



Middle School Handbook 2018-2019

Mission Statement

The school's mission statement is to provide the children of the city of St. Louis an individualized education rich in academics and character, so the children we serve today can be the leaders of tomorrow.

Middle School Touchstone

Be Kind. Do Your Best. Have Fun

Be Kind

In order to support our goal of being kind to one another the middle school has the following supports and expectations in place:

Counseling

We have a full time counselor available if you need help in handling difficult situations or any issue or concern. Please feel free to visit Ms. Walsh's office which is located in the 6th grade pod.

You can also contact her at: 645-9600 (412) or jwalsh@premiercharterschool.org

Character Education

PCS is a school of character that promotes and values all student voices and honors our differences. Character education is simply our way of being here at PCS. Our core values are not just words but are traits that we believe are important to being good citizens.

We believe that character education helps you to develop and live by important human qualities such as respect, responsibility and caring. Character education is woven into classroom lessons and activities on a daily basis.

To further support our character education goals, on half days we will be engaging in multi-age team building exercises. On these days, designated as "family" days, students will be participating in relationship-building activities. "Families" are K-8 groups of students lead by a classroom teacher and a support staff member. The goal is that

students remain with the same family throughout their time at PCS. These meetings help to increase a positive school climate and reinforce our core values of respect, responsibility and caring.

Handling Conflicts

We believe that all students deserve to be part of a community in which we respect differences and treat one another with kindness. We take pride in being a school of character. You will have differences with peers from time to time, but fighting is not acceptable. You are expected to talk out differences and/or seek out conflict mediation in order to restore relationships with peers. You are also encouraged to see a counselor or administrator if you are having problems with others and/or if you believe someone else is angry enough to need assistance or restoration. “Play fighting” is also unacceptable because it creates an environment that can feel unsafe for students and can also lead to more serious action.

Passing Periods

Throughout the day, students will have the opportunity to visit their lockers to drop off and pick up items. In order to ensure that we maximize students’ opportunity to learn, it is necessary that they travel to and from lockers in a quick and efficient manner.

Hallway/Locker

During transitions, students are expected to maintain no louder than “shoulder partner” volume (a volume at which you can be heard by someone sitting next to you, but not heard by someone sitting at another table.)

Hall Passes

We need to ensure that we know where all students are at all times. Students may **not** go to the nurse, the counselor, the office, or anywhere else in the building during passing period without first asking permission and obtaining a pass from the teacher whose class that student is scheduled to attend. If a student chooses to do so regardless of the reason, a consequence will be issued. In most cases, this consequence will be a detention.

Bags and Backpacks

Backpacks and bags are to be kept in lockers during the school day. Your teachers will send you to put them into your locker if they are brought to class. Also, never leave your backpack in the hallway. All unattended bags and backpacks will be removed.

Our Environment

Being kind also involves taking care of our environment in which we live. Our expectation is that all students take care of their school. Students will be expected to pick up after themselves in all areas in which they are working and/or socializing. Students and staff will also participate monthly in a day of service in which they will work together to clean up their environment.

Breakfast and Lunch

Students should eat and talk quietly with their friends. Once seated, they should remain seated until they have finished breakfast or lunch and are ready to leave. Students should make sure that the top of their table and the area underneath their table is clean as well as push in their chair as they leave.

Students who violate any of the breakfast or lunch cafeteria rules will not be able to eat breakfast or lunch in the cafeteria and will instead be assigned to a designated area to eat in.

Consequences for Unkind Behavior

As a general rule, PCS subscribes to a “make it right” philosophy for assigning student consequences. Essentially, this means that when a student has caused some kind of harm to another student, teacher, or the school environment, he or she should be required to make amends in some way. An example might be asking a student who litters to sweep the classroom or hallway. Not all situations can be resolved using only this approach, but it will be the “starting point” when developing consequences for students.

This approach might also be used in situations involving a large group of students. For example, if there is a bad day in the cafeteria, students might be asked to eat their lunches during advisory the next day and to review the way that PCS students eat in the cafeteria.

Middle School Lunch & Before/After School Detention

Middle school lunch detention is meant to serve as a consequence to more procedural incidents of student misconduct such as dress code violations, being tardy to class, gum and food outside the cafeteria, or having any technology (phones, tablets, earbuds, headphones, etc.) out in the school building. If a student violates any of the above items, they will be issued a lunch detention for the day the offense happened. If the offense happens after lunch, the student will serve the assigned lunch detention on the following day. The student will receive a written reminder from the teacher assigning the lunch detention. If a student fails to serve an assigned lunch detention, they will be assigned a Before/After school detention.

Before/After school detentions are also meant to serve as a consequence, but will focus on more serious infractions in student behavior.

The office will keep track of detentions being assigned. If your child reaches the point at which he or she is assigned more than 5 detentions, a parent meeting will be required to discuss possible solutions. Parent meetings may also be required for specific acts of misconduct including those involving blatant disrespect towards staff members or acts of verbal or physical aggression.

Student Appeals

Students do not always agree with decisions that are made by staff members. Disagreements are a natural part of life, they happen all the time in the professional world. At PCS, one of our goals is to help students learn how to handle these situations correctly and without resorting to arguing or disrespect, which ends up being counterproductive and hurting the student more in the long run. We have developed an appeal form that students can complete if they disagree with a staff member's decision and want an opportunity to share their side of the story. If a student completes and turns in an appeal form, he or she will be given an opportunity to talk with a member of administration and the involved staff member (if needed) to discuss the situation. The following outlines the proper procedure for filing an appeal:

- Appeal forms will be available for students in each pod. Students need to wait until passing period to get an appeal form.
- Students may not complete appeal forms during academic classes, but may do so during lunch, study hall, before or after school.
- Once students have completed the form, they may turn them into Ms. Wright's mailbox
- Due to the nature of lunch detention infractions, they will not be appealable

Filing an appeal does not always mean that a decision will change, but we do want students to feel like their voices are being heard while at the same time, not engaging in argumentative or disrespectful behavior. Any student who chooses argumentative or disrespectful behavior will be disciplined for this behavior in addition to any discipline that they might receive for the initial infraction.

Reporting Disruptions or Bullying

As students progress through middle school and into high school and beyond, it becomes increasingly important for them to begin taking ownership of their own learning. One important way students can do this is to expect a learning environment that is free from disruptions and bullying. Students can use an anonymous form to report classroom disruptions or bullying that they witnesses. The disruption/bullying reporting form is available in the same location that appeals forms are located and can be turned in the same way. These forms are anonymous, but middle school administration will investigate every situation of either disruption or bullying that is reported in this way.

Do Your Best

We firmly believe that ALL students at PCS can be successful. Our expectation of all students is that they put forth their best effort every day when they are at school. Students' success is directly impacted by their level of engagement and participation during class. Teachers and staff will also do their best to provide students with an rigorous, engaging and fun learning experience.

Daily Schedule

Individualized schedules are created for every middle school student. This ensures that we are setting all of our students for success by meeting their specific academic needs.

