



Elementary Student-Parent Handbook

Trained to Lead ♦ *Empowered to Serve*
2008-2009

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**STUDENT-PARENT HANDBOOK
2008 – 2009**

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Dear Parents and Students:

Welcome to the 2008-2009 school year!

Each member of the PS7 team (students, parents, and school staff) has made an informed Choice to be an integral part of our school. Each member has also made a Commitment to do whatever it takes to help all PS7 students to develop their academic and leadership skills.

We stand at a very special point in time. Educational research clearly states that ALL students, regardless of socio-economic status or ethnicity, can learn when provided with high expectations, rigorous standards, and exceptional teaching. There are NO EXCUSES for students, parents, teachers and school administrators! There are also No Shortcuts on the road to high achievement.

To meet this challenge, students, parents, educators and community members must work collaboratively. We must be able to rely on one another. Our relationships will grow stronger as we build trust and learn to value one another's unique skills and contributions. Ultimately, our relationships and efforts will yield outstanding results in student achievement.

PS7 has experienced a great deal of success in its first 5 years of operation. The relentless efforts of dedicated students, teachers, staff, and parents have made PS7 one of the highest performing elementary schools in the State. There is even greater excitement as we open the 2008-2009 school year.

PS7 has expanded its educational program to serve students in grades K-8. Our students in grades 6, 7 and 8 will be housed at Sac High. This strategic partnership with Sac High provides consistency for our students, which is a major factor in student achievement. Parental involvement is also a crucial component in creating a learning community that meets the safety and academic needs of all PS7 students.

Please read through this handbook carefully and keep it so that you may have it available for future reference. This handbook has been designed to communicate the basic policies that we all must follow to ensure that learning remains the focus of each minute of every day.

I look forward to working with you to prepare our students to become lifelong learners and leaders.

For the Children,

Herinder Pegany
Principal



Committed to Student Achievement

Vision

To create one of the finest urban Pre-K through 12 public school systems in America.

Mission

To graduate self-motivated, industrious, and critically-thinking leaders who are passionate about life-long learning and committed to serving others.

Five Pillars

1. High Expectations

St. HOPE Public Schools has high expectations for academic achievement and conduct that are clearly defined, measurable, and make no excuses based on the background of students. Students, parents, teachers, and staff create and reinforce a culture of achievement and support through a range of formal and informal rewards and consequences for academic performance and behavior.

2. Choice and Commitment

Students, their parents, and the staff of St. HOPE Public Schools choose to participate in the program. No one is assigned or forced to attend. Everyone must make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success.

3. More Time

St. HOPE Public Schools knows that there are no shortcuts when it comes to success in academics and life. With an extended school day, week, and year, students have more time in the classroom to acquire the academic knowledge and skills that prepare them for competitive colleges, as well as more opportunities to engage in diverse extracurricular experiences.

4. Focus on Results

St. HOPE Public Schools focuses relentlessly on high student performance through standardized tests and other objective measures. Just as there are no shortcuts, there are not exceptions. Students are expected to achieve a level of academic performance that will enable them to succeed in the nation's best colleges and the world beyond.

5. Power to Lead

St. HOPE Public Schools and PS7 train all students to become leaders and model leadership qualities through all staff members. Principals are given independent control of staffing and budget decisions. In addition to principals, staff members who demonstrate necessary leadership potential are given responsibility extending beyond a single classroom. Most importantly, students are given leadership development training and opportunities to practice leadership skills on a daily basis both inside and outside the classroom.

PARENT INVOLVEMENT

To put it simply, PS7 cannot provide a high-quality education without including the parent(s) of every student in the learning process. PS7 educators and parents cannot work in isolation of each other. In order for learning to take place for every student, there must be a continuum of instruction that lasts much longer than the time students are in school. By working together as trusted partners, parents and PS7 educators can create an educational experience for each student that allows learning to continue at home and beyond the classroom walls. Research states that...

- When parents are involved, students tend to achieve at higher levels in school, regardless of socioeconomic status, ethnic/racial background, or parents' education level.
- The more extensive the parent involvement, the higher the student achievement.
- When parents are involved in students' education, those students generally have higher grades and test scores, better attendance, and complete homework more consistently.
- Students whose parents are involved in their lives have higher graduation rates and greater enrollment rates in postsecondary education.
- In programs designed to involve parents in full partnerships, student achievement for disadvantaged children not only improves, but can also reach levels that are standard for middle-class children.
- If parents do not participate in school events, develop a working relationship with their children's educators, or keep up with what is happening in their children's school, their children are more likely to fall behind in academic performance.

Because of this overwhelming evidence, PS7 believes it is paramount to include parents in the learning process. Upon enrollment, PS7 parents sign a Commitment to Excellence Contract to provide 40 hours of voluntary service each year. PS7 also has a full-time Parent Liaison that coordinates parent communication, workshops, activities, and clubs, to educate, train, and empower parents to better support their PS7 student's pursuit of an excellent education.

Several of the activities that count as Parent Hours are listed below. See your parent passport for a complete list.

- Attending Student/Parent/Teacher Conferences and Parent Orientations
- Participating in Parent Events or Parent Group Meetings
- Buying food for parent events or for your child's classroom (\$5 = 1 hour)
- Completing at home projects for teacher or parent liaison
- Helping during after school Homework Hour
- Homework or Reading time at home with your kids
- Making or baking food for Classroom or Family Event
- Mentoring another PS7 Parent through the Parent Peer Leaders
- Morning greeting (2 mornings = 1 hour of credit)
- Set up/clean up for school events
- Tutoring
- Volunteering in your child's classroom

Parents who do not fulfill their 40 hour commitment during any PS7 academic year MUST complete any remaining portion of their 40 hours during the following school year and may cause their child to lose various PS7 privileges.

COMMITMENT TO EXCELLENCE CONTRACT

TEACHERS' COMMITMENT

We fully commit to PS7 in the following ways:

- We will arrive every day by 7:30 a.m.
- We will maintain professional standards for appearance and a positive attitude.
- We will always teach in the best way we know how, and we will do whatever it takes for our students to learn.
- We will work collaboratively with fellow teachers, our Principal and all support staff.
- We will always make ourselves available to students and parents, and listen to any concerns they might have.
- We will always protect the safety, interests and rights of all individuals in the classroom.

