests of those devices will be administered and results logged or otherwise noted when necessary. The CEO or his/her designee is directed to implement a process to address: the need for AT, effective maintenance of all AT devices, the selection of age and developmentally appropriate AT devices, review of recommendations from qualified personnel including speech language pathologists regarding AT, and the maintenance of AT by the charter school. All AT devices are to be maintained in a manner deemed appropriate for their intended use and purpose as directed by the manufacturer to the maximum extent possible.

The need for AT services and devices are to be identified with specificity in students' IEPs and AT services and devices are to be reviewed at least annually in the course of an IEP team meeting, or as requested by the IEP team and/or parent. The CEO or his/her designee is directed to have AT devices promptly repaired when needed and in the interim a device or back up plan is to be in place while the device is being repaired/maintained.

The CEO or his/her designee is charged with making personnel aware of the availability of AT resources.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Effective 01/20/2013
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Approved:


Michelle L. Schafer, President

The CEO or his/her designee shall ensure that children with disabilities, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Public Awareness. The CEO or his/her designee shall ensure that the following public awareness activities occur concerning programs and services for children with disabilities who attend the Charter School:

The Charter School shall publish once annually a written notice, in means accessible to the Wonderland Charter School families, a description of child identification activities of Wonderland Charter School's special education services and programs, of the manner in which to request services and programs, and of the procedures followed by Wonderland Charter School to ensure the confidentiality of student information pertaining to students with disabilities pursuant to state and federal law. At the present time this is accomplished through Central Intermediate #10 (CIU #10);

Outreach Activities. The CEO or his or her designee shall ensure that the following outreach activities occur concerning programs and services for children with disabilities who attend Wonderland Charter School:

- Offer parents and family information regarding training activities and publicize the availability of such activities to all parents;
- Provide to interested health and mental health professionals, county agency personnel, and other interested professionals, information concerning the types of special education programs and services available in and through Wonderland Charter School and information regarding the manner in which parents can access those services.
- Provide or obtain periodic training for the School's regular education staff and special education staff concerning the identification and evaluation of, and provision of special education programs and services to students with disabilities.

Screening. The CEO or his or her designee shall establish a system of screening for all children, both regular identification and special education, in order to:

- Identify and provide screening for students prior to referral for an initial special education multidisciplinary team evaluation;
- Provide peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum;
- Conduct hearing and vision screening in accordance with the Public School Code of 1949 for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education if necessary;
- Identify students who may need special education services and programs.

Pre-Evaluation Screening. The pre-evaluation screening process shall include:

- For students with academic concerns, an assessment of the student's functioning in the curriculum including curriculum-based or performance-based assessments;
- For students with behavioral concerns, a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty;
- The development of a Differentiated Education Plan (DEP) based on the results of the assessments conducted. A DEP will be initiated and used for all students at Wonderland Charter School and a Parent/Teacher Conference will be conducted prior to the start of the school year to implement the DEP;
- An assessment of the student's response to the DEP;
- A determination of whether or not the assessed difficulties of the student are the result of a lack of instruction or limited English proficiency;
- A determination of whether or not the student's needs exceed the functional capacity of the Wonderland Charter School education program, without special education programs and services, to maintain the student at an instructional level appropriate to the level and pace of instruction provided in the Wonderland Charter School program;
- Activities designed to gain the participation of parents;
- Procedures that if implementation of the DEP produce little or no improvement within the normal timeframe after initiation, the student shall be referred for a multidisciplinary team evaluation.

The screening activities shall not serve as a bar to the right of a parent to request a multidisciplinary team evaluation at any time. When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, Wonderland Charter School may initiate a multidisciplinary team evaluation/reevaluation without completion of the screening process. Whenever an evaluation is conducted without a pre-evaluation screening, the activities described shall be completed as part of that evaluation whenever possible.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

Effective 01/20/2013
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Approved:


Michelle L. Schafer, President

Health & Safety Requirements

The Wonderland Charter School Board of Directors believes that the intellectual, social, emotional and physical well-being of all students is enhanced by an environment that systemically complies with published health and safety requirements. Wonderland Charter School is committed to promoting and protecting students' health, well-being, and ability to learn by providing a safe and reliable environment.

The Chief Executive Officer will be responsible for implementing the school compliance with health and safety requirements reporting on its status to the Board.