TIME	6TH GRADE	7TH GRADE	8TH GRADE
8:10-8:30	HOMEBASE	HOMEBASE	HOMEBASE
8:32-9:22	1st Block	1st Block	1st Block
9:24-10:14	ELECTIVE DAILY ROTATION (PE, MUSIC, ART, EXPLORATIONS ACADEMY & CODING)	2nd Block	2nd Block
10:16-11:06	2nd Block	ELECTIVE DAILY ROTATION (PE, MUSIC, ART, EXPLORATIONS ACADEMY & 3-D MODELING)	3rd Block
11:08-11:58	3rd Block	3rd Block	STEAM
12:00-12:50	4th Block	4th Block	4th Block
12:52-1:22	Lunch	Lunch	Study Hall
1:22-1:52	Study Hall	Study Hall	Lunch
1:54-2:44	5th Block	5th Block	5th Block
2:46-3:25	Academic Lab/Enrichment (HEALTH, PROJECT KIND, MAKERSPACE, ART & MUSIC)	Academic Lab/Enrichment (HEALTH, PROJECT KIND, MAKERSPACE, ART & MUSIC)	Academic Lab/Enrichment (HEALTH, PROJECT KIND, MAKERSPACE, ART & MUSIC)

Electives

6th and 7th grade students attend a different elective (PE, Music, Art, Explorations Academy and Coding/3D Modeling) every day. This new model allows teachers to build

authentic relationships throughout the entire school year as well as engage students in longer projects.

8th grade students attend their STEAM (integration of science, technology, engineering, art and music) class four days a week and PE once a week. They will be working on long term projects throughout the school year during their STEAM class.

Enrichment and Academic Lab

Each grade level will receive Enrichment classes in art, music, health, makerspace and social emotional learning (Project Kind). These classes are in addition to their daily elective classes. These classes will occur every three weeks.

When students are not participating in Enrichment they will attend Academic Lab (Ac Lab). Ac Lab lessons will be built around a common format, that emphasizes all of targeted 21st century skills. Throughout the course of the week, students will attend 2 math-focused Ac Lab lessons, 2 ELA focused lessons and 1 science focused lesson. Each of these (with the exception of one of the two math lessons) will be taught by the content area teacher. Students will travel as a home base and rotate through each teacher over the course of the week. Students will attend Ac Lab for two consecutive weeks.

Promotion

6th and 7th Grade

Our promotion system is based on credits. Students will receive one grade for each of their core classes each semester. Their academic grade reflects only their mastery of course material (tests, quizzes, projects, etc.). These grades are each worth one credit for a total of 4 possible credits each semester and a total of 8 over the school year (Language Arts/Literacy Lab, Math, Science, Social Studies). Students must earn a passing score (70% or higher) in a class in order to earn the credit for that class.

Students can earn one credit per semester, with a total of 2 credits for the year, for their Academic Lab/Enrichment class.

Students can earn 2 credits for passing all 5 of their special classes in a school year, one credit per semester. Specials will all be graded on a percentage scale with 70% being the minimum passing grade.

In total, 20 credits are available to middle school students throughout the school year that will count towards a student's promotion. In order to secure promotion at the end of the year, students need to earn 18 of the available 20 credits.

8th Grade

Our promotion system is based on credits. Students will receive one grade for each of their core classes each semester. Their academic grade reflects only their mastery of course material (tests, quizzes, projects, etc.). These grades are each worth one credit for a total of 4 possible credits each semester and a total of 8 over the school year (Language

Arts/Literacy Lab, Math, Science, Social Studies). Students must earn a passing score (70% or higher) in a class in order to earn the credit for that class.

Students can earn one credit per semester, with a total of 2 credits for the year, for their Academic Lab/Enrichment class. Students can earn 4 credits for passing their STEAM class and PE in a school year, two credits per semester. These classes will also be graded on a percentage scale with 70% being the minimum passing grade.

In total, 14 credits are available to 8th grade students throughout the school year that will count towards a student's promotion. In order to secure promotion at the end of the year, students need to earn 12 of the available 14 credits.

Help Sessions

At Premier Charter School, students will have class time allotted during the day to provide them with the opportunity to receive additional help from their teachers, and on several days each week there will be a study hall period that will also be a time that students can seek extra help from their teachers. Teachers will be available in their classrooms from 8:10-8:25 each morning and from 3:30-4:00 each afternoon.

Tracking Student Progress

Parents and families can track student progress in a number of ways. The school will issue mid-term reports at the midpoint of each semester in the fall and spring at which time we will be conducting conferences. During these conferences, teachers meet with families and students to review grades, discuss student progress, and make recommendations for continued growth.

Secondly, each family will also receive login information for the Infinite Campus Parent Portal during your child's first conference. This will allow parents to set up an account to check their children's grades on a daily basis. **It is highly recommended that you keep your password handy and check Infinite Campus each week to keep track of your progress and to see your grades as they are posted.** If you have questions, comments and/or concerns regarding your child's grades please reach out to his/her teacher. Please note: grades may not change every day. It is a requirement that teachers update grades and post to Infinite Campus at least every two weeks.

Infinite Campus Parent Portal Instructions

Please find below the direct Infinite campus link to create an account. Our website has a (Parent Portal Button) which takes you to our Infinite Campus Parent Portal. If it is your first time using the portal, click on the orange Help tab and click where it states "If you have been assigned a Campus Portal Activation Key". You will then enter the Activation Key listed below for your account. This will walk you through setting up a username and password so you may check your children information anytime. There is also a mobile app you can add to stay in touch on the go!

After logging on, you may go to account settings you can update your

username/password if you prefer. Also, if you set the security settings (the like/dislike pictures) and email, this will enable you to use the feature on the log on page stating if you forgot your username or password. You can click on it and it will send you your info via email. If you don't have internet access or have any questions please contact Ms. Wright.

<https://mocloud1.infinitecampus.org/campus/portal/premiercharter.jsp>

Students will also be provided with Infinite Campus login information so that they are fully aware of their academic progress. They will be checking their grades frequently during their classes.

Planners

Students are responsible for keeping their assignments and deadlines organized. Using a planner is vital in ensuring success in classes throughout the school year by giving them a way to keep track of assignments, projects, and tests in all of your classes.

Practice (Homework)

Homework is extremely important. It helps students demonstrate responsibility, independence, and time management skills. Students should expect to have homework each evening. The amount of homework will depend upon the courses you are taking, specific units being covered, and your individual skill level.

In our experience, failure to complete homework is the most common way for students to put themselves at academic risk. It is vital that parents take the initiative to make sure that students are keeping up with their practice activities at home. At a minimum, parents should require their students to write down all practice assignments each day and check to see that these have been completed each evening. Homework will be assigned regularly, so if your child is frequently without homework, we suggest contacting his or her teacher. Teachers will also reach out to parents if their children frequently fail to complete homework.

You should expect that your child will be assigned practice homework nightly. In general, you can use the following guidelines to determine how much homework your child should have.

6th grade-Between 45 and 60 minutes

7th and 8th grade-60 minutes

Homework Tips for Students:

- Organize and write homework in a planner or on your device.
- Have all the materials you need.
- Set a regular time for homework and study.
- Eliminate distractions (i.e., television, radio, clutter, etc.)

- Ask for help! Let your teacher know when you experience difficulty completing assignments.
- Always pack your homework in your bookbag in the same place, and show up to class with it.
- Check Infinite Campus regularly as teachers post your homework completion and grades each week.

