



Student Handbook

2022 – 2023

564 Glasgow Street * Stowe, PA 19464 * Phone Number: 484-524-0031 * Fax Number: 610-326-1928

Table of Contents

Mission Statement.....	page 3
School Overview.....	page 4
Staff Contact Information.....	page 6
Homework.....	page 7
Field Trips/Reward Trips/Photo Policy.....	page 8
Parent Communication.....	page 9
Level/Point System.....	page 10
Dress Code.....	page 13
Attendance.....	page 14-15
Snow Procedures.....	page 16-17
Illnesses.....	page 18
Student Records and Confidentiality.....	page 19
Breakfast and Lunch.....	page 20
Health and Safety.....	page 20
Valuables and Electronics.....	page 21
Code of Conduct.....	page 22
Drug Policy.....	page 23
Covid19 Protocols.....	page 24

Mission Statement

The mission of ACCESS LEARNING ACADEMY is to meet the unique educational, emotional and social needs of students struggling in the traditional academic environment through building supportive relationships, individualized instruction and positive character development.

Core Beliefs

- Every member of our school community is to be valued.
- Students learn best when instruction is relevant, developmentally appropriate, and addresses various learning styles.
- Students are the prime focus of every decision.
- All students are responsible for their own learning and behavior.
- Our staff are dedicated to a safe, orderly, and caring learning environment for all students.
- Parental support and involvement are crucial to student success

School Overview

Statement of Diversity

The Access Learning Academy admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

The Access Learning Academy has been providing quality educational services for over 15 years. We are in Pottstown, PA, and operate under license by the Pennsylvania Department of Education as an independent Private Alternative School. We assist multiple school districts located throughout Chester, Eastern Montgomery, and Berks counties.

Educational Focus

We offer small class size and low teacher-student ratios to address individual student learning styles. Although always flexible to meet individual needs, we follow research-based instructional practices and curriculum materials. We believe firmly in regular and objective measurement of academic progress and involvement of parents, caregivers in that process. In the classroom, we seek to utilize a differentiated curriculum and instructional methodology that the student will face when they return to their home school district. We maintain regular linkage and communication with the referring local school district and consider ourselves to be an “inclusive friendly” alternative school. We frequently measure our progress by successfully placing students back into their home districts and communities and their own network of peers and recreational/leisure, or extra-curricular options.

Positive Behavior Support and Counseling Services

We seek to utilize and draw upon the student’s natural strengths and the family’s available resources. We view our school as a part of a natural continuum of treatment and educational services with least-restrictive and community-based setting. We regularly draw upon the expertise of our own network of professionals, licensed social workers, and licensed professional counselors, and feel their collaboration allows us to work with students that have had difficulties in other settings. Our counseling team provides: one on one hourly/weekly personalized counseling sessions, therapeutic education using cinema therapy, community

service projects, restorative care, and group therapy. Our staff meets regularly with students to identify positive behavioral goals, review practical strategies, and give objective and supportive feedback. Our approach is strength based, Positive Behavior Support to increase student success in both home/community and school. Behavioral goals are measured daily using point sheets and/or a level system of reinforcement that tracks and monitors behavioral progress. Our school is committed to working collaboratively with parents, family members and local counseling/social-service agencies as part of our overall treatment team.

Transitional Support

Access Learning Academy is committed to helping exceptional students with emotional and behavioral challenges to identify and work toward future goals. When appropriate, our older students have partnered with local employers to provide realistic job training experiences. We network with local technical school and community colleges to augment our curriculum when needed and in the best interest of our older students who plan on transitioning to post-secondary educational settings. We seek to provide a rich educational experience that sparks interest and exposure to future career and educational options for all our students. In many instances our students struggle in seeing how learning relates to the future of have low self-appraisal that results in not being able to see realistic options that exist. Our goal is to make all education relevant to a student's individual career aspirations and help them to chart an attainable path. For most students, this means returning them to their home districts in as short a time as possible with a variety of practical and applicable behavioral and instructional strategies for both now and their future. We actively seek the collaboration in this process of parents and local agencies and have enjoyed great support of local educational administrators who facilitate or coordinate the transition back to the home school district.

