



The Silver Academy

Central PA's Jewish Day School

Student Handbook 2023-2024

MISSION STATEMENT

The mission of The Silver Academy is to educate Jewish children of varied backgrounds with the highest quality Jewish and General Studies in a nurturing environment and to develop pride in Jewish tradition, the wisdom of Torah, and the State of Israel.

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INTRODUCTION

Our Vision

To provide students with a world-class education that allows them to explore their interests, delve deeply into topics in small and progressive learning environments, and prepares them for their future endeavors, enriched with Jewish values.

Each school day begins with the recitation of our Silver Academy Student Pledge. This is a daily commitment to the core Jewish values that are the foundations of our school culture.

Student Pledge

I pledge to:

Treat others with kavod/כבוד, respect,
Avoid lashon hara/לשון הרע, and use kind words,
Perform acts of chesed /חסד, kindness,
Stand up for myself and others, and be a
rodef shalom רודף שלום, a pursuer of peace!

Core Values

- Every learner deserves a world-class education.
- The learning environment must be safe and supportive.
- We will act ethically at all levels of the organization.
- Our diversity and Jewish values are our strength.
- Community partnerships are vital to our success.
- We will be a leader in education, innovation, and technology.

What Makes Us Different

- Student-centered and student-driven education
- Learn and live with essential Jewish values (kindness, respect, community, leadership, etc)
- Multifaceted education
- Teach the whole child
- Learn to have creative, well-rounded thoughts with deep meanings
- Frequent one-on-one, individualized instruction
- Small classroom environments
- Learn and engage with other students from different age groups and backgrounds
- Have a strong sense of community
- Teach all to become highly valued members of society

CODE OF STUDENT CONDUCT

The Silver Academy Board has adopted this Code of Student Conduct to ensure an orderly and safe educational environment for the students and staff. The Code of Student Conduct is designed to promote the ideals of citizenship and positive interactions between the students, staff, and community.

When a student fails, refuses, or neglects to fulfill his or her responsibilities, the student's privileges will be denied (see behavior interventions). Furthermore, students who conduct themselves in a manner that is detrimental to the school population or to the reputation of the school are held accountable and will assume the consequences of their behavior.

The code of conduct applies for all school-related events and activities. This includes, but is not limited to, traveling on the bus and school-sponsored events.

Student Responsibilities

The following responsibilities are expected of all students. Any student who fails to fulfill any of the following responsibilities shall be subject to disciplinary actions outlined in the behavior interventions.

- Attend school regularly (see attendance policies).
- Arrive prepared and on time for school and classes.
- 3rd-8th Grades are required to have and use their student planners in all classes and at home.
- Students should work consciously and with their best efforts in all work inside and outside the classroom.
- Follow all school rules and regulations (classroom rules & student handbook rules).
- Respect the rights of others (space, property, human rights, etc.).
 - Keep hands/body to oneself.
- Be polite and respectful.
- Respect the school environment (building, furniture, supplies, etc.).
- Keep shared and personal space in good order, and treat them with respect, including lockers, cubbies, bathrooms, corridors, etc.
- Cooperate with staff and other students.
- Be a positive role model.
- Be an ambassador for The Silver Academy.

Unethical Behavior is Not Permitted

This includes but is not limited to:

- Being rude, disruptive, or disrespectful.
- Verbally assaulting others or using profane or vulgar language.
- Bullying, name-calling, constant teasing or joking at the expense of others.
- Disrespecting students, staff, and/or property.
- Pushing, touching, and/or causing bodily injuries to others.
- Damaging or defacing school facilities or property.
- Disturbing, removing, damaging, or defacing another person's property.
- Leaving the school grounds without permission.
- Public display of romantic affection.
- Hate crimes.
- Stealing, cheating, plagiarizing, or being dishonest.

Building Care and Use

Staff and students are equally responsible for the building's appearance. Respect the building and its contents. Do not deface, defile, or permanently adhere anything to the building or school property.

Rules and Expectations

Recess

Students, escorted by the on-duty teacher(s), will conduct themselves in an orderly, civilized manner to and from recess.

- Students must notify the on duty teacher if:
 - They need to go to the bathroom or get a drink of water.
 - They are attending a study hall.
 - They are meeting with another teacher.
 - There is a problem between two or more students that cannot be resolved.
 - They notice someone is bullying, teasing, or excluding other students.
- Share and take care of the playground and equipment.
- Return all balls and equipment back to their designated storage area.
- Remain in the specified play area.
- Throw away all trash in the appropriate receptacles.
- Stop what they are doing and line up when it is time to go in.
- Follow the gym rules when using it (see gym).
- Follow their classroom rules.
 - If in the classroom for recess, students must adhere to their classroom rules.