SIGNATURE

DATE

PARENTS'/GUARDIANS' COMMITMENT

We fully commit to PS7 in the following ways:

- We will make sure our child is in the classroom every day by 7:45 a.m.
- We will make arrangements so our child can remain at PS7 until his/her grade-level dismissal time.
- We will ensure that our child attends any required PS7 after school, intersession and/or summer school sessions.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. This also means we will check our child's homework every night, let him/her call the teacher if there is a problem with the homework, read with him/her every night, and provide 40 hours of approved family service.
- We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the PS7 office as soon as possible, and we will read carefully all the papers that the school sends home to us.
- We will allow our children to go on PS7 field lessons.
- We will make sure our child wears the PS7 uniform and follows the PS7 dress code.
- We understand that our child must follow the PS7 rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.
- We will always protect the safety, interests and rights of all individuals in the classroom.
Failure to adhere to these commitments can cause my child to lose various PS7 privileges, and can lead to my child returning to his/her home school.

SIGNATURE

DATE

STUDENTS' COMMITMENT

We fully commit to PS7 in the following ways:

- I will be in my classroom every day by 7:45 a.m.
- I will remain at PS7 until my grade-level dismissal time.
- I will attend any required PS7 after school, intersession and/or summer school sessions.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn. This also means that I will complete all my homework every night, I will call my teacher if I have a problem with the homework or a problem with coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to my parents, my teacher, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teacher or Principal and accept responsibility for my actions.
- I will always behave so as to protect the safety, interests and rights of all individuals in the classroom. This also means that I will always listen to all my PS7 teammates and give everyone my respect.
- I will wear a PS7 uniform and follow the PS7 dress code.
- I am responsible for my own behavior, and I will follow my teacher's directions.
Failure to adhere to these commitments can cause me to lose various PS7 privileges, and can lead to returning to my home school.

SIGNATURE

DATE



Principal: Herinder Pegany

Academic Calendar

Telephone: 916-649-7850

Email: info@ps7.org

Fax: 916-277-7039

Site: www.ps7.org

- August 6th** Opening Day
- September 1st** Labor Day Holiday
- Oct. 20 – Oct. 24** Student-Led Parent/Teacher Conferences
- Oct. 20 – Nov. 11** Fall Intersession
- Nov. 26 – Nov. 28** Thanksgiving Holidays
- Dec. 22 – Jan. 2** Winter Holidays
- January 19th** Dr. Martin Luther King, Jr. Day
- February 16th** Presidents Day
- Feb. 23 – Feb. 27** Student-Led Parent/Teacher Conferences
- Feb. 23 – Mar. 13** Spring Intersession
- March 30th** Cesar Chavez Day (Observed)
- May 4 – May 22** STAR Testing
- May 25th** Memorial Day
- June 18th** Last Day of School
- Jun. 15 – Jun. 19** Student-Led Parent/Teacher Conferences

2008

August						
S	M	T	W	R	F	S
					1	2
					8	9
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	R	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

School begins:
August 6, 2008

School ends:
June 18, 2009

October						
S	M	T	W	R	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2009

January						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*Shaded boxes indicate non-attendance days for students.

BELL SCHEDULE

KINDERGARTEN “Early Birds”

Activity	Begin	End	Instructional Minutes/Day	Instructional Minutes/Year
Breakfast (in class)	7:30 a.m.	7:55 a.m.		
Language Arts	8:00 a.m.	10:15 a.m.	135 minutes	
Recess/Snack	10:15 a.m.	10:35 a.m.		
Mathematics	10:40 a.m.	12:10 p.m.	110 minutes	
Lunch/P.E. (M – Th.)	12:10 p.m.	1:10 p.m.		
Lunch/Break (Friday)	12:10 p.m.	12:50 p.m.		
Science/Social Studies (M – Th.)	1:10 p.m.	2:10 p.m.	60 minutes	
Science/Social Studies (Friday)	12:50 p.m.	2:10 p.m.	80 minutes	
Study Hall/Homework Help	2:10 p.m.	2:40 p.m.	30 minutes	
Dismissal: <i>Students must be signed out by parent/guardian (or other authorized adult).</i>		2:45 p.m.		Total: 57,575 minutes

Minimum Instructional Minutes for Kindergarten = 36,000 minutes/year.

KINDERGARTEN “Later Gators”

Activity	Begin	End	Instructional Minutes/Day	Instructional Minutes/Year
Language Arts	8:45 a.m.	10:15 a.m.	90 minutes	
Recess/Snack	10:20 a.m.	10:35 a.m.		
Language Arts	10:40 a.m.	11:10 a.m.	30 minutes	
Mathematics	11:10 a.m.	12:10 p.m.	55 minutes	
Lunch/P.E. (M – Th.)	12:10 p.m.	1:10 p.m.		
Lunch/Break (Friday)	12:10 p.m.	12:50 p.m.		
Mathematics (M – Th.)	1:10 p.m.	2:10 p.m.	60 minutes	
Mathematics (Friday)	12:50 p.m.	2:10 p.m.	80 minutes	
Science/Social Studies	2:10 p.m.	3:10 p.m.	60 minutes	
Study Hall/Homework Help	3:10 p.m.	3:40 p.m.	30 minutes	
Dismissal: <i>Students must be signed out by parent/guardian (or other authorized adult).</i>		3:45 p.m.		Total: 57,575 minutes

Minimum Instructional Minutes for Kindergarten = 36,000 minutes/year.