Cheating

Cheating is not acceptable as it does not show good character or meet the expectations we have of our students. Cheating includes not only copying another student's work, but also allowing another student to copy your work. It also includes plagiarizing someone else's work. Should a student be found cheating, a parent will be notified by the teacher and additional disciplinary action may follow.

Have Fun

Students spend a great deal of time at school. At PCS we believe that students deserve an educational experience that is fun and engaging.

Daily lessons

At PCS, we believe that learning should be an active process. Research indicates that we learn and retain only a small percentage of information that we hear. It also shows that the more actively engaged we are in the learning process, the more information we are capable of learning and retaining. Our teachers have taken this into account when designing their daily lessons. Lessons at PCS are designed to be comprehensive and incorporate all aspects of the learning process. So while there may be times when students need to take notes during a lecture, there will also be an equal number of times in which they will be engaged in hands on activities. Regardless of the format of the lesson, teachers have gone to great trouble to ensure that the content is engaging and fun for students.

Field Experiences

We believe that real life experiences are an essential piece to learning. Students will participate in a variety of field experiences throughout the school year. Some of these experiences are planned with the sole objective of having fun and building relationships with one another.

Advisory

Advisory is a mixed age class that occurs once a week on Wednesdays. This class was created so that students can build relationships with students in different grades as well as other adults that they may not interact with daily. Students are given a menu of class options in which they pick their top four choices. We ensure that they will be placed in one of their choices.

Policies

Dress Code

The Middle School Dress Code is as follows:

- Pants/Jumpers- Students may wear long pants, shorts, jumpers, or skirts. Khaki is the only color option for pants, shorts, and skirts. Jumpers may either be khaki or navy blue. Pants must be worn securely around the waist, and a belt is required. Shorts, skirts, and jumpers may not be any shorter than 4 inches above the top of the knee.
- Shirts- Navy blue collared shirts or navy blue PCS issued t-shirts (ie- Walk for Hope shirts) must be worn at all times at PCS. Shirts may be either long or short sleeved. Sleeveless shirts may not be worn. Shirts must be solid in color (no stripes, logos, checks, or decoration). Color options are as follows:
 - navy blue collared shirts or a white collared shirt underneath a navy blue sweater.
 - If an undershirt is worn underneath a collared shirt, it must be solid white, grey or navy blue in color.

Shirts should be tucked into the pants at all times.

- **If a shirt is not long enough to be tucked in, the student will be asked to not wear that shirt to school in the future.**
- Sweaters- Students may wear navy blue sweaters when it is cold. The material of the sweater may be knit or fleece and may be crew neck, v-neck, quarter zip/button, half zip/button, or full zip/button, but may not have a hood. A white or navy blue collared shirt or turtleneck must be worn underneath sweaters. Turtlenecks may not be worn without a sweater. 6th and 7th grade students may not wear ‘hoodies’. They also may not wear sweatshirts with the exception of PCS sweatshirts or PCS Team or Club sweatshirts. 8th grade students may wear “Class of...” shirts or ‘hoodies’.
- Hoodies and Jackets are not approved uniform apparel. Please see above for acceptable cold weather dress.
- Spirit Wear-On Fridays this year, students will be allowed to wear shirts and hoodies that have the PCS logo. Uniform pants are required on Spirit Days.
- Shoes- Students should wear shoes that do not leave marks on the gym floor on the days they have PE. If they choose to change shoes prior to and after PE class, they must do so within the time allotted before or after class. Students should wear their own, matching shoes at all times.
- Socks- Students must wear matching socks
- Leggings or tights must be solid in color: navy, tan, white, black or grey. Tights that have “see-through” mesh sides are not allowed.
- Jewelry- No excessive or distracting jewelry or accessories will be allowed.
- Gum- Students may not chew gum at any time while at PCS.

- Dress Down Days- Periodically, we allow the students to have dress down days when we relax the dress code. On those days, students are allowed to wear clothes that are school appropriate, with these guidelines:
 - **Dress so as to not disrupt the learning environment**
 - **No inappropriate messages/pictures/logos**
 - **Pants and shorts should be pulled up to the waist**
 - **Any suggestive clothing is not acceptable for school**

HATS AND SWEAT BANDS ARE NOT TO BE WORN IN THE SCHOOL BUILDING AT ANY TIME. THIS INCLUDES BEFORE, DURING OR AFTER SCHOOL. MAKEUP AND NAIL POLISH MUST BE IN GOOD TASTE AND FACE PAINT IS NOT ALLOWED.

***The PCS Administration has final authority in determining if a student's clothing is within the guidelines of the PCS Dress Code.**

At PCS, we believe that families choose to send their students to our school because of our high academic and personal standards. We believe that our dress code is a large component of our high expectations. As such, enforcing our dress code policy is a high priority. In general, students who violate the PCS dress code will be assigned a lunch detention. School administration reserves the right to issue whatever consequences they deem to be most appropriate:

*** If at any point a family requires assistance in the acquisition of clothing meeting the PCS Dress Code, they are encouraged to contact their child's grade level administrator. Clothing will be available through the nurse's office for emergencies only. Students do not have the option of getting clothing from the health center for dress code purposes.**

Attendance

It is the responsibility of the PCS staff to monitor excessive absences and tardiness per Missouri laws. The following policies pertain to excessive absences and tardies:

Absence

1. If it is determined that a student has reached **8 or more unexcused absences** at any time in a given school year, then a staff member will notify the parent/guardian by either a phone call or a letter detailing the amount of absences.
2. If a student reaches **12 or more unexcused absences** in a given school year, a final notice letter will be sent, detailing next steps if absences continue.
3. If a student reaches **15 or more unexcused absences** in a given school year, the family will be referred to St. Louis City Truancy Court and/or the Missouri Department of Social Services – Children's Division for further assistance.

To clarify further, if a child is absent due to illness, it does not excuse them from an absence, unless doctor notification is provided. Simply calling in and notifying our office that your child is ill, does not qualify as “excused”.

Tardy

1. Once a student accumulates in minutes tardy, the equivalent of **8 days’ worth** of absences, then a staff member will notify the parent/guardian with a letter detailing the amount of absences. (For example: 390 tardy minutes = 1 day of absence)
2. Once a student accumulates, in minutes tardy, the equivalent of **12 days’ worth** of absences, then the family will be referred to St. Louis City Truancy Court and/or the Missouri Department of Social Services – Children’s Division for further assistance.

Additional points:

- Absences due to a death in the family must be substantiated with documentation.
- **Absences due to vacation during the school year, will be counted just like any other UNexcused absence.**
- Half day school days that are missed will be considered a full-day absence.

We understand that families often have extenuating circumstances, but it’s vitally important that all our students are present daily and arrive on time at 8:25 a.m. Any time of arrival **after 8:30 a.m.** is considered tardy.

Lockers

All middle school students will be issued lockers at the beginning of the 2018-2019 school year. Therefore, we ask that students leave backpacks, personal items and all electronic devices (including cellular telephones) in their lockers. **If students choose to bring personal items to class, they run the risk of having these items confiscated by a teacher until a parent or guardian can come to school to retrieve them.** If a student must be reached for emergency purposes, please call the school’s main number at 645-9600 and someone will locate your child immediately. **Students are also expected to maintain organized and lockers and can lose locker privileges if they do not do so. At no time should a student give another student the combination to his or her locker.** The following policy governs all Premier Charter School lockers.