Staff

<u>Name</u>	<u>Title</u>	<u>Email</u>
Alicia Kukoski	Director of Education	akukoski@accessservices.org
Michelle Altringer	Director of Therapeutic Support	maltringer@accessservices.org
Andrea Thomas	Special Education Teacher (Language Arts & Reading)	athomas@accessservices.org
Kevin Hanchick	Secondary Math Teacher	khanchick@accessservices.org
Rachel Craig	Special Education Paraprofessional	rcraig@accessservices.org
Colette Bartok	Career & Transition Coach	cbartok@accessservices.org
Gretchen Wentling	School counselor	gwentling@accessservices.org

To contact the staff via phone, please call the school at 484-524-0031.

Homework

Homework will be given daily to reinforce concepts taught. Each student is responsible for completing his/her assignments and for turning them in on time. Each week students are given study hall periods to complete any outstanding work. If there are extenuating circumstances prohibiting your student from completing his/her nightly assignments, please communicate with your child's teacher(s) so they can make additional time available for the student to work on the assignment during the student's study period.

Academic Probation

If a Level I or Level II student does not complete all activities and assignments for the week, the student will be placed on academic probation for a 5-school day period.

If a Level III or Level IV student does not maintain a weekly academic grade of 70% or better in all classes, the student will be placed on academic probation for a 5-school day period.

If after the 5 days the student does not meet the criteria for their level, they will drop one level.

Following are some suggestions for ways you can help your child gain the most from his/her homework experience:

- Work on homework rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do homework, such as a desk in his/her room or the kitchen table. Make sure there is sufficient light and that distractions are limited.
- Show an interest in your child's homework and ask him/her about it each night.
- Give your child a healthy snack before he/she begins homework. This should help with concentration.
- Give your child a short break from his/her work if needed.
- Encourage your child to work independently. Assist him/her if needed.
- Give your child positive words of encouragement, such as "I'm proud of you," or "I knew you could do this all by yourself!"
- Segment of break assignments into smaller parts for completion.

Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive a general field trip release form to cover most

trips planned during the year. This permission slip must be signed by a student's parent/guardian for the student to participate in field trips during the year. **Students without signed permission slips will remain at the school in another class.** If a student is absent on a field trip day without a Dr.'s note, the absence will be considered unexcused. Participating students should bring a bag lunch unless otherwise noted. To participate in field trips students must be on level 2 or higher on the Access Learning Academy's point system.

Reward Trips

Access Learning Academy works from a Positive Reinforcement Model Behavior Plan. As part of this approach, students can "earn" and spend personal Access Learning Academy points (1500 points) to participate in a monthly trip designed to reward them for successful behavior. These trips are designed and chosen to be fun activities that the students will enjoy. Each student that qualifies (level 3 or higher) will be notified of their achievement and **invited** to participate.

Photo Opt out Policy

If you do **Not** wish for photographs of your student engaging in classroom/school activities to be published through our various media for public relations purposes, please opt out by using the opt out form available in the school office

Parent Communication

Parent Communication/Point Sheets

Access Learning Academy encourages an ongoing open dialog between parents/guardians and teacher and/or counseling staff. Student progress is accelerated when the “whole” team: parent, student, and school, are working together! We encourage families to communicate with the school on a regular basis and we welcome calls or emails with questions, concerns, or just open dialog regarding your student and their progress.

Parents will receive daily point sheet logs reflecting their student’s behavior for that day. These daily logs also provide for school-to-home communication regarding upcoming projects, test, field trips or other noteworthy communication. Point sheets must be signed daily by a parent or guardian. ALL students must return these signed point sheets the following school day.

Progress Reports and Report Cards

At the midpoint of each quarter, parents and guardians will receive midterm progress reports for each student. Parents and guardians will also receive report cards at the end of each marking period/quarter. Both reports must be signed by a parent/guardian and returned to school.