BELL SCHEDULE

GRADE 1

<i>Activity</i>	<i>Begin</i>	<i>End</i>	<i>Instructional Minutes/Day</i>	<i>Instructional Minutes/Year</i>
Breakfast (in class)	7:30 a.m.	7:55 a.m.		
Language Arts	8:00 a.m.	10:15 a.m.	135 minutes	
Recess/Snack	10:15 a.m.	10:35 a.m.		
Language Arts	10:40 a.m.	11:05 a.m.	25 minutes	
Mathematics	11:05 a.m.	12:10 p.m.	65 minutes	
Lunch/PE (Monday-Thursday)	12:10 p.m.	1:10 p.m.	60 minutes	
Lunch (Friday)	12:10 p.m.	12:50 p.m.	40 minutes	
Mathematics (Monday-Thursday)	1:10 p.m.	2:10 p.m.	60 minutes	
Mathematics (Friday)	12:50 a.m.	2:10 p.m.	80 minutes	
Science/Social Studies	2:10 p.m.	3:10 p.m.	60 minutes	
Study Hall/Homework	3:10 p.m.	3:40 p.m.	30 minutes	
Dismissal: <i>Students must be signed out by parent/guardian (or other authorized adult).</i>		3:45 p.m.		Total: 66,325 minutes

Minimum Instructional Minutes for Grades 1 = 50,400 minutes/year.

GRADES 2 & 3

<i>Activity</i>	<i>Begin</i>	<i>End</i>	<i>Instructional Minutes/Day</i>	<i>Instructional Minutes/Year</i>
Breakfast (in class)	7:30 a.m.	7:55 a.m.		
Language Arts	8:00 a.m.	9:30 a.m.	90 minutes	
Recess	9:30 a.m.	9:50 a.m.		
Language Arts	9:55 a.m.	11:00 a.m.	65 minutes	
Lunch/PE (Monday-Thursday)	11:00 a.m.	12:00 p.m.		
Lunch (Friday)	11:00 a.m.	11:40 a.m.		
Mathematics (Monday-Thursday)	12:00 p.m.	2:00 p.m.	120 minutes	
Mathematics (Friday)	11:40 a.m.	2:00 p.m.	140 minutes	
Science/Social Studies	2:00 p.m.	3:10 p.m.	70 minutes	
Study Hall/Homework	3:10 p.m.	3:40 p.m. (Grade 2) 3:55 p.m. (Grade 3)	30 minutes 45 minutes	
Dismissal: <i>Students must be signed out in classroom by parent/guardian (or other authorized adult).</i>		3:45 p.m. (Grade 2) 4:00 p.m. (Grade 3)		66,325 minutes 67,375 minutes

Minimum Instructional Minutes for Grades 2 & 3 = 50,400 minutes/year.

BELL SCHEDULE

GRADES 4 & 5

<i>Activity</i>	<i>Begin</i>	<i>End</i>	<i>Instructional Minutes/Day</i>	<i>Instructional Minutes./Year</i>
Morning Work/Thinking Skills	7:30 a.m.	7:45 a.m.		
Breakfast	7:45 a.m.	8:00 a.m.		
Period 1	8:00 a.m.	10:00 a.m.	120 minutes	
Recess/Snack	10:00 a.m.	10:15 a.m.		
Period 2	10:20 a.m.	12:20 p.m.	120 minutes	
Period 3	12:25 p.m.	1:10 p.m.	35 minutes	
Lunch/P.E. (Monday – Thursday)	1:10 p.m.	2:10 p.m.		
Lunch (Friday)	1:10 p.m.	1:50 p.m.		
Period 3 (Monday – Thursday)	2:10 p.m.	3:30 p.m.	80 minutes	
Period 3 (Friday)	1:50 p.m.	3:30 p.m.	100 minutes	
Study Hall/Homework Help	3:30 p.m.	4:00 p.m.	30 minutes	
Dismissal: <i>Students must be signed out by parent/guardian (or other authorized adult).</i>		4:00 p.m.		Total: 68,075 minutes

Minimum Instructional Minutes for Grades 4 & 5 = 54,000 minutes/year.

STUDENT CONDUCT

PS7 has high standards for academic achievement and student conduct that are clearly defined, measurable and do not allow for excuses based on the background of students. Students are expected to be responsible for their own behavior. Clear and consistent rewards and consequences are strictly applied and enforced.

School administrators, teachers and staff will ensure that every student who wants to learn will be able to do so in a clean, safe and productive environment. In return, PS7 students are expected to work hard, have a nice or neutral attitude, and treat classmates, staff, visitors, and property with kindness, courtesy and respect.

NON-NEGOTIABLE EXPECTATIONS

1. Adherence to the PS7 Commitment to Excellence Contract.
2. School Rules
 - LISTEN: One person speaks at a time during instructional time. Be on-task at **all** times during class. While **anyone** is speaking, students will always have their eyes, ears, and brains focused on that person. At PS7 this is referred to as “SLANTing” and “tracking” the speaker.
 - RESPECT: Be nice. Students must respect themselves, their teachers, fellow students, as well as school and personal property.
 - WORK HARD: Learning is hard work. It can also be fun and rewarding. There are no excuses for not working hard by giving your best effort at all times.

ADDITIONAL GUIDELINES

1. Golden Rule: Treat others like you want others to treat you.
2. Be organized and prepared for **all** classes. Work should always be completed on time and presented neatly. Finally, all papers should be kept neatly in binders and folders.
3. Respond appropriately to all questions. Non-verbal actions matter.
4. Do the right thing without being told. *“Assign Yourself.”*

INTERNET: Terms and Conditions

1. Acceptable Use – The use of computing devices with internet access must be in support of education and research and consistent with education objectives of your school or department.
2. Unacceptable Use – Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission reception or web search of pornographic material is expressly prohibited and will result in the cancellation of all information technology access and privileges.
3. Privileges – The use of information technology is a privilege and unacceptable use will result in cancellation of those privileges.

4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited) to the following:
 - Be polite
 - Use appropriate language
 - Share resources
 - Do not reveal personal information (address, phone numbers, or email)
5. Use of any information obtained via the INTERNET is at the students' own risk.
6. Security – Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem, notify Information Systems at info@ps7.org or 916-649-7850. Do not use another individual's account without written permission from that individual. Attempts to login to any network server as a system administrator will result in cancellation of user privileges.
7. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware, network or any of the above listed agencies or other networks that are connected to the INTERNET. This includes, but is not limited to, the uploading or creation of computer viruses or installation of software on school computers by students.