Lockers Are School Property

All lockers assigned to pupils are the property of Premier Charter School. At no time does the school relinquish its exclusive control of its lockers. The Head of School or her designee shall possess all locker combinations and assign them to students at the

beginning of each school year. All students are responsible for the cleanliness and upkeep of their lockers. If students damage or deface lockers, they will be responsible for restitution of the locker to its original condition. Failure to provide restitution for damaged or defaced lockers may result in the school's inability to release student records and transcripts until restitution is made.

Legitimate Use of Lockers

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils are solely responsible for the contents of their lockers and **should not share** their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the Head of School or her designee.

Search of Locker Contents

Searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensuring proper maintenance of school property, and providing greater safety and security for pupils and personnel. Accordingly, the Head of School or her designee retains the right to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. In the course of a locker search, the Head of School or her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

Seizure

When conducting locker searches, the Head of School or her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Missouri Safe Schools Act. Any items seized by the Head of School or her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a student shall be notified by the Head of School or her designee of items removed from the locker.

Chromebook Policy

The focus of the Chromebook Program at Premier Charter School is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology, including access to the Internet, be readily available and seamlessly integrated throughout the educational program. The primary learning tool of these 21st century students at PCS is the Chromebook, a web-oriented device that provides the opportunity to connect student learning to all the resources and information available online, anywhere at any time. The individual use of Chromebooks is a way to empower students to learn at their full potential, to communicate and collaborate on analytical thinking and problem solving, and to prepare them for the real world of college and the workplace.

The policies, procedures and information contained in this document apply to Chromebooks and all other technology devices used by students at Premier Charter School. The Chromebook and other school-issued devices and email/Google accounts are the property of Premier Charter School and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or gmail account. Supplied devices are an educational tool and not intended for activities such as gaming or social networking.

1. GENERAL INFORMATION/OVERVIEW OF PCS CHROMEBOOK USE

1.1 Originally Installed Software - GOOGLE APPS FOR EDUCATION (GAPE)

- All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. There is no need for virus protection with the Chrome OS. Chrome provides multiple layers of protection against viruses and malware, including data encryption and verified boot.
- Chromebooks seamlessly integrate with the Google Apps for Education (GAPE) suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, *Google Classroom* and Forms. The District will provide GAPE accounts for all teachers, students, and support staff. Grade level software apps are installed remotely onto Chromebooks and managed by PCS.
- Students will create and save their school-related files to Google Drive, which is stored in the cloud. Students can access their Google Drive not only from their Chromebook, but also from any computer or device that has Internet access. Students will understand that the Google Drive can be monitored by the district administration and should not contain personal files.

- Students are assigned a Premier Charter School (@stlpcs.org) email through GAFE that is managed by Premier Charter School. Students will be able to communicate with other students and staff within Premier Charter School with this email address.
- Email is monitored by PCS and is subject to filtering of inappropriate content. Students are expected to adhere to the rules and regulations for email use as outlined in this signed PCS policy.

1.2 Additional Software Apps and Extensions

- Chrome Web Apps are advanced websites that are similar to other types of programs that are installed on a computer. The main difference from other types of programs is that apps can be used within the web browser rather than being installed on the Chromebook. Some Web Apps (for example, Google Docs) will be available to use when the Chromebook is not connected to the Internet.
- Extensions and Add-Ons are custom features that you can add to Google Chrome to enhance the functionality of apps. PCS will install additional apps, extensions and add-ons as they are recommended and approved by teachers and site administrators for a particular course.

2. GENERAL INFORMATION/GETTING STARTED

2.1 Receiving Your Chromebook

Chromebooks will be distributed during selected dates at the beginning of the school year. Each student will receive an AC charger with their Chromebook as well as a protective cover.

2.2 Returning Your Chromebook

- **At the end of the school year, 8th grade students who have met academic and attendance requirements will be able to keep their Chromebooks. Attendance and academic requirements are as follows:**
 - Earn a minimum of 12 academic credits by the end of the school year. Students who attend summer school to earn additional credits will not be able to keep their Chromebooks.
 - Have a minimum school attendance rate of 90%. Please note: PCS tracks attendance by minute. This means that if students are tardy to school, tardy time accumulates and may result in additional absence days charged to students.

3. CHROMEBOOK CARE: PROTECTING & STORING YOUR CHROMEBOOK

Students are responsible for the general care of school-owned Chromebook. If a Chromebooks is broken, or fails to work properly, the student's teacher must first record this on the [Premier Charter School Chromebook Repair Form](#). The student will then leave the device in the appropriate home base Chromebook cart. The device will then be picked up by a PCS Technology Staff member for diagnosis. If a loaner Chromebook is needed, one may be issued to the student until their Chromebook can be repaired (subject to availability). Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damages or misuse.

3.1 General Care and Precautions

- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks should be kept away from food and drinks, small children, and pets.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc.
- Chromebooks should never be dropped from any height.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Premier Charter School.
- Chromebooks must never be left in any unsupervised area. Unsupervised areas include the school grounds, the lunchroom, bathrooms, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should be taken immediately to the closest PCS teacher or principal.

3.2 Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- For screen adjustment do not grasp screen by wrapping hand around screen; your thumbs can shatter the screen.

3.3 Carrying Chromebooks

- Never carry the Chromebook while the screen is open.
- Do not transport Chromebook with the power cord inserted.
- Always carry the Chromebook in a secure fashion.

3.4 Storing Your Chromebook

- Chromebooks should be stored safely at all times.
- Chromebooks should never be shoved into a locker, placed on the bottom of a pile or wedged into a book bag as this may break the screen.
- Never store your Chromebook in your carry case or backpack with the power cord inserted.

3.5 Asset Tags and Cases

- All Chromebooks will be labeled with a Premier Charter School asset tag. Chromebook asset tags are recorded and associated with student accounts. Chromebooks must have a PCS asset tag on them at all times.
- Asset tags and logos may not be modified or tampered with in any way. Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag or logo.

4. USING YOUR CHROMEBOOK

4.1 Student Responsibilities and Legal Propriety

- Bring your Chromebook to all of your classes, unless specifically instructed not to do so by your teacher.
- Follow each teacher's rules and expectations regarding Chromebook use in the classroom.
- Do not loan your Chromebook to anyone or leave it unattended.
- Do not change settings, remove identification tags or barcodes from school issued devices.
- Follow Internet safety guidelines.
- Keep personal information and identity secure and private. Never reveal your full name, phone number, home address, Social Security number, credit card numbers, passwords, or passwords of other people.
- Obey general school rules concerning behavior and communication that apply to technology use. Do not send anonymous or misleading communications for any purpose.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, and text.
- Use PCS network, services, devices or equipment in a manner that is not disruptive to others, such as disseminating inappropriate content, spam/viruses, transferring large amounts of data across the network, or attempting to hack into network/online systems. Do not attempt to bypass the PCS web filter, attempt to gain access, or use/change other student's accounts, files, or data.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the district.
- Students must not use the school's Internet/email accounts for financial or commercial gain, or for any illegal activity including , bullying, harassing, credit card fraud, electronic forgery or other forms of illegal behavior.