Parent Conferences

Parent/teacher phone conferences are scheduled at the end of each marking period to facilitate open communication between parents and teachers regarding students’ progress. Parents who have an interest can schedule a face-to-face conference with the teachers at any time during the school year. It is strongly recommended for parents/guardians to participate in these meetings.

Access Learning Academy Positive Behavior Point & Level System

Point System

The point system is an effective measure of how well a student is progressing towards his or her IEP goals, personal behavior goals and possible reintegration to their home school.

Earning Points

The point system is a measure of a student's ability to display pro-social behaviors in the program, and a gauge to provide immediate and positive feedback. All students start at Level 1 Day 1 and receive 1000 points upon entrance to the program. Students can earn points when they are displaying pro-social behaviors in all periods throughout the school day.

The pro-social behaviors expected are:

- On Time/Prepared/Homework – Students will be seated and ready to begin class with expected materials, including writing utensils, paper, assignment book, and homework.
- Class Participation/Work Completion – Students will be attentive during class discussions, activities, and presentations. During individual seat work students will be actively involved in completing assignments with a degree of accuracy reflective of their abilities.
- Following Instructions – Students will comply with oral/written instruction given by staff with limited or minimal redirection.
- Accepting Feedback – Students will respond to oral/written feedback about academic or social behavior in a manner that is respectful to both him/herself and the individual providing the feedback.
- Respectful – Both verbal and non-verbal communication should be expressed in a manner that demonstrates respect for self and others.
- Language/Topics of Conversation – Socially acceptable, appropriate, non-threatening language and topics of conversation is required and expected at Malvern Academy.
- Personal Space/Boundaries – Students are expected to keep hands and feet to themselves and respect the personal boundaries of others. **In addition, public displays of affection are not appropriate in a school or on school trips and will not be tolerated.**
- Common Area Behavior – Students are expected to exhibit calm and orderly behavior while passing between classes, during lunch, and in all common areas.

Points are earned on a scale from 0 – 10 for each column on the point sheet. Each column represents a class period.

POINT VALUES	
Between 0-5	Behavior was not demonstrated at all, or in unacceptable manner
6	Behavior was minimally demonstrated, equivalent to 60% on grading scale
7	Behavior was demonstrated to an average degree
8	Represents good behavior/production
Between 9-10	Behavior exceeds expectations, which would be equivalent to an 'A' grade

Advancing on the level system

There are 4 levels within the system. All students begin on Level I with 1000 points.

Level 1 – at least 504 points or 70% of total possible points

Day 1 Day 2 Day 3 Day 4 Day 5

Level 2 – at least 576 points or 80% of total possible points

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7 Day 8 Day 9 Day 10

Level 3 – at least 648 points or 90% of total possible points

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7 Day 8 Day 9 Day 10

Day 11 Day 12 Day 13 Day 14 Day 15 Day 16 Day 17 Day 18 Day 19 Day 20

Level 4/Distinguished - at least 684 points or 95% of total possible points

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Day 7 Day 8 Day 9 Day 10

NON-NEGOTIABLE LEVEL MOVERS

1. Physical and/or verbal aggression of any kind

2. Racial slurs
3. Property Damage
4. Leaving school without permission
5. Contraband: Vapes of any kind
6. Severe behaviors can warrant level move at the discretion of the disciplinary team.
7. P.E. class is MANDATORY. Refusal to participate will result in a level drop.

