POCONO MOUNTAIN ACADEMY

STUDENT HANDBOOK
2017-2018

For the common good...Use appropriate language, conduct yourself in an orderly manner, and be considerate of yourself, your peers, adults, and our school.

Building Schedules
Grades 7-9

	7th Grade	8th Grade	9th Grade
ARRIVAL - 7:05			
HOMEROOM - 7:05-7:30			
BREAKFAST - 7:30-7:50			
Period 1 7:55-8:50	Math	English	Social Studies
Period 2 8:50-9:45	Science	Math	English
Period 3 9:45-10:40	Social Studies	Science	Math
Period 4 10:40-11:35	Related Arts	Related Arts	Related Arts
Period 5 11:35-12:15	English	Social Studies	Science
LUNCH - 12:15-12:45			
BLOCK 12:50-2:17	Related Arts	Related Arts	Related Arts
	BLOCK	BLOCK	BLOCK

*Related Arts for students in grades 7-9 includes Art, Health, and Physical Education.

**BLOCK time allows for remediation, character education, Restorative Practices, participation in the Mountain Bike Program, and online educational opportunities.

Grades 10-12

	10th Grade	11th Grade	12th Grade
ARRIVAL - 7:05			
HOMEROOM - 7:05-7:30			
BREAKFAST - 7:30-7:50			
Period 1 7:55-8:50	Science	English	Social Studies
Period 2 8:50-9:45	Math	Social Studies	English
Period 3 9:45-10:40	Related Arts	Related Arts	Related Arts
Period 4 10:40-11:35	Social Studies	Math	Science
Period 5 11:35-12:15	English	Science	Math
LUNCH - 12:15-12:45			
BLOCK 12:50-2:17	BLOCK		

*Related Arts for students in grades 10-12 includes Art, Health, Physical Education, and online elective opportunities.

**BLOCK time allows for enrichment, remediation, online credit recovery, participation in the Mountain Bike Program, and online elective opportunities.

Homeroom and Cafeteria

Homeroom

Teachers will use this time as a check in time for students. Point sheets will be distributed and the teacher may address any issues they feel are necessary with students, individually or as a group. Students may also be referred for individual check in with another staff member and/or Progress Monitoring with a Special Educator.

Teachers will open lockers for students.

Students who need to go to the office, see the guidance counselor, or have any issues that need to be addressed throughout the day should inform the homeroom teacher and the teacher will contact the appropriate staff member.

Students will be escorted to breakfast by the homeroom teacher when the homeroom is ready to be dismissed.

Students should not be out in the hallways during homeroom. Once they have put items in their locker they are to remain in homeroom unless escorted to another location by a staff member.

Cafeteria Procedures

ENTERING CAFETERIA
- Upon entering the cafeteria the students must get in the appropriate line immediately.
- Students sit in appropriate grade-level assigned area.
- Students sit by homeroom at designated tables in the assigned area.
- Students are not permitted to sit in the section between the teams unless directed by a staff member.
- Staff members reserve the right to deny access to or remove students from café. A meal will be provided to students kept from or removed from the cafeteria. Choice of entree may be limited.

DISMISSAL FROM CAFETERIA
- Students are responsible for cleaning their area, top of table, and underneath table.
- Students are **not** permitted to remove food or drink from the cafeteria.
- Students will be dismissed by table to line up in designated area.
- Students must **follow** a staff member upstairs when the students have lined up and are deemed ready to be dismissed.

MONEY (BREAKFAST AND LUNCH)
- Money for cafeteria accounts should be put in the box in the office prior to leaving for breakfast.
- The envelope must have the money put in it, have all information filled out, and be sealed and put into the box under the supervision of a teacher, monitor, or other Academy personnel.
- Students will **not** be permitted to charge a breakfast or lunch.
- If there is an issue with money the student should seek an Academy teacher in the cafeteria immediately to assist with the problem.

Breakfast

- All students will attend breakfast, unless otherwise determined by Academy staff.
- Teachers may keep students upstairs as needed. Breakfast will be provided to the student.
- Students will be escorted to breakfast by the homeroom teachers.
- Students will be escorted to breakfast by Academy staff.