4.2 Photos, Screensavers, and Background photos

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Photos/videos require a large amount of storage space on the device. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

4.3 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should have their own personal set of headphones, which may be used in the classroom at the discretion of teachers.
- Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored. Students may be directed by school personnel to remove apps, music, videos if the storage of instructional materials is compromised.

5. SECURITY

5.1 Chromebook Security & Inspection

PCS uses a centralized Chromebook management system, which is utilized to change security settings, update software, add or remove applications, and monitor usage.

- Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.
- Any attempt to change the configuration settings of the Chromebook will result in an immediate disciplinary action.
- All activity on the Chromebook and school-issued email account is subject to search as school property.

5.2 Network Security

Premier Charter School will be responsible for providing network access and content filtering at school.

- Premier Charter School makes no guarantee that their network will be up and running 100% of the time. In the rare instances that the network is down, the Premier Charter School will not be responsible for lost or missing data.
- Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.
- The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by

the school *while on campus*. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

- Parents/guardians are responsible for filtering and monitoring student internet use when off campus and at home.
- Attempting to disable or bypass PCS Internet content filters, including using or attempting to use proxies to access sites that would otherwise be restricted, is not permitted and will result in disciplinary action. Student use of the Internet may be monitored at school.
- Restrictions on the network and computers will block certain functions. Any attempt to bypass these restrictions will be seen as a violation of the Premier Charter School and appropriate disciplinary action will be taken.

5.3 Privacy

- All files stored on the Premier Charter School network are the property of PCS and are subject to regular review and monitoring for responsible use. Internet history and email checks may occur at the discretion of Administration. *Students have no expectation of confidentiality or privacy with respect to the usage or content of a school-issued Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law.*

IMPORTANT REMINDER:

- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

6.0 REPAIRS, CLAIMS & FEES

6.1 Chromebook Repairs

- Teachers must immediately record all broken Chromebooks on the Premier Charter School Chromebook Repair Form and have the students place the device in their home base cart so it can be picked up and taken to the Technology Office. This includes but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of apps to launch, broken screens or keyboards, etc.
- If deemed necessary, a replacement will be issued if there is one available.
- If repair is needed due to abuse or neglect, there will be a fee for needed repairs (see below), not to exceed the replacement cost of the Chromebook. The school may also refuse to provide a loaner or reissue a Chromebook.

6.2 Fees/Fines

- Students are responsible for lost or damaged Chromebooks, accidental or otherwise.
- In the case of a lost Chromebook, students will be responsible for the full replacement cost.
- In the case of a damaged Chromebook, students will be responsible for the cost associated with the repair or replacement.

- Students who lose or damage a Chromebook will be loaned a replacement device until their device is repaired or replaced (if possible). Loaned computers must have hard cases on them at all times and be returned to their teacher prior to the end of class. Failure to do so may result in necessary fees associated with repairing or replacing the device
- Students who damage their school-issued hard cases must purchase a replacement hard-case from the school. All Chromebooks must have hard cases at all times.
- Students may also be assigned disciplinary action for misuse of their Chromebooks (see below)

APPENDIX A: ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, after school detentions, In School Suspensions, and Out of School Suspensions.

Examples of conduct warranting disciplinary action include, *but are not limited to* the following:

- Leaving Chromebook unattended or an unsupervised area
- Failure to utilize protective case
- Inadequate care for Chromebook, case, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of District Asset Tags
- Downloading inappropriate apps and media
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Loaning of student device to other students inside and outside of school
- Logging in under personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass PCS Network Security, including web and content filtering
- Attempting to gain access to other students accounts
- Illegal installation or transmission of copyrighted materials
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Accidentally or intentionally causing damage to another student's Chromebook or device

Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in the further disciplinary action, fees, and the loss of computer use privileges.

My signature below indicates I have reviewed and understand the PCS Chromebook Policy.

Students Name: _____

Homebase Teacher _____

Parent's Signature: _____

Bully Policy

Premier Charter School is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students or adults toward School personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. As such, bullying is prohibited on school property or at any school function. Bullying is the intentional, repeated action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals that causes a reasonable student to fear for his or her physical safety or property, substantially interferes with the educational performance, opportunities, or benefits of any student without exception, or substantially disrupts the orderly operation of the school.

Bullying occurs when a student:

§ Communicates with another by any means including telephone, wireless telephone or other wireless communication device, computer or pager, writing, cyberbullying including, but not limited to a message, text, sound, or image by means of an electronic device with the intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or

§ Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students or adults who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, conference with Teacher, parents contacted, conference with Administrator(s)/Principal(s), in-school suspension, out-of-school suspension, expulsion and law enforcement contacted. Retaliation against any person who reports an act of bullying is also prohibited and will be met with similar consequences.

Premier Charter School employees are required to report any instance of bullying of which the employee has first-hand knowledge within 2 days. Moreover, Premier Charter School will provide training for employees relative to enforcement of this policy.

Acts of bullying can be reported verbally or in writing to classroom teachers or can be reported directly to school principals or teacher leaders.

Within two school days of a report of an incident of bullying being received, the school

principal, or his or her designee, shall initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation and the investigation shall be completed within ten school days from the date of the report unless good cause exists to extend the investigation.

Premier Charter School will give annual notice of this policy to students, parents or guardians, and staff. Premier Charter School will provide education and information to students regarding bullying, including information regarding this policy, the harmful effects of bullying, and other applicable initiatives to address bullying including peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying. The administration of the school shall instruct its school counselors, social workers, mental health professionals and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects including but not limited to cultivating the student's self-worth and self-esteem, teaching the student to defend himself or herself assertively and effectively, helping the student develop social skills, or encouraging the student to develop an internal locus of control. The provisions of this paragraph shall not be construed to contradict or limit any other provision of this section. The administration of the school shall implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Sexual Harassment Policy

Included in this handbook is a copy of the Premier Charter School Sexual Harassment Policy. The following response procedures are recommended by the school in order to help stop the inappropriate behavior so that each person can operate freely within the school and feel unencumbered by unwelcome comments or gestures. Sexual harassment is a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him or her into sexual activity, and/or punishes his or her refusal. Sexual harassment may be manifested verbally, which includes, but is not limited to, touching, patting, pinching, brushing-up against another's body, physical assault, rape, or subtle pressure for sexual activity.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures,

- suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of sexual activities.

The accusation of sexual harassment is a serious one, and all cases will be given immediate individual attention with the strictest confidentiality imposed.

Informal Response

A. Any student who believes they have been sexually harassed should tell the offending party to stop. If this is not possible, if the behavior does not end, or if the offending behavior is sufficiently troubling, the student should bring their concern to a trusted adult member of the Premier Charter School Community (teacher, directors, Head of School, counselor, etc.) who will listen, act as a sounding board and explore possible choices to resolve the situation quickly.

B. The adult will consult with Premier Charter School's Head of School to determine what response, if any, is appropriate. The response will generally include meeting both parties, counseling, mediation, or any other measure appropriately addressing the student's concerns. The parents of the students involved will be contacted.

C. The Head of School will follow up with all appropriate parties to make sure that the situation has been corrected to prevent reoccurrence and to ensure that neither student is subjected to acts of retaliation. All students should take note that retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperation with an investigation of sexual harassment will not be tolerated.