PERSONAL BELONGINGS

Students are not allowed to have the following items at school:

- Weapons or Toy Weapons
- Soda
- Candy, Gum or Sunflower Seeds
- GameBoys or any other electronic toys
- Cash in excess amounts
- Lasers
- Sunglasses
- Denim clothing of any kind
- Any article of clothing with red or blue colors other than St. HOPE Apparel*
- Any illegal substance
- Toys, stuffed animals or dolls
- Radio, MP3 Player, iPod, etc.
- Beepers
- Cellular Telephones
- Vulgar stickers and logos
- Inappropriate Magazines or Books
- Non-waterproof hooded clothing

Consequences for bringing prohibited items to school:

1. The first time a prohibited item is brought to school it will be confiscated and returned only to a parent or legal guardian.
2. The second time a prohibited item is brought to school it will remain in the possession of the school until the end of the current trimester.
3. The third time a prohibited item is brought to school it will remain in the possession of the school until the end of the school year.

(These consequences refer to prohibited items per student, not the same item multiple times).

If parents choose to have their student carry a cellular telephone to and from school for safety purposes, the student must check in daily the telephone with a PS7 Elementary School administrator. The student may check out the telephone at the end of the day.

PLAYGROUND AND EQUIPMENT RULES

General Rules:

1. Respect the authority of playground teachers and field supervisors.
2. Play within the designated playground boundaries that are supervised.
3. Participate in acceptable and safe school activities or games.
4. Tag, football, keep away, and dodge ball games are not allowed, except under teacher supervision.
5. Slide down the slide in sitting position with feet forward only. Do not walk up the slide. No more than one person sliding down the slide at a time.
6. Do not hang out in the restrooms or run around the hallway areas.
7. Yard supervisors will not get balls or other items that have been kicked or thrown over the fence or on the roof of the school during recess.
8. Food or snacks are not allowed on the playground or on the field.

Play Equipment and Area:

1. Use two hands on bars at all times (No cherry drops, or chicken fights).
2. One student on a bar at one time. Do not block a student from crossing.
3. No jumping from the top of any structure.
4. Slide down the slide in sitting position with feet forward only. Go down on your bottom only and do not walk up a slide.
5. Do not hang from trees.
6. Never throw bark or sawdust or dig a hole in the bark or sawdust.
7. Grades 2 – 5 are not allowed to use the playground equipment when K – 1 grade levels are using the equipment. (This equipment includes but not limited to the following: slides, swings, bars and bridge).
8. No hard balls allowed on the playground.

Grass or Field Area:

1. Tag, football, keep away, and dodge ball games are not allowed, except under direct teacher supervision.
2. Do not hang or pull tree limbs or their leaves. Do not go near the fence area and hand or climbs on fence.
3. Do not pick, eat or gather flowers, sticks or leaves from the neighbor's side of fence.

Blacktop:

1. No food or drinks.
2. No football on the blacktop. Football is only allowed on the field with teacher or yard duty supervision.

DRESS CODE

PS7 believes that a student's appearance has an impact on his or her attitude and behavior. Respect for the school community and for the students themselves is evidenced by dressing appropriately. PS7 students will adhere to a dress code that enhances the educational environment at all times.

1. Students are to wear a PS7 uniform everyday, Monday through Friday, during off-campus school functions, as well as during Intersession and summer sessions, unless otherwise specified.
2. The PS7 uniform consists of the following clothing:
 - a. Red or Navy blue polo shirt (white polo shirts are not part of the uniform).
 - b. White, button up dress shirt or blouse.
 - c. Red tie.
 - d. Navy blue blazer, which may be worn when the weather is cooler, or for special occasions. (ie. picture day)
 - e. Khaki pants, shorts, skirt, or skorts.
3. All shirts must be tucked in unless otherwise specified (i.e. PE).

4. Students may not wear inappropriately tight or short shirts, pants, shorts, skirts, or skorts. If a student violates this rule, they must wear a loaner uniform article from the Dean's office.
5. All pants must fit around the natural waist.
6. Black or brown belts must be worn through all belt loops and may not cause a distraction to learning.
7. Pants may not be excessively baggy and may not cover the shoes.
8. All pants, shorts, skirts, and skorts must have a hem at the bottom (no cut-offs).
9. Students may not wear sleeveless or cut-off shirts, blouses, or dresses.
10. Students may not wear any type of non-waterproof hooded sweatshirts or jackets.
11. Hair must be worn neatly, and without designs. Students may not wear hats, caps, "do" rags, bandanas, or other head coverings at school, unless deemed appropriate. For students with a religious requirement for wearing head covering, this will be discussed on a case-by-case basis.
12. Cornrows or braids are not allowed for male students. Designs, lines, colored, or bleached hair is not permitted for any student.
13. For safety reasons, the following jewelry will not be permitted at PS7: chains, chokers, multiple-finger rings, toe rings, and large dangling earrings (larger than 1 inch).
14. Students may not wear multiple bracelets. (Two maximum, one per wrist.)
15. Students may not pierce any body parts other than their ears. Male students are not permitted to wear earrings.
16. Students may not wear make-up with color.
17. Students may not wear artificial nails. Students are not allowed to paint their nails.
18. Students may not wear perfume/cologne/spray-on deodorant
19. Any item of clothing, accessory, or personal belonging deemed to be a distraction to the learning environment will not be allowed.

PS7 is a Uniform School. If a child is not wearing a uniform, the following may be expected:

1. A phone call will be made to the parent/guardian requesting they bring a change of clothes.
2. If no clothes can be provided the student will be given "loaner" uniform from the clothes closet.
3. If 2 or more uniform violations occur throughout the year, students may be given consequences deemed necessary by the Dean of Students or another administrator.

ATTENDANCE

PS7 students in grades K-5 will be in class by 7:45 a.m. every day (Monday – Friday), and remain at school until grade-level dismissal. "Later Gators" Kindergarten students must be in their classroom by 8:45 a.m. Please see the PS7 Bell Schedule for complete details. On specific days when dismissal times will change families will be given written notice of the adjusted time.