Lunch

- Wash hands with soap & water.
- Perform *Netilat Yadayim* (washing of the hands) and *Hamotzi* rituals.
- Use indoor voices.
- Say please and thank you for the food served.
- Wait patiently in the lunch line.
- Follow directions from the staff.
- Clean up personal area after eating.
- After eating, remain seated and continue speaking with indoor voices.
- Recite the *Birchat Ha-mazon* or other concluding the meal prayers, respectfully.
- Line up for dismissal to either class or recess.

Hallway

- Walk quietly and orderly.
 - When walking or waiting, stay right.
- Treat hallway decorations with respect.
 - Do not vandalize, make fun of, or move/remove any hallway decorations.
- Keep your hands, body, and belongings to yourself.
- Use indoor voices.
- When being escorted by a teacher, walk quietly and respectfully in a line behind them.
- Do not touch any objects that do not belong to you.

- Look with your eyes not with your hands.
- During class time, students are not permitted in the hallways without a pass.
 - If found wandering the halls without a pass, students will receive a write-up.

Gym

- Always wear proper footwear in the gym.
 - No boots, heels, and hard soled shoes
- Respect the facility and its equipment.
 - Do not pull hula hoops and jump ropes or kick/throw basketballs and scooters, for this ruins their shape and functionality.
- Tie long hair up for gym class.
 - It is required for scooter usage.
- Do not stand on scooters or other equipment unless otherwise directed.
- Return all equipment to its proper place.
- Besides water, students may not consume food or beverages in the gym.

Classroom

Teachers and students will help define the rules for each classroom which students must then follow.

General rules to follow include but are not limited to:

- Be respectful, a good listener, and courteous.
- Maintain indoor voices.

DRESS CODE

Informed by our Jewish values, the school's philosophy promotes self-worth and self-respect. Physical attire should promote a healthy learning environment, fit properly (not too big, small or tight), exemplify modesty, and not distract others.

Students should always be prepared with seasonal attire, including but not limited to jackets, scarves, gloves, a change of clothes, and socks and shoes, especially on cold, hot, rainy or snowy days.

Tops

- Cover undergarments, shoulders, chest, stomachs, and backs at all times.
- **Permitted:** capped, short, three-quarter, or long sleeved tops
 - To adhere to the dress code, shells may be worn under tops and jackets/cardigans over tops.
- **Not Permitted:** Ripped or dirty clothing, tank/halter tops, spaghetti straps, sleeveless shirts, tight-fitting shirts, low-cut necklines, crop tops, exposed midriffs, shirts that leave shoulders bare or have shoulder cut outs, open back shirts, inappropriate logos, or any tops that are distracting, revealing, or provocative

Bottoms

- Cover undergarments, bottoms, and thighs at all times.
- **Permitted:** Pants, capris, dresses, skirts, and shorts that fall to the top of the knee when standing
 - Any shirts/dresses/tunics worn with leggings should cover at least halfway down the thigh while sitting or standing.
- **Not Permitted:** Ripped or dirty clothing, shorts above the top of the knee, pants that are too tight or loose, leggings worn without a sufficient top, inappropriate logos, bottoms with holes/cutouts or any bottom that is distracting, revealing, or provocative

Footwear

It is recommended that students bring a pair of sneakers to school when they come wearing boots, open toe/heeled shoes or dress shoes.

- **Permitted:** Sneakers, dress shoes, rain boots, snow boots, or dress boots
- **Not Permitted:**
 - open toes and unheeled shoes on the playground or in science or gym class
 - heels and boots in the gymnasium (see Physical Education Dress Code)

Religious-Wear

Kippot

- Boys **must** wear a *kippah* at all times.
 - Girls may wear a *kippah*.

Tzitzit and Tefillin

- Both boys and girls may wear *tzitzit* and *tefillin*.
 - Tzitzit are available for students to borrow during *davening* (prayer).

Accessories & Hygiene

- Students should keep good hygiene habits, which boosts confidence and prepares them for their school day.
- Hair, make-up, jewelry, and other accessories should be modest and non-distracting in nature.
- Remove temporary tattoos, sharpie/marker, and pen marks from students' visible skin prior to entering the school, or they will be asked to remove them.
- **Not Permitted:** wearing hats or hoods indoors
- **Permitted:** wearing hats or hoods during recess or outdoor activities

Physical Education Dress Code

- Students are required to wear clothing that permit them to run and play games, while adhering to the student dress code.
- Students are required to wear athletic sneakers that can be worn both indoors and outdoors.
 - Boots, dress shoes, and hard heeled shoes are prohibited in the gym.