Compliance Benchmarks

The Wonderland Charter School Building is currently rated as a Code B Building under the Centre Region Code Administration. This designation is also recognized by the Pennsylvania Code under § 50.1. *Occupancy groups. Group B (Educational)*. This designation ensures the basic minimum for a safe school environment. Wonderland Charter School will maintain this building designation. If circumstances are foreseen that this building code will change, the the Wonderland Charter School CEO will notify the Wonderland Charter School Board of Directors and present a list of recommended actions to ensure the safety of students and staff.

Health and Immunization Requirements.

All students admitted to Wonderland Charter School must receive all required immunizations prior to their admittance to the Wonderland Charter School Building. All newly enrolled students must present a valid health physical that is, as a minimum, within one year prior to the start of the current school year.

A School Certified Registered Nurse will be employed by Wonderland Charter School on a part-time basis for the purposes of reviewing and certifying school health records and immunization records of enrolled student.

The School Nurse will be responsible, under the direction of the Wonderland CEO, to assemble and submit the *School Immunization Report*. The school nurse will provide appropriate data for the Wonderland CEO to assemble and submit the report required by the PA Department of Health under the School Health Annual Reimbursement Request System (SHARRS).

The School Nurse will review and certify all of the student health records (including medical, dental, and immunization) for each school year.

The Wonderland CEO will ensure that all new enrollments comply with the physical and immunization requirements of this policy.

Overarching Philosophy of Wonderland Charter School.

It is the normal policy and philosophy of Wonderland Charter School not to use restraint(s). However, if the use of restraint becomes necessary to protect the child or the other children present from harm, then restraint can be used providing the guidelines enumerated in this policy are utilized

I. Purpose of Positive Behavior Support Policy:

The use of a positive behavior support policy is designed to be positive, rather than negative to ensure that all students shall be free from demeaning treatment, the use of aversive techniques and the unreasonable use of restraints. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student or eligible young child shall be the least intrusive necessary. The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures.

II. Authority: (Title 22 Sec. 711.46 & Title 22 Sec 711.61)

Application of the behavior support program shall not constitute a change in the student's educational placement. It is imperative that causes of the student's behavior problems be addressed prior to the development of a behavior support program. In the behavior support program, positive techniques must be used to improve the student's opportunity for learning and achievement of academic standards established for the program. The Board directs that Wonderland Charter School shall comply with provisions of the Individuals With Disabilities Education Act (IDEA), 22 Pa Code 711 and federal as well as state regulations when disciplining students with disabilities for violations of school policy, rules, or regulation. Wonderland Charter School will obtain parental permission prior to the use of restraints and intrusive procedures when incorporated into a student's Positive Behavior Support Plan. Individual Positive Behavior Support Plans for students are to be developed in accordance with 22 Pa Code 711.

III. Definitions

The following terms shall have these meanings, unless the context clearly indicates otherwise:

1. Aversive techniques - Deliberate activities designed to establish a negative association with a specific behavior.
2. Behavior support - The development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.
3. Positive techniques - The methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.
4. Restraints - The application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student's or eligible young child's body.

Positive Behavior Support Policy

Policy Number 14.1b

IV. Guidelines

1. Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to him/herself, to other students, to teachers, and/or to staff. Restraints may be used only when less restrictive measures and techniques have proven to be or are less effective. The use of prone restraints at Wonderland Charter School are prohibited and may never be used.
2. The use of restraints to control the aggressive behavior of an individual student shall cause a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At the meeting, the team shall consider whether the student needs a functional behavior assessment, re-evaluation, a new or revised Positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.
3. The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or be employed as punishment.
4. Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians. Mechanical restraints shall prevent a student from injuring him/herself or others or promote normative body positioning and physical functioning.
5. The following aversive techniques of handling behavior are considered inappropriate and may not be used in the educational program at Wonderland Charter School:
 - Corporal punishment.
 - Punishment for a manifestation of a student's disability.
 - Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
 - Noxious substances.
 - Deprivation of basic human rights, such as withholding meals, water or fresh air.
 - Serial suspensions.
 - Treatment of a demeaning nature.
 - Electric shock.
 - Methods implemented by untrained personnel.
 - Methods that have not been outlined in the plan.

Positive Behavior Support Policy

Policy Number 14.1b

V. Training

Training may be obtained from the sources listed below. The priority of which source of training will be utilized will be at the discretion of the Wonderland Charter School's Chief Executive Officer.