Formal Response

A. If an informal resolution cannot be reached, if the alleged harassment has not stopped, or if the alleged incident is sufficiently serious to warrant formal proceedings in the first instance, the student or an adult acting on the student's behalf will initiate formal proceedings by submitting to the Head of School a written, signed, confidential complaint describing in detail the alleged incident(s) of harassment. The parents of the students involved will be notified of the complaint.

B. The accused, along with his/her parents, will be notified as soon as possible and given a copy of the report. The accused, along with his/her parents, will be required to provide a written, signed, confidential response to the Head of School within 48 hours.

C. Both the complainant and the accused will be offered psychological support by the school counselor.

D. The Head of School will gather facts, and conduct confidential interviews with the complainant, the accused, and all other individuals with information relevant to the charge. The Head of School will attempt to resolve the matter after the investigation and,

if it cannot be resolved, will either refer it to the PCS Board or refer the matter to fact-finding.

E. After the matter is resolved, the Head of School and counselor will follow up to make sure the situation has been corrected and to make sure that neither student is suffering any retaliation.

F. Parents of both students will be kept informed.

The Head of School will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the students at school. Ordinarily a reasonable effort will be made to notify the student's parents. If the interviewer raises a valid objection to the notification, parents will not be notified.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

Internet Policy

Overview

Premier Charter School intentions for publishing a Student Acceptable Use Policy are not to impose restrictions that are contrary to the school's established culture of openness, trust and integrity. Premier Charter School is committed to protecting the school's employees and students from illegal or damaging actions by individuals, either knowingly or unknowingly.

All related systems, including but not limited to email, Internet/Intranet, computer equipment, software, operating systems, storage media, network accounts are the property of Premier Charter School. These systems are to be used for school purposes in serving the interests of our students in the course of normal operations.

Effective security is a team effort involving the participation and support of every Premier Charter School student/guardian who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment and systems at Premier Charter School. These rules are in place to protect the all members associated with Premier Charter School. Inappropriate use exposes Premier Charter School to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to employees, students, guardians, temporaries, consultants and other workers at Premier Charter School, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Premier Charter School.

System and Network

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Premier Charter School.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Premier Charter School or the end user does not have an active license is strictly prohibited.
3. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
4. Providing information about, or lists of, Premier Charter School employees/students parties outside Premier Charter School.

E-mail

Premier Charter School is pleased to make e-mail access available to authorized employees. All communications and information transmitted, received, or archived in Premier Charter School computer system belongs to the school. The law gives administration the right to access and disclose all e-mail messages transmitted or received via the school's computer system.

Misuse and/or abuse of Premier Charter School electronic assets (spending productive time online, copying or downloading copyrighted materials, visiting inappropriate sites, sending inappropriate/abusive e-mail messages, etc.) will result in disciplinary action.

Internet/Intranet

The Internet service is provided to students via school personnel and is intended as an educational, school tool.

Downloading from the Internet is prohibited, unless it has been specifically authorized by the technical coordinator.

It is not permitted knowingly to access web sites with sexual or pornographic material, or those which promote or encourage racism or intolerance or any other objectionable material.

In order to enforce these policies, Internet usage may be monitored by administration, including retrieving and reading computer files, and monitoring of Internet traffic.

This policy is designed to protect Premier Charter School and our employees/students (volunteers) from new and emerging risks in accordance with best practices.

At no time is a student to use a teacher laptop or is a student to use a computer without proper supervision. Students must be supervised when using technology and stay within the internet parameters employees have deemed appropriate for the purpose of learning school-related curriculum. Printing of material must be previewed in its entirety by an employee from a "safe" site.

Employees/students/guardians should immediately notify their administrator of any violations of this policy.

If you have any questions about the above policies, address them to a school administrator before signing the following agreement.

I have read Premier Charter School's Student Acceptable Use Policy and agree to abide by it. I understand that violation of any of the above policies and procedures may result in disciplinary action, up to and including suspension or any consequence deemed appropriate.

Student Name: _____
(Please Print)

Student's Signature _____ Date: _____

Parent/Guardian Name: _____
(Please Print)

Parent/Guardian Signature _____
Date: _____

Welcome to Premier Charter School's Before and After Care Program

Welcome to the Before and After Care (BAC) Program for students attending Premier Charter School. Our Family Handbook is designed to familiarize you with the BAC Program's policies and procedures. Please review this handbook carefully, and if you have any questions about anything please feel free to reach out to Mr. Lydon the BAC Director. The procedures within this handbook are not to exclude or replace Premier Charter School's policies. BAC will update and amend its procedures and policies as situations warrant.

Mission Statement

Premier Charter School will provide the children of the city of St. Louis an individualized education rich in academics and character, so the children we serve today can be the leaders of tomorrow!

Vision of Premier Charter School

We are building a school where anything is possible for each and every student. It is our vision to create an academic environment where each child is educated according to his or her needs in order to reach academic success. Through building a community that works together to support each child holistically, we will build leaders that are strong in mind and in character. The students we serve today will be the spirit of St. Louis tomorrow.

Goals and Philosophy of the BAC Program

- Provide a safe, fun, enriching and well-supervised environment.
- Provide a character education-based program, emphasizing respect for self, others, property and personal responsibility.
- Provide a quality program which is complementary to the school experience.
- Provide an environment that is accepting of every child and is encouraging and welcoming of diversity.
- Have confidence in every child's needs.
- Provide an age-appropriate atmosphere and age-appropriate activities which stimulate and build skills in children socially, cognitively, emotionally, and physically.
- Establish and maintain an open line of communication between parents/guardians, children, and staff.
- Provide an environment which is inviting, comfortable, and attractive to the children, and is organized and manageable by the children.
- Build self-esteem by allowing the students the freedom to help chose and initiate activities and by teaching them to use their words to solve conflict.

Program Options

- ❖ Before and After Care programming: Rates are listed in this handbook and on the registration packet.
 - Before Care drop in \$5
 - Aftercare drop in \$15

- Students who are not enrolled in the Before Care or Aftercare Program are **ONLY** allowed 5 drop ins per program per school year.
 - **You MUST notify the following people by phone call or email ahead of time if you plan on using a drop in.**
 - Josh Lydon-BAC Director
 - Building Secretary
 - Teacher
- ❖ Half (½) day sessions on pre-scheduled release days. No additional charge if the monthly aftercare tuition has been paid. A \$25 Charge will be required if you normally only use before care or are not signed up for the AC program and need care on this early release day.
- ❖ There is no aftercare on the first day of school and last day of school
- ❖ Daily breakfast is included in the monthly payments for before care.
- ❖ Daily afternoon snack is included in the monthly payments for aftercare.

Registration

The registration form for the BAC Program is available on the Premier Charter School website at www.premiercharterschool.org or at the main offices. **The program is filled on a first come first serve basis.** Once you fill out your form and hand it in at the main office it will be time stamped. One of the BAC employees will notify you by phone as to your placement. Once these spaces are filled you will be placed on a waiting list.

Snow Days / Late Start

When school is canceled due to inclement weather, BAC will **NOT** operate programming. If an unscheduled early dismissal occurs due to inclement weather, BAC will **NOT** operate an afternoon program. We encourage all families to have alternate plans for childcare on severe weather days. If an unscheduled late start occurs for any reason, BAC will **NOT** operate the before care program.