Level Privileges

Level I

- School store weekly (1 item, 250 points)

Level II

- School store weekly (2 items, 250 points each)
- Participation in educational field trips
- Choice of dessert once weekly (1 item, 300 points)

Level III

- School store weekly (3 items, 250 points each)
- Participation in educational field trips
- Choice of dessert once weekly (1 item, 300 points)
- Participation in monthly reward trips (1500 points)
- Pizza lunch on Tuesdays (2 slices, 750 points)

Level IV

- School store weekly (4 items, 250 points each)
- Participation in educational field trips
- Choice of dessert once weekly (1 item, 300 points)
- Participation in monthly reward trips (1500 points)
- Pizza lunch on Tuesdays (2 slices, 750 points)
- Lunch on Thursday (4 items, total of 1250 points)
- Lunch in alternate area (outside or in game room) with approved peer (500 points)
- Option of ordering lunch from local restaurant with own money on Fridays (500 points)

Distinguished

- School store weekly (4 items, 250 points each)

- Participation in educational field trips
- Choice of dessert once weekly (1 item, 300 points)
- Participation in monthly reward trips (1500 points)
- Pizza lunch on Tuesdays (2 slices, 750 points)
- Game room privilege after lunch (1 day = 100 points)
- Lunch on Thursday (4 items, total of 1250 points)
- Lunch in alternate area (outside or in game room) with approved peer (500 points)
- Option of ordering lunch from local restaurant with own money on Fridays (500 points)
- Monthly trip to restaurant (1000 points)
- Driving privilege (10,000 points and must fill out an application)

*****Tardies and absences can and will affect level privileges/rewards and level status, at the discretion of the directors. The higher the level, the higher the expectations of the students.**

Academic Probation

If a student does not complete all activities and assignments for the week, the student will be placed on academic probation for a 5-school day period.

If after the 5 days the student does not meet the criteria for their level, they will drop one level.

When on academic probation, students accounts are on hold. Students cannot earn points or spend them during that time period.

Dress Code

To help create an environment conducive to learning, students at Access Learning Academy are required to adhere to a basic dress code. To provide an atmosphere for learning, it is our belief that students should be dressed appropriately and in good taste. Students' dress and appearance, along with conduct, have a definite influence on class discipline and achievement. This policy is designed to permit students to focus their attentions on academics and on those aspects of their personalities that are truly important.

- Students are to present a neat appearance and clothing should be free of excessive holes or tears.
- Shirts should have sleeves. No tube tops, or transparent fabric. Should minimal cleavage be revealed at any time, appropriateness will be determined by staff.
- No under garments visible at any time.
- Pants must be worn above the buttocks. Skirts and shorts must be at least fingertip length when the hand is extended down the thigh.

- No inappropriate language or theme will be permitted on clothing. No reference to illegal substances or sexually suggestive material will be tolerated.
- Students are expected to have appropriate footwear for sports/activities on their assigned Physical Education Day. This should include sneakers and weather appropriate jackets or hats/gloves for the winter season. Your child will take PE outside whenever possible.
- Pajamas are not to be worn to school (except for spirit days). This includes pajama pants, tops, and slippers.
- All students are expected to practice good general hygiene and cleanliness.

Items not covered above, but considered inappropriate, unsafe, or a distraction from the learning environment are subject to review by the administration and teachers. Cheerful, consistent compliance is expected. **The staff will determine if a student's dress is distracting or not in compliance with the dress code.**

On the first offense, parents will be notified by phone and a note will be sent home on the point sheet. The student may be asked to change into something available here at school or the parents will be asked to bring an appropriate change of clothes to school for the student.

Attendance

Regular school attendance is essential. We are working to establish a model of consistency for our students and daily attendance enables students to achieve their individual behavior plans. As a rule, absences should occur only because of illness or injury. Doctor's appointments should be scheduled outside of the school day whenever possible. When an absence is planned, it is helpful if the office is informed as far in advance as possible. Tardiness has the same impact as an absence regarding consistency of our program goals. **If a student is absent, the parent MUST call the school the morning of the absence.** A written excuse giving the date of the absence and the reason is required after any absence or tardiness to be excused. Absences must be excused within 3 days or they are considered unexcused.

The following regulations are used by the Access Learning Academy to monitor and address student attendance:

1. Parents/Guardians are expected to call the school the morning of an absence. Written explanation (from parent or Medical Professional) is required for all absences within 3 days.