Special Activities

Please check the weekly Parent Post for special events or activities.

Students are expected to bring particular items from home or wear special attire on certain days, which includes, but is not limited to, hats or sunscreen for outdoor activities; dressing professionally for theatrical events; or fun dress up/down days like pajama day, Purim, or a wacky dress day.

For special activities days, it is advised that students bring a change of clothes in case they become uncomfortable or too hot or cold.

Some events may also require parental permission. If a permission form is not signed and returned by the date/time designated, the student could be excluded from the event/activity.

Enforcement of Dress Code

Students who violate the dress code will be sent to the office. Office personnel will contact parents/guardians and may be asked to bring an appropriate change of clothing to school.

Repeated non-compliance with the dress code may result in progressive discipline (see behavior interventions).

ELECTRONIC DEVICE POLICIES

Network/Internet Acceptable Use Policy

The internet and computers on our network are used to support the educational objectives of The Silver Academy. The internet should be utilized for academic purposes, not personal use.

Use of these technologies is a privilege subject to a variety of terms and conditions. The Silver Academy retains the right to change the terms at any time.

Internet Privacy Policy

Students understand that anything they do online or electronically is not private and can be monitored.

Students will not upload or publish personal information, private communications, or photos of others without permission or consent.

Students will not tell their User ID or Password to anyone other than their teacher or parent nor log into any account that belongs to someone else.

Internet Communication Policy

While on the internet, students should be respectful, thoughtful, and helpful when communicating with others. This includes respecting others' opinions and values even if they disagree with them.

Students will use language that is pertinent and appropriate and will refrain from using profane, offensive, or hurtful language.

Students will not send or share mean or inappropriate emails, texts, or any other form of electronic messages nor will they bully, tease, or harass others over the internet.

Honesty and Safety

Students are expected to conduct themselves ethically when using technology.

Students will not pretend to be someone else while online.

Students will only communicate with people they know online unless they receive permission from their teacher or parent.

Students will seek help if they feel unsafe, bullied, or witness unkind behavior.

Students may not take information from the internet and use it as their own without proper citations (see plagiarism/cheating).

Respect for school and personal property

Students will take care of all the electronic equipment in our school.

Students will use the Chromebooks, iPads, and computers that are provided at school for school related purposes only.

Students understand that it is their responsibility to honor the Acceptable Use Policy online at home and school. They will be accountable for their behavior and will not engage in activities that violate this Policy.

Students are expected to sign out any electronic equipment they wish to use and be responsible for any damage that occurs while they possess it.

Eating and drinking in close proximity to school electronics is prohibited.

Cellular Phones & Personal Electronic Devices

Cell phones and other personal electronic devices may not be used during the school day unless a faculty member grants permission. Personal devices are to remain off and in the owners' backpack at all other times.

Cell phones may be collected at the office at the beginning of the day and picked up at dismissal. Teachers may also collect cell phones at the start of class and return them at the end of class.

Inappropriate usage of electronic devices can result in the following:

- **First offense:** Staff confiscates and turns devices into the office.
- **Second offense:** Staff confiscates and turns devices into the office plus detention and email to parents.
- **Third offense:** The electronics will remain in the office during the school day or at home for at least a week. These students are prohibited to use their devices even with permission from the faculty.

Office Telephone

If students need to contact parents/guardians while they are in school, they will be granted reasonable access to the office telephone. Parents are only to be contacted using the office telephone. Students may not contact parents via cell phone, smart watch, messenger, or email during school hours.

BEHAVIOR INTERVENTION POLICIES

The achievement of a safe and orderly environment is the result of clear statements of specific expectations, the consistent monitoring of student behaviors, and the application of immediate intervention strategies.

Interventions are designed to motivate students to return to appropriate behaviors. Interventions will be administered in a timely manner with the least disruption to the educational program, consistent with the degree of the infraction and appropriate for the age/developmental level of the child, while maintaining the child's dignity.

Listed generally, the interventions are the tools utilized on a case by case basis and reflect the level of intervention needed.