Enrollment

Please be aware you will not be allowed to sign up for before or after care until the previous year's balance is in good standing.

If you have questions regarding this requirement or any outstanding balance, please contact Katie Lydon.

Please submit the following documents to complete the enrolment process:

1. A completed registration packet. (Can be found on the PCS website or in the offices.).
 - A signed BAC payment/financial agreement (found in the registration packet)
2. Once accepted, a signed family handbook acknowledgement form (found at the end of this handbook).
3. Any pertinent legal documents that the office/BAC staff may need to know.

Please note registration is considered complete when the payment/financial agreement is signed by the parent/guardian on file in the BAC office AND your previous year's balance is in good standing. **You will be notified by telephone/email if you are accepted into the BAC program or placed on the waitlist. Please allow one week for processing all paperwork and phone calls to be made.**

Please notify the BAC Director of any changes in your enrollment information such as address, phone numbers, or authorized pick-ups. Current and accurate information is for the safety of your child. Legal documents pertinent to your child's enrollment must be kept on file with the BAC Director and main office. The student's enrollment files will be retained and will remain the property of the BAC program.

Billing and Payment Information

The BAC program asks tuition be paid one month in advance of care. Cash, personal checks, money orders, credit or debit payments will be accepted. You can make credit/debit card payments toward your tuition by accessing your parent portal. The link to the parent portal can be found on the PCS website. If paying by check or money order please write your child's name in the memo section and payable to Premier Charter School (or PCS). If paying by cash please place it in an envelope with your child's name on the outside and BAC.

Please note registration is considered complete when the payment/financial agreement is signed by the parent/guardian on file in the BAC office. Upon request, billing information will be released to a child's parent/guardian unless legal documentation has indicated otherwise. If you have more than one child enrolled in the BAC program there is a 40% sibling discount.

A \$15 fee will be assessed for any returned checks. Should we receive more than **ONE** returned check towards your child's tuition we will no longer be able to accept checks for the remainder of the school year. We will require you to make payment with a money order, cash, or credit card for the rest of the school year.

Families must be within good standings from the previous school year to apply for the next school year. Families must not be more than three months behind in payments or it will result in removal from the BAC program. The students will be moved to the waiting list and have to wait until payments are caught up and a spot reopens.

The BAC monthly tuition will be as follows: You must select what your child will be registering for and this will be your child's monthly charge and schedule:

2018-2019 Before and After Care Billing Chart					
Full Time			Part Time (up to 3 days)		
Before Care Payment Options	Year (179days)	Monthly (10months)	P/T Before Care Payment Options (3Days)	Year (107days)	Monthly (10months)
Full	360.00	36.00	Full	220.00	22.00
Reduced Rates	250.00	25.00	Reduced Rates	180.00	18.00
Free Rates	110.00	11.00	Free Rates	100.00	10.00
BC Drop In Fee 5.00					
After Care Payment Options	Year (179days)	Monthly (10months)	P/T After Care Payment Options (3Days)	Year (107days)	Monthly (10months)
Full	1,430.00	143.00	Full	860.00	86.00
Reduced Rates	430.00	43.00	Reduced Rates	290.00	29.00

BAC Hours of Operation

Our BAC program operates from 6:15 a.m. until school begins, and from school dismissal until 6:00 pm on Monday-Friday. Aftercare closes at 4:00 pm on half days.

Scheduled half days of school

BAC will provide half day care at no additional cost to the monthly rate **provided you have paid for after care in your monthly tuition.** If half day care is needed pre-registration for this service will be required for all students not already signed up for the aftercare program to ensure the appropriate amount of staff is available. There will be a charge of \$25 and counted as a drop in. There are only 5 drops allowed per school year. **Please be aware there is no aftercare on the first day of school and the last day of school.**

***Note that a half day program ONLY operates on regularly scheduled half days. In the event school is dismissed early due to inclement weather, a water main break, power outage, etc. the aftercare program or regularly scheduled afternoon program will NOT operate. Please make sure alternate arrangements have been made for your child should a scheduled afternoon BAC program be cancelled due to an unscheduled early release.**

Admit/Release Policies and Authorized Pick-ups

- ❖ Children **MUST** be signed in and out of the BAC program every day by a parent or adult authorized pick-up with a full signature. Students utilizing the BAC program **MAY NOT** be dropped off outside the building and allowed to walk in to the building without an authorized adult, before school. There are no exceptions to this rule. This is a safety issue and a requirement from the State of Missouri.
- ❖ In the event of a parent's divorce or separation, we are required to release the child to either parent unless legal documentation states otherwise. Parents/guardians should submit to the director any pertinent legal documentation to prevent an unauthorized pickup by the non-custodial parent. Documentation must be kept in the student's file. This will be kept confidential and will be strictly enforced by the program. If a parent is not listed on the authorization pick-up list or authorized contact list in the school's database, the parent must demonstrate through legal documentation and state issued identification that he/she is the parent of the child being picked up.
- ❖ Students must report to aftercare immediately following the dismissal of school. If a student shows up to aftercare late without a pass he or she will not be admitted and a parent/guardian will be contacted for pick up. Persistent failure to arrive on time for after care could result in consequences including the possibility of suspension.
- ❖ Written authorization for pick-up does not supersede legal documentation; the legal documentation will be followed.
- ❖ An authorized pick-up must be of driving age and able to show a valid driver's license or photo ID.

- ❖ Our staff will ask for photo ID from anyone picking up a child in our program until they become familiar with that person.
- ❖ If an authorized pick-up or parent/guardian appears intoxicated or under the influence, the student(s) will not be released from the BAC program. Staff will work with the parent to help get other arrangements made.
- ❖ No staff member is allowed to sign your student in or out of the program. You must walk them in and out daily.
- ❖ Students in the BAC program will under no circumstances be released to any adult whose name has not been provided in writing. A parent/guardian may add names in writing to the authorized pick up list at any time. A parent/guardian may send a note to the staff to authorize a person to pick up, however the note must contain the parent/guardian's full signature.

Parents Sharing Joint Custody

If you share custody of your child(ren), please read the following information, and discuss with your coordinator if any of the issues outlined below apply to your situation. The BAC program strives to be sensitive to the needs of families and children in these situations while still providing the highest quality of care and safety for your child.

- The parent who registers their child for our BAC program assumes the responsibility for payment. The signed enrollment form and payment agreement clearly states that payment liability falls on the party who registers the child(ren).
- In the event that parents would like a shared payment plan, the BAC billing department can be notified as to which parent made the payments, stating "mom's portion" or "dad's portion" in the comment section. The parents assume the responsibility of timely payments for each account.
- **Please note that because your child's portal is visible to both parents, each will have access to the account information recorded on your child's portal.**

Early Drop-Off and Late Pick-Up Policy

The BAC program opens at 6:15 a.m. Children cannot be signed in to the before care program prior to 6:15 a.m. The aftercare program closes at 6:00 p.m. unless it is a half day which will then be 4:00 p.m. It is your responsibility to make other arrangements if you cannot pick up your child by these times. If your child is not picked up within 30 minutes of the site closing the Department of Social Services and police department will be notified for assistance in locating a child's parents/guardians. Students who are picked up late or dropped off early more than 3 times will be issued a 1-day suspension from the program.