2. The student's home school district will be notified when a student has acquired 3 unexcused absences during one school year. An unexcused absence is defined as any student absence not documented by a legitimate excuse note.
3. Parents/Guardians may be required to provide excuses from a healthcare provider for additional absences if their child has received ten (10) or more days of absence (excused or unexcused) during a school year.
4. Students' who accumulate a total of ten (10) or more absences during the school year, will be reported to their home district for truancy and a letter will be sent home notifying parents/guardians of the attendance concerns.

Tardiness

Access Learning Academy begins each day at **8:30 AM**. Students are expected to arrive at the school at this time if they arrive after 8:30 am they must sign in at the office. If your student is unavoidably tardy, **the parent/guardian must call the school office to report reason for tardiness**. In addition, if your child has a special circumstance that requires them to leave school early, **a note signed by the parent/guardian will be required**. Attending school on time in the morning and staying in school until the end of the school day is central to receiving a good education and achieving goals.

*****Tardies and absences can and will affect level privileges/rewards and level status, at the discretion of the directors.**

Early Dismissal

If it is necessary for a student to be dismissed from school before the end of the school day, guardians must notify the school office in writing when possible. In emergency cases where this is not possible, a phone call to the school office prior to the dismissal time is required. Parents must inform the school of the specific time that the child will be picked up and the person who will come for the child. Only adults who are listed in the school's records as being authorized will be allowed to take students from the school.

Student Arrival and Departure

Students will be transported by their home school districts and all arrangements and/or changes need to be communicated to them. Students will be dropped off and picked up in the parking lot located in the back of the building. All students will enter the school using the door at the bottom of the ramp, located in the rear of the building.

Students being dropped off by a parent or guardian should be dropped off no earlier than 8:30 AM. The parent/guardian should phone into the building to alert the Administrator that the student is arriving.

Students **are not permitted to change buses or ride home on another students' bus under any circumstances.** **Note:** A legal document is required to support any questions of custody between divorced or separated parents. Unless the Educational Team is informed otherwise, either natural parent is considered to have access to or request dismissal of a student.

Visitor Policy

To help ensure a safe and secure learning environment for your children, all visitors to Access Learning Academy need to sign in at the school's main office.

Snow Procedures

In the event of inclement weather, please use the following guidelines.

Access Learning Academy Weather Announcements:

Look for

"Access Learning Academy"

Television: Channel 69 News or Channel 6 ABC News

Internet: www.wfmz.com

Phone: Call the school for a recorded message indicating closings or delays

Almost always follow your home school district!

If your home school district has a 2 hour delay, you have a delay at Malvern Academy.

If your home school district is closed, you do NOT attend Malvern Academy that day.

Exceptions

If Access Learning Academy has a 2 hour delay and your home district opens at regular time, you have a 2 hour delay

If Access Learning Academy is closed but your home district has a delay, you do NOT attend school that day.

The bus will come for you as long as both schools are in session that day.

If you are still unsure, please feel free to call the school at 484-524-0031.

Illnesses

*** In response to CDC guidelines/requirements, any student registering 100.4 or above will need to be kept home for the day or picked up (if fever starts during school day).

In order to prevent communicable diseases at the school, the following guidelines have been developed. Please keep children at home if they have any symptoms of illness. This will assist in preventing the spread of infections and contagious diseases as well as help improve attendance in general.

These guidelines should be used to help determine if you should send your child to school:

- Cold symptoms such as runny nose, congestion, or persistent coughing.
- Temperature of 100 degrees or over. Symptoms to watch for a flushed face, chills, and skin that feels warm to the touch. One or all these symptoms may be present. If in doubt at all, take your child's temperature.
- Diarrhea – don't send a child to school who has had episodes of diarrhea or vomiting that last 12 hours.
- Don't send a child to school who has a suspected or confirmed communicable disease.
- Sore throat for longer than 2 days, especially if it is associated with swollen nodes or a rash.
- Red, inflamed, swollen, or discharging eyes; sores with drainage or other lesions, like impetigo, until under treatment.
- A persistent rash that is not allergy related.