Lunch

DISMISSAL TO LUNCH
- Students will be dismissed to lunch by an announcement over the loudspeaker.
- Students will line up in the hallway across from the Guidance office and remain quiet.
- Students may not open the doors to or enter the stairwell.
- Dismissal to lunch will be when the students are in compliance and the staff in charge walks them to the cafeteria.
- Students must follow **behind** the Academy staff on the way to the cafeteria.

LUNCH PROCEDURES
- All students will attend lunch, unless otherwise determined by Academy staff.
- Teachers may keep students upstairs as needed, for disciplinary issues or otherwise. Students may be assigned to lunch detention. Lunch will be provided to the student. Choice of entree may be limited.
- Students will sit in the same section and table where they sat for breakfast.

School Policies and Procedures

LOCKER USAGE

MORNING
- Students must report directly to homeroom upon arrival to school.
- Lockers will be opened for students by homeroom teachers.
- Students must get **ALL** materials needed for the day from their locker.
- All coats, hoodies, valuables, etc. must be placed in the locker.

DURING THE DAY
- Lockers **will** **not** be opened by teachers throughout the day.
- Teachers must call the office and get a monitor to open locker.
- Monitor will note on point sheet that locker was opened.

DISMISSAL
- Homeroom teacher will open lockers at dismissal time. This is the   only other time during the day teachers will open lockers.

CHANGE OF CLASS

- There are no bells to indicate a change of class at the Academy. Students will be directed to their next class by their classroom teacher.

- Students are escorted from class to class.

- Students are to travel only with their teachers. There is no bathroom use or locker access between classes.

LAVATORY USE

- Students are permitted to use the bathroom, upon respectful request, except during these times:
  - o Coming off of the bus/into the building prior to homeroom
  - o Between classes
  - o Before/after lunch
- Students are escorted to the bathroom by an Academy staff member.
- Teachers may, at their discretion, escort a class to the lavatories.
- When student requests to use the bathroom during class time, the escorting staff member will note the bathroom visit on the point sheet.

USE OF CELLPHONES

- Cell phones must be turned off when students are in class.
- All cell phones will be placed on the desk OR in a teacher designated location within the classroom.
- If a student does not comply with the cell phone policy, phones may be kept in the student's locker, or left at home.
- Difficulty in complying with the cell phone policy should be addressed with the office, outside of class time.
- Academy staff members have the right to instruct students to give the phone to the staff member or place the phone in their locker during the school day if the device is creating a distraction in the classroom or disrupting the learning process.
- <u>Failure to comply will result in disciplinary consequences.</u>

Supports and Services

Response to Intervention Model

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavioral needs.

RTI will be a component of any discussion of a student returning to home school.

COMPONENTS OF RTI
- SCREENING – Conducted to identify who may be at risk
- MULTI-LEVEL PREVENTION SYSTEM – Provides increasingly intense levels (Tier I, II, III) of instruction and interventions.
- PROGRESS MONITORING – A system of monitoring student progress and the effectiveness of supports.
- DATA BASED DECISION MAKING – An RTI Team will be assigned to make recommendations for services and assess student progress.

IMPLEMENTATION
- The web-based SWISS Suite is utilized to track student behavior for RTI purposes.
- Office referrals, point sheets, and anecdotal records are used to determine student tier level.
- The team teachers and RTI team members will adjust goals on point sheets, determine interventions, and assess fidelity of interventions for students who are not meeting expectations.