Low Level

For minor student infractions:

- Clarification/Reminder of expectations
- Verbal warning
- Separation or relocation
- Student-teacher conference
- Removal of a distracting object
- Behavior correction (i.e. use a paper towel to clean up spilled water; go to the end of hallway and walk)

Medium Level

The following are used for continued, unmodified minor disruptions and/or behaviors that have a negative impact on learning or the property of others:

- Separation or relocation
- Repair, clean, or replace property
- Loss of privileges (recess, special programs, snacks, etc)
- Parental contact

- Referral to the principal
- Lunch/Recess detention
- Consultation with a counselor
- Parent-Teacher conference
- Behavior Modification/Intervention Plan
- Behavioral team meeting with parents and faculty

High Level

The following are used for extreme learning disruptions, dangerous acts, vandalism, unwarranted, physical contact or safety violations:

- Separation or relocation
- Repair, clean, or replace property
- Loss of privileges
- Parental contact
- Referral to the principal
- Detention
- Contact School Police Officer
- Behavior intervention with counseling
- Behavior Modification/Intervention Plan
- Behavioral team meeting with parents and faculty
- In-school suspension
- Out-of-school suspension
- Contacting outside authorities (child services, law enforcement, etc.)
- Expulsion

ARRIVAL & DISMISSAL PROCEDURES

Arrival

- All students must enter through the front entrance of the building.
- **At 7:45 a.m.**, students may enter the school.
- **At 8:00 a.m.**, students should report to their homeroom. Prior to announcements, students should use the bathroom and otherwise prepare themselves to begin the school day.
- **8:10 a.m.** is Announcements.
 - All persons in the school will stop their work/business and stand respectfully in place during the anthems.
 - Students who are not in their homeroom by 8:10 a.m. are considered late (see attendance policies).

Dismissal

- Dismissal is at 3:40 p.m. Monday-Friday during daylight saving time.
 - During standard time, dismissal is 2:40 p.m. on Fridays

Dismissal Changes

- Parents must send a note or call the office with any changes to the child's normal dismissal procedures no later than 1:00 p.m. that day.
- Without a signed note, email, or phone call to the school office, normal dismissal procedures for

your child will be followed.

Early Dismissals

The procedures followed on half days of school are:

- Student dismissal at **12:40 p.m.**
 - Central Dauphin retains their regularly scheduled pick-up times, so make alternative pick-up arrangements for those students.
- JCC Aftercare may be available to those who are signed up to attend aftercare generally.

JCC Aftercare Students

- Will have a designated member of The Silver Academy staff escort them there after dismissal.
- Are not permitted to proceed to the aftercare room without the staff escort.
- Is a program provided by the JCC. You can register for this program by calling the JCC at (717)236-9555 ext. 3108 or e-mailing Macy Box at m.box@jewishfedhbg.org.

Bus Students

- Will be picked up in front of the building.
 - Students must wait in a designated classroom until dismissed by the school office.
- Residing in a given school district are only allowed to ride the bus provided by said school district as per the governing district' rules.
- Are advised of the bus rules by the bus drivers.
 - Students who fail to follow the safety rules may lose their transportation privileges.
- See Code of Student Conduct for more details on student behavior and behavior interventions.

Carpool Students/Walkers

- Carpool and students who walk home from school will be dismissed simultaneously.
- Carpool Students must be picked up from 3:40 – 3:50 p.m. daily.
 - Fridays during standard time, student pick up is from 2:40 – 2:50 p.m.
- If you know you are going to be late, please call the office.
 - If you are late arriving and no one is present, please call the school office.
 - If you are late more than once, the office personnel will discuss alternative arrangements.

After School Activities

Students remaining for an afterschool program:

- Must wait in a designated classroom until dismissed by the school office.
- Are not permitted to wander around the campus unattended.
- Are to adhere to the Code of Conduct during any afterschool activities.

Friday Bus Club

Some district buses cannot accommodate our early dismissals at 2:40 p.m. during standard time and continue to arrive at their usual pick up time of 3:40 p.m. To accommodate this one hour difference, we offer a Friday Bus Club option, staffed by one of the Silver Academy faculty members.

Children residing in the districts noted above who are scheduled to ride the bus home on Friday will

automatically be enrolled in the Friday Bus Club unless we are otherwise notified.

- At 2:40 p.m. on Friday afternoon, the students remaining in school until 3:40 p.m. will report to the designated location.
- At 3:40 p.m., staff will escort students to the bus drop-off area.
- Students will return home at their regularly scheduled time.

Ganeinu Arrival and Dismissal Procedures

- The Ganeinu teacher will pick up Ganeinu students at noon from the JCC's Early Childhood Center on designated Ganeinu days (Tuesdays and Thursdays).
- Ganeinu students who do not attend the JCC's program will be dropped off in front of the school at noon.
- Ganeinu dismissal is at 3:45 p.m.
- At that time, faculty will escort students being picked up by their parents/guardian to the carpool line.
- The students returning to the JCC program after Ganeinu will then be escorted to their ELC classrooms.