- ☞ Central Intermediate Unit # 10 (CIU #10) for training in Nonviolent Crisis Intervention for "The CPI Model".
- ☞ Approved training from the Pennsylvania Training and Technical Assistance Network (PaTTAN) located in Harrisburg at 6340 Flank Drive; Harrisburg, PA 17112 or in Pittsburgh at 3190 William Pitt Way; Pittsburgh, PA 15238.
- ☞ If training is not available from with CIU #10 or PaTTAN in a timely manner, then training from a Pennsylvania Department of Education approved private sector source is authorized.

VI. Sources

1. Chapter 711, § 711.46, Positive Behavior Support, Charter School and Cyber Charter School Services and Programs for Children with Disabilities, adopted June 8, 2001, effective June 9, 2001, amended July 1, 2008.
2. Chapter 711, § 711.61, Disciplinary Exclusions of Students who are eligible for Special Education, Charter School and Cyber Charter School Services and Programs for Children with Disabilities, adopted July 1, 1999, revised November 1, 2012.

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Approved:


Michelle L. Schafer, President

WELLNESS POLICY

Policy Number 14.2

School Wellness

The Wonderland Charter School Board of Directors believes that the intellectual, social, emotional and physical development of each student is enhanced by healthy nutrition and physical activity. Our school is committed to promoting and protecting students' health, well-being, and ability to learn by encouraging lifelong habits of healthy eating and physical activity.

The Chief Executive Officer will be responsible for implementing the school wellness policy and reporting on its status to the Board.

Physical Activity

All Wonderland Charter School students will receive support, encouragement, and opportunities to be physically active on a regular basis. Physical activity supports physical growth, brain development, resistance to disease, emotional stability, and enhances a student's ability to learn.

Physical activity, in addition to formal physical education classes and recess, will be encouraged. Ideas for integrating physical activity throughout the day will be developed and disseminated to staff.

Wonderland Charter School will provide regular, age-appropriate, quality physical education, including instruction on year-round outdoor and indoor activities contributing to life-long habits of physical activity. Physical education offerings at kindergarten levels will be maintained or expanded.

Recess is a valuable part of elementary education. Previous existing policy is still in effect of recess lost due to student discipline can only be exercised at the Chief Executive Officer level and will be used minimally if at all. Recess will include many age-appropriate options for participating in active games and physical activities. Opportunities for all students to participate in sports and non-traditional physical activities will be maximized.

Teachers and Wonderland Charter School staff will encourage students to participate in physical activity.

Nutrition Education

Nutrition education will emphasize the relationship of a balanced diet and regular exercise to good health, and will stress the importance of adopting a healthy lifestyle.

Ongoing professional development will be provided to inform teachers about current nutrition information. School personnel will strive to model good nutrition. Nutrition information will be shared with parents to encourage them to provide nutritional foods for their children.

Nutrition Education (Continued)

Nutrition education will be integrated across the curriculum and include healthy cooking methods, consumer awareness, and media literacy. Only items which meet the healthy food and beverage guidelines may be advertised in schools.

Food and Beverage Provided by School

Student nutrition services and all other food and beverage venues will offer a variety of affordable, nutritious food and beverages that meet the health and nutrition needs of students.

Food and beverage provided by the school during the school day will meet healthy food and beverage guidelines as defined by administrative regulation. The regulation may include a timeline for phasing in implementation and will address specific issues such as dehydration, Vitamin D deficiency in winter, and special dietary needs.

Wonderland Charter School will provide a clean and safe eating environment, as well as adequate time and space to eat mid-morning snack and lunch. Drinking water and hand-washing facilities will be conveniently available at all times. Using food as a reward is prohibited unless required as part of an IDEA Individual Education Plan.

A list of healthy classroom snacks will be disseminated to parents and teachers.

Other School-Based Activities

Wonderland Charter School will actively develop and support the engagement of students, families, and community partners in providing and participating in healthy school-based activities for students, including after-school activities.

Wonderland Charter School will actively promote healthy eating choices and physical activity through web sites, newsletters, posters, and at school. Wonderland Charter School will provide information to families on how children can be safe and healthy in outdoor environments including seasonal activities within Pennsylvania.

Wonderland Charter School will offer a range of activities that meet the needs, interests, and abilities of all students, including a diverse selection of competitive and noncompetitive, structured and non-structured activities.

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Approved:


Michelle L. Schafer, President