Student Point Sheets

- Point sheets are used to track student behavior and to increase students' responsibility for their behaviors.
- Goals are based on individual students' areas of need.
- Point sheets are monitored to determine if a student is struggling with goals or if they are meeting their goals. If goals are routinely being met, a new set of goals will be identified and discussed with the student.
- ALL students carry a point sheet to classes every day. Students are responsible for keeping track of their own sheets.
- Students are responsible for picking up point sheets from the homeroom teacher in the morning and returning it to the homeroom teacher at the end of the day.
- Teachers will collect and fill out the sheets each class period. Student performance may be addressed at this time.
- Students who fail to turn in point sheets in a class period or at the end of the day will not earn points for that time period and may lose cumulative points.
- Points will be added up and tracked daily by both homeroom teachers and the data team. As points accumulate the students will attain higher levels.
- The higher the level the more privileges/rewards the student will earn.
- Any major and repeated minor disciplinary infractions will result in the loss of cumulative (in addition to daily) points, up to and including the loss of **all** points earned.

Incentives and Rewards

Students earn Incentives and Rewards through our Leveled Point System. Examples include, but are not limited to:

Level II
- Sports/Game Systems Tournaments
- Free Snack Tickets
- Cooking

Level III
- Sports/Game Systems Tournaments
- Movie Afternoon
- Free Snack Tickets
- Bowling Trip
- Lunch "out" or prepared by Academy Staff

Weekly Incentives
- Monday morning announcement of students who earned perfect points or perfect attendance the week before. Students are provided a nutritional snack.

Monthly Incentives
- Perfect Points Breakfast

Students, at times, are invited to participate on the Incentives Committee in order to provide ideas and suggestions.

Academy
For the Common Good
Individual Goal
Daily Progress Report

Name: _____   Date: _____

Teachers: Please indicate Yes (2), So-so (1), or No (0) regarding student's achievement for the following goals:

Goals	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
	0 1 2	0 1 2	0 1 2	0 1 2	0 1 2	0 1 2
	0 1 2	0 1 2	0 1 2	0 1 2	0 1 2	0 1 2
	0 1 2	0 1 2	0 1 2	0 1 2	0 1 2	0 1 2
Points						
Teacher Initials						

Goal 29/36   Score   /36

Teacher Comments: Please state briefly any specific behaviors or achievements that demonstrate the student's progress. (Attach a note if necessary.)

_____

_____

Student Signature: _____

Teacher Signature: _____

Time-Out

- Time-Out may be used as a disciplinary consequence resulting from an office referral, immediate major infraction, or the need to be separated from the student population.
- Students WILL NOT be assigned to Time-Out in order to make-up missed class work.
- The initial length of time a student is assigned to Time-Out may be adjusted by the staff in charge as needed.
- Failure to successfully complete assignment in Time-Out, including classwork sent for the student - may result in additional time in the room.
- Students will be assigned a seat when they enter the room. The student is expected to remain in that seat and working throughout the day.
- Students are to remain quiet and appropriate throughout the day. Failure to do so may result in further consequences.

ZONE

- The Zone is a safety zone in the building where the student can seek out assistance with issues that may arise during the school day.
- Students may request to go to the Zone, or teachers can direct students to the Zone.
- Students should avoid leaving class to go to the Zone.
- Students not able to handle classroom adversity may not earn class points and/or face consequences.
- However, staff understands there are situations for safety concerns where it would be better for a student to leave the classroom area immediately.

- **The classroom teacher makes the determination if the need for removal is immediate. Students are to follow staff directions regarding the Zone, or face possible disciplinary consequences.**
- The Zone WILL NOT be used to make up work missed due to absence from class.

LEAVING THE ZONE
- Students will remain in the Zone until a staff member dismisses them.
- Failure to follow directions of staff members may result in disciplinary consequences.

Guidance Counseling

Services through our Guidance Department are offered to all Academy students. Students may request an appointment with the Guidance Counselor through their Homeroom Teacher.

Students attending the AEDY (Alternative Education for Disruptive Youth) Program receive 2.5 hours of counseling per week, based on the reason for referral.

Students may be assigned to group counseling, either at their request or at the suggestion of the Guidance Counselor.

Project One-to-Won

Project One-to-Won provides Mental Health treatment through intensive individual and/or group therapy.