-A child diagnosed with strep throat must stay home until 24 hours after treatment has been instituted.

All students will be expected to go outside for recess of Physical Education. Special arrangements need to be made for the very rare circumstances which would require a student to stay inside for health reason. A doctor's note must be provided to be exempt from physical or outdoor activities.

Student Records and Confidentiality

All student information is protected by the Family Educational Rights to Privacy Act for the purpose of protecting student confidentiality.

Every student is required to complete and submit the following as part of the registration process at the beginning of each school year:

- Student Contact Information
- Parents Pick-up Authorization Form
- Consent for First Aid and Medication During School Hours
- Preferred Method of Contact
- Dietary Alert Form
- Photo Consent Form
- Permission for Access Learning Academy to **Receive** Confidential Records from a Third Party
- Permission for Access Learning Academy to **Release** Confidential Records from a Third Party
- Outpatient Therapy Social Security Information
- Medication Permission Forms, that will permit the school to dispense specified medication to the student, are filled out during the school year on an as needed basis.

It is a state requirement that all forms must be completed and returned the first week of school.

It is critical that the school be notified immediately of any changes in student's name, address, phone number, responsible parent, or any other information provided at the time of registration. Please notify the Administrative Assistant of any necessary changes.

Access Learning Academy is dedicated to complying with all confidentiality laws protecting the privacy of their students and their families. Information regarding a student's progress will be shared only with parents or guardians, appropriate members of the school's faculty and staff, appropriate staff at your student's home district, and any professional consultants retained for the purpose of measuring and/or improving instructional quality.

The school may not provide name, phone, or address lists to parents wishing to organize with other parents/guardians of students at the Access Learning Academy.

Breakfast and Lunch

The school will provide breakfast daily. Students should pack their own lunches daily. There will be refrigerator space available to store student lunches and students will have access to the community microwave.

Breakfast of assorted cereal bars, fruit bars, applesauce and juice will be provided for students by the Access Learning Academy.

Two level lunches will be available at no charge to those students who are at the appropriate level.

As part of our behavioral socialization model, students will participate in etiquette and clean-up skills during mealtimes.

Health and Safety

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs please inform the school so that appropriate accommodations can be made.

Medication

The Administration office and the Director of Education must be informed of any prescription medication that a student is required to take at school. To dispense prescription medication to students, the school must receive a written permission slip from the student's parent. All medication must be brought to the Access Learning Academy main office by the parent/guardian or family representative, in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage.

Students are not permitted to transport medications on the bus. Medications will be administered to the child by the Administrative Assistant or the Director of Education.

Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must have completed a consent for first aid and medication form from the registration packet. Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have. **These medications will not be administered until after 12:00 p.m.**

Accidents

A trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone and/or email whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, **it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent unavailable. Please be diligent in keeping the school's records for your child up-to-date.**

Money, Electronics and other Valuables

Students are encouraged to leave all money and other valuable property at home. Access Learning Academy **does NOT** permit cell phones, iPods, and other electronic devices to be held by students throughout the school day. If students bring electronic devices to school, there will be a bin that the students must place them in upon entering the building. All devices will be placed in a locked cabinet and returned at the end of the day.

Fidget Spinners and Fidget Cubes

Students are not permitted to hold fidget spinners and/or fidget cubes throughout the school day. If students bring these items to school, they will need to hand them in at the start of the day to be returned at the end of the school day.

Backpacks

For the safety of both students and staff, students are not permitted to carry backpacks during the day. If the student brings a lunch bag it can be placed in the café until their scheduled lunch period. Students will be supplied with folders for their various classes and clear bags for any

pens/pencils they need. If a student prefers to use a 3-ring binder to organize their folders they can bring that from home.

Code of Conduct

Access Learning Academy behavior standards ensure a safe and secure school setting for your children. For a society, community, or school to function, certain processes and procedures need to be set that establish limits of acceptable behavior. These behavioral standards allow each student the opportunity to thrive and grow. Violators of acceptable behavioral standards disrupt and interfere with the rights of the student population and must be immediately addressed to decrease further infractions.