If a student is expected to be absent, parents/guardians must contact their student's teacher and the PS7 office (649-7850) by phone the night before the day of the expected absence. If a student becomes sick in the morning, the parents/guardians must contact the PS7 office by 7:30 a.m. If a student is not in the classroom and the school has not been notified that he or she will be absent, his or her parent or guardian will be called as soon as possible.

Upon the student's return to school, whether it is the next day or on an ensuing day, the student is expected to bring a signed note from the parent/guardian or the physician who treated the student, which includes the date or time and a reason for the absence. The PS7 attendance administrator will make approval of absences.

All missed work due to an excused or unexcused absence(s) must be completed. All work needing completion or correction must be fixed. Work can increase. It is the student's responsibility to consult with each of his/her teachers to make sure she/he is aware of all assignments. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

Students with excessive missing assignments, due to absences or other circumstances, may be required to stay at school until all missed work is completed.

Since absences negatively affect academic achievement, repeated absences shall be reflected in the student's grades. After 2 unexcused absences or 2 instances of tardiness, the Principal, Lead Teacher, or Dean of Students, student, and parent or guardian will meet to address the issue. A student may be retained if they obtain 10 or more unexcused absences. A meeting of the PS7 parent liaison and the Student Attendance Review Team will be convened to assist parents and students who have persistent attendance or tardiness problems.

Absences

School funding is based on attendance, so accurate record keeping and state law requires parent confirmation of the reasons for the absences. If your child is ill, it is best for him/her to stay home to get the care needed and prevent the exposure of illness of others. If for any reason your child is absent from school, please call the school office/or send a note indicating the reason. The note should state the reason and the dates of absence. State law permits absences for the following reasons:

1. Illness
2. Quarantine, as directed by the Health Department
3. Medical, dental or eye services rendered
4. Attendance at the funeral of an immediate family member.

Tardiness

Parents and Guardians will be prompt when bringing their child to school or to other PS7 functions. Repeated tardiness can lead to the consequences listed in the above section on attendance due to the missed learning time.

Daily Dismissal

Parents and Guardians will be prompt when picking their children up from PS7 or PS7 functions. Families picking their children up more than 15 minutes after dismissal may be charged up to \$2 per minute due to the inconvenience for staff.

TELEPHONE USE

Students may not use any school phone or staff cellular phone without permission from a staff member. Students will only be allowed to use the phone when deemed necessary by a staff member. A teacher or staff member must be present at the time of the call. At times, the teacher will dial the number for a student. Students who use a phone without permission from a teacher will be subject to appropriate consequences.

HUMAN RIGHTS POLICY

PS7 brings together a diverse group of individuals. We are guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on ethnic origin, race, color, religion, sex, ancestry, nationality, sexual orientation, age or physical/mental disability. PS7 wishes to stress that it is the responsibility of every member of the PS7 community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the PS7 community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, expulsion.

DISCIPLINARY PROCEDURES

PS7 students are responsible for their actions and are expected to adhere to the PS7 Commitment to Excellence Contract and school rules and policies. If a student is in violation of a school rule or policy, a teacher or staff member will refer him/her to the Dean of Students or appropriate administrator to determine the consequences based on the type and severity of the violation.

POTENTIAL CONSEQUENCES FOR NOT ADHERING TO THE PS7 COMMITMENT TO EXCELLENCE CONTRACT OR SCHOOL RULES:

1st Violation

- Student receives verbal warning. Teacher will talk to student about inappropriate behavior, clearly state school/classroom expectations, and redirect student to focus on learning.

2nd Violation

- Student is sent to the “Bench” and parent/guardian will be notified by telephone or in writing as soon as possible.
- Loss of Privileges (school and/or home)
 - Classroom Job
 - Field Lesson(s)
 - Elective activity
 - Lunch with their peers
 - Deduction from “Choices Sheet,” Daily Salary/Paycheck, or other behavior management system
 - Student may also be asked to complete:
 - Letter of Apology
 - Verbal Apology
 - Reflection Journal

3rd Violation

- Referral to Dean of Students
 - Community Service (school or classroom clean up)
 - Saturday School (begins at assigned time and may include exercise)
 - Conference with Student and Family
 - Parent(s)/guardian(s), student and staff member(s) meet to discuss student misconduct and come up with best solution(s) to resolve the problem.
 - Suspension
 - Student Success Team meeting
 - Intervention Plan

Students who choose to use profanity, and/or vandalize school or personal property will be immediately referred to the Dean of Students and removed from the classroom.

Fighting: The first time a student chooses to fight the student will be immediately referred to the Dean of Students and suspended from classes for a minimum of the remainder of the day and the next day. The second time a student chooses to fight, the student may be returned to their home school. The following definition will be used to classify fighting at PS7:

Caused, attempted to cause, or threatened to cause physical injury to another person [Ed. Code 48900 (a) (1)] or willfully used force or violence upon another person, except in self-defense [Ed. Code 48900 (a) (2)].

Continued student misconduct and/or disruption to the PS7 educational program will lead to a referral to the Principal or appropriate administrator and the dismissal of the student from PS7 for violation of the Commitment to Excellence Contract and/or the School Rules.

THE BENCH

The “BENCH” is one of the consequences for not adhering to PS7 expectations and the Commitment to Excellence Contract. The Bench means that the student must work in isolation in the classroom. Instead of sitting with the group, he/she sits apart from the other students. During their time on the Bench, students re-learn the expectations of each member of PS7, and the value of making good choices.

This consequence ends when the teacher(s) see improvement in student conduct (listening, following directions, respect for self and others, completion of all assigned work). Although, the student is on the Bench, he/she still receives all instruction and is expected to complete the same class work and homework, but the student works alone. Furthermore, a student on the Bench:

- Eats at a separate table or room at lunch and breakfast
- Must ask to go to the bathroom at a set time in the morning and afternoon
- Walks in the back of lines
- Loses other PS7 privileges

Students on the BENCH must ask permission from the teacher to enter and leave a classroom. This enables the teachers to more effectively monitor their actions and provide a re-focus at the beginning of every class period. Benched students are excluded from certain field lessons and other PS7 privileges.