***Frequent late pick-up or early drop-off (more than 5 times) will lead to the termination of your child's enrollment in the program.**

Dress Code

Students are to remain in the same dress code that PCS implements while in the Before and After Care program. Students are not allowed to change out of

dress code unless they are participating in a school sponsored activity that is taking place on campus.

Glasses

Students requiring glasses are responsible for them at all times. The BAC program cannot be held responsible for lost, stolen or damage to any glasses.

Medication Administration

***Please note a school nurse or medical personnel are only on site until 4:00 p.m.**

The BAC program requests that medication be administered by a parent / guardian before or after a child attends our program, or during school hours when a school nurse is available.

***The BAC program reserves the right to reject requests for administration of medication during BAC program hours.**

The parent / guardian of the student must assume responsibility for notifying the BAC staff and the BAC director in writing of any change in the student's health or change in medication. Children are not to keep medications, such as cough drops, vitamins or Tylenol, etc. in their book bags or lunch boxes.

If your child requires medication due to an injury, illness, allergic reaction, etc. the BAC director or a BAC staff member will make contact with a parent/guardian for approval. The parent/guardian will also be reminded when the child is picked up, what time the medication was given and which medication it was.

Illness and Injury

If an illness or an emergency does occur, based on the emergency contact information provided by the parent / guardian, we will call the parents / guardian first. We will attempt contact for the parent / guardian by using all numbers provided. If we are unable to reach the parent / guardian, we will continue to try the emergency contact numbers on your list until emergency contact has been reached. Please keep these emergency contacts up-to-date.

If a minor injury occurs, an injury notice will be given to the parent /guardian, **verbally**, the day it occurs explaining the basic first aid that was administered. Any serious injury or head injury will be reported to the parents / guardians immediately so the appropriate action may be taken. In a life-threatening emergency, 911 will be called and the child will be transported to the nearest medical facility. Parent / guardians will be notified immediately following all serious injuries and, in most cases, will make the decision regarding the need for medical intervention.

In accordance with the standing orders of the school designated licensed physician, parent /guardians will be notified for immediate pickup and their child will be sent home for the following conditions:

- Fever of 100 degrees or more. Children cannot return to the BAC program until he/she has been fever free for 24 hours without medication.
- Skin rashes of Unknown Origin or any rash accompanied by fever. Children cannot return to the BAC program until he or she has been symptom-free for 24 hours.
- Vomiting. Children cannot return to the BAC program until he or she has been symptom-free for 24 hours.
- Diarrhea. Children may not return to the BAC program until he or she has been symptom-free for 24 hours.
- Severe abdominal cramps.
- Possible fractures.
- Loss of consciousness.
- Streptococcal sore throat. Children cannot return to the BAC program until he / she has a minimum of 24 hours of antibiotics at home treatment before returning to school.
- Head lice. Children cannot return to the BAC program until a nurse has cleared the student to return to school.
- All serious injuries requiring a physician's evaluation.

If a BAC staff member should have to contact you due to any of the aforementioned symptoms, we ask that you pick up your child within 1 hour. For any of the above conditions, children will be readmitted to the BAC program once the child has been re- admitted to school.

Contagious or Infectious Disease

A student may not attend the BAC program while afflicted with any contagious or infectious disease, while liable to transmit such a disease after being exposed. Some more common contagious diseases are: Impetigo, head lice, roseola, scabies, measles, pinworms, ringworm, chicken pox, pink eye, and strep throat. When a child is known to have a communicable disease, all the parents/guardians will be notified, so that they can watch their child closely for symptoms.

Reporting and disease outbreak control measures will be implemented in accordance with federal and state laws and the Department of Health rules governing the control of communicable strains and other diseases dangerous to Public Health.

Behavior Management & Discipline

When a child is having a difficult time following directions or difficulties treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques may be as followed:

- Positive reinforcement: the child will be encouraged when he/she is demonstrating acceptable behavior.
- Redirection: the child is redirected to another activity and given an opportunity to try again at another time.
- Time away from problem causing activity: the child is separated from the problem causing activity for a child regulated amount of time; the child

can initiate, at any time, a conversation with staff to process the situation. This technique is used only when a child is exhibiting temper tantrum type behavior or could potentially hurt self, others, or equipment. When the child shows that she/he is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

- If needed, we will contact a parent/guardian so the child can converse with the parent/guardian on the phone. In the case of severe or persistent misbehavior, we may ask for a parent/guardian to pick up their child. If this occurs, the BAC program expects the child to be picked up within 30 minutes of contact.
- The BAC program will work closely with parents/guardians to support appropriate student behavior. If needed, the director of the BAC program may schedule a conference with the child, parent/guardian, in order to develop a support plan.

*****Persistent and/or severe misbehavior may result in suspension or permanent dismissal from the program.*****

*****The BAC program will not tolerate violent or hurtful behavior.*****

Toy /Valuables

Toys and other valuables may be brought to school at your own risk. The BAC program will NOT be responsible for a child's broken, lost or stolen items. If at any time the object from home starts to become a problem, it will be taken from your child and given back at pick up. If at any time these items from home cause a continued issue your child may be banned from bringing them at all.

Personal Technology Devices from Home

Cell phones, computers, tablets, hand-held games, and so on are brought at your own risk. If the device is lost, stolen or damaged BAC can NOT be held responsible. Students are not allowed at any time to take pictures or video. Students may only make phone calls with the permission of the BAC staff. At any time if the device is causing an issue with your child any BAC staff member may take away the device and it will be given back at pick up. If this continues to be a problem the student will not be allowed to bring the phone to the BAC program.

Snacks

The BAC program will provide an afternoon snack. If your student requires special dietary needs, you are responsible for packing your own snack for them.

Confidentiality

Information which concerns a BAC program student's physical, emotional, intellectual and/or social welfare will only be shared with the BAC staff who will be involved with the child, the student's family, and the child's teacher during the school day. We encourage parents/ guardians to inform staff of any information which would help us better meet your child's needs. We cannot withhold billing information or documents in a child's file from the child's parent, unless there is legal documentation on file that would authorize us from doing so.

Communication

It is our intent to maintain open lines of communication with the parent/guardians. We will keep you informed of upcoming activities through a posted flyer. Communication between BAC staff and parents/guardian is vital. We encourage you to communicate problems, concerns, daily information, and of course, compliments to your BAC director or other staff. We rely on parent/guardian communication with the BAC director as a source of accountability for the quality of our program.

Photographs and Videos

There are times that photographs or videos may be taken during program hours. If you do not wish to have your child included in these, please indicate on the acknowledgement form provided on the registration form.

Acknowledgement

(Turn this page into the BAC staff)

Child(ren)'s Name:

Please initial the following statements:

_____ I acknowledge that I have read and understand the information, procedures, and guidelines presented in the Premier Charter School BAC family handbook. By signing this acknowledgement page, I understand it is my responsibility to comply with all BAC procedures and guidelines.

_____ I understand I may contact the office or the BAC director if I have any questions or concerns regarding the BAC program.

Parent/guardian PRINTED Name:

Signature: _____ Date: _____
____/____/____

Students with Disabilities

For those students who have a disability certain accommodations to the Middle School Handbook may be appropriate. Those will be determined on an individual basis at the student's IEP or 504 meeting.