Behaviors Warranting Disciplinary Action:

- Absenteeism (including cutting class), unexcused or excessive
- Aggressive behaviors, including but not limited to hitting, pushing, shoving
- Assault or attempted assault
- Cheating and/or plagiarism
- Dangerous articles
- Defacing or destruction of school property
- Disobedience to teacher or other staff member
- Disrespectful behavior toward teacher or other staff member
- Disruption of class, study, or instruction
- Dress code violations
- Failure to report to office as directed
- Fighting
- Leaving class without teacher's permission
- Leaving school grounds without proper authorization
- Loitering on school property, including halls and classrooms
- Lying
- Misuse of school property or property of others
- Misuse of electronic communication devices
- Obscene and/or profane language or gestures, use of
- Obscene and/or profane writing. Pictures, or articles, or possession of
- Refusal to follow directions of teachers or other staff member
- Removal of food from cafeteria
- Rude behavior to others

- Sexual harassment
- Sleeping in class
- Tardiness, unexcused or excessive
- Theft or attempted theft
- Threatening bodily harm or property damage
- Threatening language or gestures
- Truancy from school
- Acts of violence
- Any other conduct considered to be disruptive, disrespectful, or deviant

The following five situations will result in immediate discipline referral to the office (including but not limited to):

- Fighting
- Abusive language directed toward a teacher or another student
- Student actions that disrupt the class to the extent that a teacher's authority is being challenged
- Student actions that present a danger to the safety and well-being of themselves or others
- Other criminal acts in violation of local, state, or federal laws

Drug Policy

The directors at the Access Learning Academy recognize that the misuse of drugs, alcohol, and/or mood-altering substances is a serious problem. The Access Learning Academy holds a firm position against drugs, alcohol, and other mood-altering drugs. Students who are found to be under the influence of, in possession of, distributing drugs and alcohol, or engaging in conversations about illegal activity will not be tolerated. As such, the following procedures will be implemented when the policy is violated.

The directors and/or staff of the Access Learning Academy will notify the student's parents/guardians of any concerns. The student may be required to be picked up or isolated from the student population if necessary. The parents/guardians will be notified if a conference is required.

If an illegal substance is retrieved, the Pottstown police will immediately be called to investigate. Depending on the severity of the infraction, the directors reserve the right to suspend, refer to outside agencies, or may result in expulsion from Access Learning Academy. For infractions involving suspension, students and parents/guardians must sign a behavior contract before returning to school.

Positive Consequences for Appropriate Behavior

Students may be recognized for appropriate behavior on a daily or weekly basis. Some examples of positive reinforcements that will be practiced include:

- Notes on point sheets
- Praise
- School store points
- Free time
- Special outings/Reward trips
- Rewards increase as the students climb the levels

Covid19 Protocols

As we continue to navigate the spread of Covid Variants and other illnesses:

Below are some of the measures we have taken to promote a safe environment for both our students and staff.:

- Our school is professionally cleaned during the summer and then will continue daily during the school year.
- Each room in the building will be sanitized throughout the day with a CDC-approved disinfectant cleaner (Diversey Morning Mist Neutral Disinfectant Cleaner). The building will also be professionally cleaned each evening with a focus on high-touch areas.

Daily Health Screening

If you answer “yes” to any of the following questions, **DO NOT** come to school/work. Symptoms should be closely monitored and if they persist, contact your healthcare provider.

Do you have any one of the following symptoms:

- fever of 100.4 or higher
- cough
- shortness of breath
- difficulty breathing

Do you have two or more of the following symptoms:

- sore throat
- runny nose/congestion
- chills
- lack of taste/smell
- nausea/vomiting

- headache
- diarrhea

In the last 5 days, have you been exposed to someone who has tested positive for COVID-19 or who is awaiting test results and presumed positive?

Have you or someone in your home been asked to self quarantine by a federal or local agency, or physician?