There are two (2) reasons for the existence of the Bench. First, this consequence reinforces the basic reward and punishment system of PS7 and life in general: good things happen when an individual makes right choices and bad things happen when an individual makes poor choices.

Second, PS7 places a high value on the concept of TEAM. Students are expected to contribute to the team of students and teachers by respecting others and doing their share of the work. The Bench is a consequence where all the benefits of the TEAM are taken away and thus, the student comes to value the advantages of being a member of the PS7 TEAM.

SUSPENSION AND EXPULSION PROCEDURES

PS7 believes that one of the major functions of education is the preparation of youth for responsible citizenship. PS7 shall foster a learning environment that reinforces self-discipline and the acceptance of personal responsibility. In addition, PS7 shall work with students and families to provide a safe school environment that provides students with the opportunity to have a quality education. Students at PS7 are expected to practice the philosophy of “Discipline yourself so others will not have to.”

To maintain an environment that will prepare PS7 students for responsible citizenship, SHPS has adopted and developed policies and procedures identified below. These policies and procedures are outlined to give PS7 teachers and administrators guidelines with disciplinary issues, and to give parents a clear set of expectations regarding student behavior, as well as an understanding of the consequences of misconduct.

SHPS’ suspension and expulsion policies and procedures comply with the California Education Code. Suspension and Expulsion policies and procedures will be enforced fairly, uniformly, and consistently without regard to race, creed, color, sex, or any other prohibited classification.

Suspension

Suspension is the temporary removal of a student from class instruction for disciplinary reasons. A suspension does not mean:

- Reassignment to another class at the same school where the student will receive continuing instruction for the school day.
- Referral to an advisor assigned that role by the Principal.

While on suspension from school, the student is not to loiter on or about school grounds at any time, nor to attend any PS7 activity at any time during the suspension. Violation may result in further disciplinary action.

Except in cases where suspension for a first offense is warranted in accordance with the California and Federal law, PS7 will consider suspension from school only when other means of disciplinary action have not been successful or where the student's presence would constitute a danger to others, property, and/or seriously disrupt the educational process.

Authority to Suspend

1. A Teacher may suspend a student only from his/her classroom for the current day, plus the following school day.
2. The Principal or his/her designee may suspend a student from class, the After School program, Electives, or the school campus for a period not to exceed five school days.
3. The Superintendent or his/her designee may extend suspension pending final decision by the Principal and the Executive Committee of the St. HOPE Public Schools Board regarding expulsion.
4. A Special Education student being considered for expulsion may be suspended for ten (10) days pending assessment and an IEP Team meeting. The Principal and the School Board may also extend the suspension pending final decision.

A student may be suspended or expelled for acts that are listed in this section and related to school activities or attendance that occur at any time, including, but not limited to any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off campus
- During a school sponsored activity
- While going to or coming from a school activity

Grounds for Suspension and Expulsion

The following is a list of grounds for suspension and expulsion:

Physical Injury: Caused, attempted to cause, or threatened to cause physical injury to another person [Ed. Code 48900 (a) (1)] or willfully used force or violence upon another person, except in self-defense [Ed. Code 48900 (a) (2)]. Notification to police required for students in grades K – 12.

Weapons, Explosives, Dangerous Objects: Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object(s) [Ed. Code 48900 (b)] Notification to police required for students in grades K – 12.

Controlled Substances/ Alcohol: Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind [Ed. Code 48900 (c)]. Notification to police required for students in grades K – 12.

Substances in Lieu of Controlled Substances: Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant [Ed. Code 48900 (d)]. Notification to police required for students in grades K – 12.

Robbery or Extortion: Committed or attempted to commit robbery or extortion. [Ed. Code 48900 (e)] Notification to police required for students in grades K – 12.

Damage to Property: Caused or attempted to cause damage to school property or private property [Ed. Code 48900 (f)]. Notification to police required for students in grades K – 12.

Theft of Property: Stole or attempted to steal school property or private property [Ed. Code 48900 (g)]. Notification to police required for students in grades K – 12.

Tobacco: Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to: cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. [Ed Code 48900 (h)]

Obscenity/Profanity: Committed an obscene act or engaged in habitual profanity or vulgarity [Ed. Code 48900 (i)].

Drug Paraphernalia: Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code [Ed. Code 48900 (j)]. Notification to police required for students in grades K – 12.

Disruption/Defiance: Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school personnel engaged in the performance of their duties [Ed. Code 48900 (k)].

Receipt of Stolen Property: Knowingly received stolen school property or private property Ed. Code 48900 (l)]. Notification to police required for students in grades 4 – 12.

Imitation Firearm: Possessed an imitation firearm [Ed. Code 48900 (m)] Notification to police required for students in grades 4 – 12.

Sexual Assault/Sexual Battery: Committed or attempted to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code [Ed. Code 48900 (n)]. Notification to police required for students in grades 4 – 12.

Definition of Sexual Assault – includes rape, various types of sexual abuse, and lewd and lascivious conduct. (Penal Code Sections 261, 266c, 286, 288, 288a, 289)

Definition of Sexual Battery – the touching of an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse. (Penal Code Section 243.4)

Harassment of Witness: Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both [Ed. Code 48900 (o)].

Sexual Harassment: Committed sexual harassment (Ed. Code 48900.2)

Definition of Sexual Harassment – an act which, upon review of a reasonable person of the same gender as the victim, is determined to be sufficiently severe or pervasive so as to cause negative impact on one’s academic performance or to create an intimidating, hostile or offensive education environment. Notification to police required for students in grades 4 – 12.

Limitation: Sexual harassment must be unwelcome by the recipient in order to constitute a violation of Education Code 48900.2.

Limitation: Only students in grades 4 –12 are subject to suspension for sexual harassment.

Hate Violence: Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (Ed. Code 48900.3). Notification to police required for students in grades K – 12.

Definition of Hate Violence: the use of force or threat of force to intimidate a person in the exercise of a constitutional or statutory right, or damage or destruction of property for the purpose of intimidating or interfering with a person because of that individual’s “race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.”

Intentional Harassment: Created a hostile educational environment (Ed. Code 48900.4)

Definition of Intentional Harassment: engaging in harassment, threats or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting a classroom, creating substantial disorder, and invading the rights of the students or group of students by creating an intimidating or hostile education environment.