- Individual/Group Therapy
- Family Check Up
- Community Links
- Transition Treatment Planning

Credit Recovery

The PMSD Credit Recovery Program utilizes the tools of the PMSD Cyber Program to assist students in obtaining high school graduation credits. Along with the technology of the Edgenuity platform, Pocono Mountain School District teachers meet face-to-face weekly to check progress, provide individualized instruction, and provide support.

Students Login to Edgenuity at http://learn.education2020.com/

Edgenuity Documents:

- Edgenuity Student Manual (PDF)
- Edgenuity Student Tools (PDF)
- Parent's Guide to Edgenuity (PDF)
- Troubleshooting Edgenuity (WWW)

Special Education, Gifted, and Section 504

Special Education (Chapter 14), Gifted Education (Chapter 16) and Section 504 (Chapter 15)

The Pocono Mountain Academy sets high standards for all students attending the Academy. These supports and services under Chapter 14, 15, and 16 include a full-continuum and are in compliance with all federal and state laws. Under Chapter 14 and 16, exceptional students attending the Academy are provided access to the general education curriculum with specially designed instruction based on the student's individual strengths and needs as identified in their Individualized Education Program (GIEP/IEP). Under Chapter 15, students receive accommodations and/or modifications to meet their medical or physical needs as outlined in their Section 504 Plan.

Alternative to Retention Program

Alternatives to retention are in place for students in grades 7 and 8 who do not meet criteria necessary for promotion to the next grade level. Students may be promoted after the successful completion of a summer program held at the Pocono Mountain Academy. Students who choose not to attend the summer program may be retained in their current grade *or* promoted to the next grade level at the Pocono Mountain Academy through the Academy's Alternative to Retention Program.

AEDY (Alternative Education for Disruptive Youth)

AEDY programs serve the purpose of temporarily removing persistently disruptive students in grades 6 through 12 from regular school programs. AEDY programs must provide these students with a sound educational course of study that meets or exceeds state standards mandated by 22 Pa Code Chapter 4 and allows students to make normal academic progress toward graduation in their home district. AEDY programs must also provide behavioral supports and counseling aimed at modifying the disruptive behavior that led to the transfer. School districts that do not apply for and receive approval from PDE to operate an AEDY program must provide basic education programs for all students in conformity with all requirements of the Pennsylvania School Code and the Pennsylvania State Board of Education's Regulations, including days, hours, curricula and teacher certification requirements. Any AEDY program not approved by PDE must adhere to the same requirements as a regular education setting, these include, but are not limited to, at least 900 instructional hours per year for students in grade 6 and at least 990 instructional hours per year for students in grades 7 through 12 (22 Pa. Code §11.3) and highly qualified teacher requirements (22 Pa. Code §403.4).

Alternative Education for Disruptive Youth (AEDY) Program: A program approved by the Pennsylvania Department of Education (PDE) that is designed to support a school's efforts to provide a temporary placement for disruptive students in grades 6 through 12. Students enrolled in a program will continue to make academic progress and work to remedy disruptive behavior through counseling and other behavioral interventions. Unless the seriousness of a student's behavior warrants immediate placement, local programs shall refer and admit students only when other documented and established methods of discipline have failed, and shall limit enrollment to disruptive students as defined by the Pennsylvania School Code (24 P.S. 19-1901-C (5)).

POCONO MOUNTAIN ACADEMY

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2017-2018

The Policy Manual contains policies and procedures specific to the Pocono Mountain Academy. In addition to the information contained here, all rules, policies, procedures and other guidelines as set out in the handbook of the students' sending school (unless otherwise noted) are in full effect. Students and parents/guardians are responsible for reading and complying with the appropriate PMSD handbook. Handbooks can be found online on the PMSD website here:
http://www.pmsd.org/Page/913

The Pocono Mountain Academy Handbook can be accessed on the District website. Should you require a hard copy of the handbook, please contact the Academy office and one will be provided to you.

I have read and understand the Academy Policies and Procedures Manual, and the handbook for my sending school. I understand I am responsible for conducting myself according to the guidelines set forth in those documents.

Student Signature: _____Date_____

Parent/Guardian Signature: _____Date_____