Terroristic Threats Against School Officials and/or Property: Committed a terroristic threat against school officials, school property or both (Ed. Code 48900.7)

Definition of Terroristic Threat: includes any statement, whether written or oral, by a person who willfully threatens to commit a crime resulting in:

- Death
- Great bodily injury to another person
- Property damage in excess of \$1,000.00
- The specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, it is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his/her safety, immediate family’s safety, the protection of school property and/or personal property of the person threatened or of his/her immediate family.

Electronic Signaling Device: Possessed electronic signaling device, including cell phones and pagers, while on school grounds, while attending school sponsored activities, or while under the supervision and control of school employees. (Ed. Code 48901.5)

Hazing: Engaged in hazing activities or any act that causes or is likely to cause personal humiliation or disgrace (Ed. Code 32050-32052)

Vandalism/Malicious Mischief: Defaced, damaged or destroyed any school property including, books, supplies of all kinds, equipment, buildings and grounds.

NOTE: Parents can be held financially liable for damages up to \$10,500 and shall also be liable for the amount of any reward not exceeding \$10,500 pursuant to Section 53069.5 of the Government Code (Ed. Code 48904).

Procedures in Cases Requiring Suspension

1. The Principal, Lead Teacher, Dean of Students, or Teacher investigates the incident and determines whether or not it merits suspension.
2. The Principal, Lead Teacher, or Dean of Students, determines the appropriate length of the suspension (up to five school days).
3. The Principal, Lead Teacher, or Dean of Students will meet with the student and parent(s) notifying them of the suspension and listing the reasons why.
4. The Principal or Assistant Principal will determine whether the offense warrants a police report.

Expulsion

1. A meeting between the Principal and the student's parents/guardians will be held within five days of the student's suspension to determine whether to extend the student's suspension pending an expulsion hearing. A notice is sent to the student and parent(s) notifying them of the recommendation for expulsion and listing the reasons why.
2. A hearing is then scheduled before the SHPS Discipline Administrative Panel. The student's parents/guardians will be provided at least ten (10) days notice of the hearing as well as the opportunity to review the evidence to be provided at the hearing. (PS7 will follow all due process procedures for Special Education students as listed in the Education Code.)
3. Based on the evidence and findings resulting from the hearing, the Discipline Administrative Panel may recommend in writing that the student be expelled from the educational program at PS7 to the Executive Committee of the SHPS Board of Directors.
4. The Executive Committee will meet in closed session to determine whether to adopt, decline or modify the Panel's recommendation for expulsion.
5. If the Executive Committee decides to adopt the Panel's written recommendation for expulsion, the student and his/her parents/guardians may appeal that decision to the Sacramento County Office of Education within 30 days of the Executive Committee's decision.

ABUSE

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment *immediately* when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

ACADEMIC INFORMATION

The PS7 curriculum is driven by clear content and performance standards for what students should know and be able to do. For each grade level, standards are based on California state-adopted content standards. Teachers will use regularly scheduled assessments to measure how well students are mastering the standards.

PS7 uses knowledge about student skills to shape whole-class instruction, small-group work, and one-to-one tutoring. Using individual student data, instruction can be targeted to better meet individual student needs. Teachers do not simply work to get through a textbook; rather, they diagnose student skills and needs in order to target instruction appropriately and maximize student achievement.

Teachers will give students and parents/guardians on-going feedback about student performance. Teachers will send assessments and progress reports home to be signed consistently throughout the year, as well as class and homework for parents/guardians to sign. Teachers will contact parents/guardians if they see a slip in academic performance, students performing below their potential, or a skill that needs extra practice at school and/or home.

Report cards will be sent home at the end of each trimester and all students will have three student-led parent teacher conferences. Parents/guardians will also get feedback about student performance throughout the year.

MEASUREMENT OF STUDENT PERFORMANCE

Student grades will be based on three (3) areas of development: Academics, Attendance and Leadership.

1. **Academics (0-4 grade points)**

Student performance on specific academic standards will be assessed through multiple measures, including but not limited to criterion-referenced tests, portfolios, and rubrics.

Performance Level	Grade Points	Assessment Average
Advanced	4	95 – 100%
Proficient/Advanced	3	90% - 94%
Proficient	2	80 – 89%
Basic	1	75 - 79%

2. **Attendance (0-3 grade points)**

Students can earn 1 grade point for each of the following areas of Attendance:

- *Presence*: daily attendance in class, with no unexcused absences.
- *Punctuality*: coming to school on time (no tardiness) for the trimester.
- *Participation*: active participation in the classroom.

3) **Leadership (0-3 grade points)**

Students can earn 1 grade point in each of the following areas of Leadership.

- *Citizenship*: acceptable behavior for the trimester.
- *Character*: effort and determination to meet academic and behavior goals (individual and school-wide).
- *Service*: participation in and completion of community-based service learning projects.

GRADING AND REPORT CARDS

The school year is divided into three grading periods (trimesters). The trimesters are long enough (approximately 12 weeks) to allow students multiple opportunities to demonstrate mastery of specific skills. At the end of each trimester, students will receive **OVERALL** grades in each of five subjects. The subjects that will be graded are English Language Arts (ELA), Math, Science, and Social Studies. The grading scale is as follows:

9-10 points:	A	Students receiving an A show deep mastery of the knowledge and skills (Standards) that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.
8 points:	B	Although students receiving a B may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills (Standards) that have been taught.
7 points:	C	Students receiving a C have skill deficits. The quality of their work meets minimum requirements.
6 points or below:	F	Students receiving an F produced work of unacceptable quality. A student has major skill deficits that require additional instructional resources and student effort.

Teachers will clearly state the grading standards for their class and/or subject area at the beginning of the year.

If a student's skills are below grade level, then he or she will receive instruction using intervention materials. PS7 academic interventions are focused on: identifying gaps in student's learning, setting high goals for learning, and relentlessly working to help a student reach grade level proficiency. However, while a student is receiving intervention instruction, his or her grades will be based on the student's performance on grade level standards.

Parents/guardians are required to participate in 3 Student-led Parent/Teacher Conferences (1 or more of which may be at the student's home or off-campus) during each academic year. These conferences are focused on their child's trimester report card. During this meeting, parents/guardians will have the opportunity to learn about their child's academic progress through a student-led presentation of the report card and samples of student work, as well as receive ideas and instructional materials to assist their child at home. Parents/guardians and students will also problem-solve with the help of teachers to determine strategies to maximize the performance of their child.

Final Grades

Students' final grades are based on student performance in Academics, Attendance, and Leadership.

PS7 Honor Roll Program and Guidelines

This program is intended to acknowledge student academic excellence. Specifically, it acknowledges individual high achievement in grade level standards and curricula, which in turn, encourages for each child to maximize their potential.

Frequency: Honor Roll students will be identified each school trimester.

Qualification Requirements:

- ❑ Students must achieve a 10/10, or 9/10 on each trimester report card. To qualify for the honor roll the student must earn at minimum 9 points with a combination of Academic GPA (maximum of 4 points), Attendance (maximum of 3 points) and Leadership (maximum of 3 points).
- ❑ Suspensions are considered an unexcused absence.
- ❑ Excused absences do not count against the child's ability to make the honor roll.
- ❑ Absences not accompanied with a letter from the parent and/or doctor is considered unexcused absences.
- ❑ The student may not receive more than one point taken from the total score for the trimester to qualify.

Public Recognitions:

Trimester:

- A. Assembly recognition and/or,
- B. In-class recognition
- C. Student picture will be displayed on a bulletin board in the main hallway.
- D. Recognition in school and classroom newsletters

Honor Society:

Students who maintain Honor Roll status for all three consecutive trimesters will achieve Honor Society Status. They will be recognized at the end of the school year with an event and other distinguishing memento. Honor Society students will also receive a dinner celebration with all recipients and their families.

Progress Reports & PowerSchool

Teachers will prepare progress reports periodically throughout the school year. Daily progress checks are available via the PowerSchool student information system. The PowerSchool student information system is a powerful tool to help parents stay informed about their child's academic progress, attendance, and school news. Please check with the Parent Liaison to gain access to PowerSchool.

The progress report is not part of the student's formal academic record. Rather, it is an opportunity to communicate with parents/guardians how their child is doing at the quarterly point in the marking period. Progress reports will include a letter or numeric grade indicating the student's overall grade and the student's performance on individual assignments. A parent/guardian whose child is failing in more than one subject at the progress report time may be required to meet with the teacher within one week of receiving the progress report.

Promotion to the Next Grade

To be promoted to the next grade, students must be at the Proficient level (8 points) or above in Academics, Attendance and Leadership.

Students will have ample opportunities to reach Proficiency through extended-day learning, personalized learning plans, as well as Fall, Spring, and Summer Intersession courses.

Any student who has an Individualized Education Plan (IEP) will be promoted to the next grade level based on successful completion of the goals in the IEP, and by the recommendation of the IEP team.

The Principal and Teacher(s) reserve the right to request that a student repeat a grade level for lack of academic progress, organization and/or maturity.

INDIVIDUALIZED TUTORING

PS7 students will receive as needed individualized tutoring in English-Language Arts (ELA), mathematics, social studies, science, and homework, in class and during the study hall and/or elective period. This individualized and personalized approach to learning will ensure that all students maximize their potential for learning and reach the proficient level in each grade-level standard. Students never stop learning at PS7, even when they reach Proficient or Advanced performance levels in grade-level Standards. All tutors are trained by the PS7 staff to deliver high-quality instruction to students. All tutors must pass a fingerprinting and background clearance.

HOMEWORK

PS7 students have homework nearly every night. Homework must be completed every night before the child's head hits the pillow. Preparation is an important part of the PS7 curriculum and no student is excused from any assignment without the permission of his or her teacher prior to the due date. If a student discovers that s/he will be unable to complete an assignment, s/he must contact the teacher by phone no later than the night before it is due. Extensions may be granted by the teacher if the student calls and the teacher deem the situation appropriate. There is a limit on the number of extensions depending on the grade level. Students may be required to work on their homework during lunch, recess, after school, or on the weekend.

MAKE-UP WORK

All missed work due to an excused or unexcused absence(s) must be completed. All work needing completion or correction must be fixed. Work can increase. It is the student's responsibility to consult with each of his/her teachers to make sure s/he is aware of all assignments. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work. If a student has excessive missed assignments, he/she will remain at school (at the teacher's discretion) until all work is completed.

CHEATING/PLAGARISM

Cheating is a serious offense. If a student copies another student's work or if a student gives another student his/her work, it is considered cheating.

Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work.

The first time this offense happens in a teacher's class, the teacher will notify parents/guardians and the Principal, Lead Teacher, and Dean of Students, and a grade of zero will be given to the student on the assignment. If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent/guardian, and Principal or appropriate administrator. If a student cheats on a test, quiz or other assignment, the student will receive a grade of zero. Cheating and plagiarism are grounds for expulsion.

PS7 STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

(Please tear out this page and return)

Student's Name: _____

Parent/Guardian's Name: _____

This PS7 Student-Parent Handbook has been prepared for your information and understanding of the policies, philosophies, practices and rules of St. HOPE Public Schools ("SHPS") and PS7. PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign the statement below and return it to your child's teacher by the due date below.

I have received and read a copy of the PS7 Student-Parent Handbook that outlines the goals, policies, rules and expectations of SHPS and PS7.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the PS7 Student-Parent Handbook provided to me by SHPS. I understand this handbook is not intended to cover every situation that may arise during my or my child's enrollment at PS7, but is simply a general guide to the goals, policies, practices, benefits and expectations of SHPS and PS7.

I also understand that this handbook is subject to revision by the PS7 administration without prior notice and at its sole discretion. However, I may expect to receive in a timely manner a copy of all such revisions. I also understand that this handbook supersedes all prior versions of a student-parent handbook that PS7 may have issued.

Signature of Student

Signature of Parent / Guardian

Date

Please return by: August 11th, 2008
(Due date)