ATTENDANCE

Regular, consistent, timely attendance is key to a successful learning experience and school year. We expect students to come to school every day, prepared to learn and strive to reach their full potential.

Student arrival time is between 7:45 – 8:00 a.m. The official school day (attendance) begins at 8:10 a.m. Arriving after the official start of the school day will be considered tardy. It is recommended that students arrive by 8:00 a.m. to properly prepare for the start of the day.

Communicate any changes to students' attendance to the school office as early as possible. When a student is absent or will be arriving late, parents must call or email the school to notify the office.

- If earlier than 7:45 a.m., email Amy Guilmette at aroberts@silveracademypa.org
- After 7:45 a.m., call 717-238-8775 or email aroberts@silveracademypa.org

Absent/Tardy to School

Attendance is taken at 8:10 a.m. Students who are not in their homerooms after that time will be marked tardy on their official records (report cards).

A student is permitted a maximum of 10 cumulative lawful absences in a school year (see Lawful Absences).

After 5 unexcused instances of tardiness, parents/guardians will be required to meet with the school to implement an attendance plan.

Early Dismissals

Early dismissals or interruptions in the school day for any appointments will be recorded in official records as early dismissals.

Excused & Unexcused Absence

Excused Absence

After any absence, a written statement by a parent/guardian or medical professional **MUST** be received by the school office within 3 days (72 hrs). It may be handwritten or submitted via email. If a communication is not received within 3 days, the absence is unexcused.

A statement by a parent/guardian must include the child's name, date(s) of and reason for the absence(s), and a parent/guardian's signature.

Alternatively, a doctor's note can serve as proof of absence; in this case, a parental/guardian note is not needed

Absences from the school day due to the following reason(s) will be considered an excused absence:

- Illness (see health guidelines)
- Medical appointments
- District provided school buses not running
- Extracurricular educational experience
- Religious related events

After 10 lawful absences parents/guardians will be required to meet with the school to implement an attendance plan.

Unexcused Absences

- All other absences not mentioned above will be considered unexcused (according to state law).
- After 3 unlawful absences, parents/guardians will be required to meet with the school to implement an attendance plan.

Absences by Law

The Commonwealth of Pennsylvania requires 180 days of school.

(24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan)

- *Pennsylvania law...defines absences as excused when a student is prevented from attendance for mental, physical or other urgent reasons.*
- *All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence.*
- *Parents/guardians...must submit the written explanation within three calendar days of the absence...*
- ***A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year***

Make-up Work

If an absence is known ahead of time, the parent should contact the office within a minimum of 24 hrs notice so teachers can provide the missing work prior to the absence.

If an absence is unknown, parents may contact the office to request homework by 10:00 a.m. and pick it up after 3:00 p.m. from the school.

If students are absent, they have as many days as they are absent to make up the assignments.

Family Travel

When a student's absence is due to travel or other family matters, please submit a request in writing at least 10 days before the scheduled event for consideration to be excused.

Early Pick-Ups

- The parent/adult must sign the student out on the sign out sheet.
- Under no circumstances will a child be dismissed directly from their classroom.
- The parent/adult must sign the student back in on the provided sign in sheet.

PARENT-TEACHER COMMUNICATIONS

Back to School Night & Open House

Provides an opportunity for parents and teachers to meet first. This is also when parents get to hear about their child's current program and see some of the books and materials they will be using.

Parent-Teacher Conferences

Are held twice a year: once in fall and once in spring.

Parent-Teacher Communication

Parent-Teacher conversations can be in person, via phone, email, or zoom. They can be initiated by either the teacher or the parent. Frequent communication with parents and teachers is encouraged on both sides.

Student Support Team (SST)

The Student Support Team consists of professionals who provide support or enrichment to individual students. This team includes, but is not limited to, The Silver Academy staff, professionals from the Capital Area Intermediate Unit's Non-Public School Services Division, the school's guidance counselor, a reading or math tutor, a speech/language pathologist, and an ESL teacher (English Second Language).

When a staff member or parent has a question or concern regarding a student's academic performance or social adjustment, appropriate members from this team meet to review the issue and develop an appropriate plan to support the student. In some cases, professionals from outside the school are included as a part of this team.

At the conclusion of the meeting, a summary of the discussion and recommendations will be sent to the

parent(s)/guardian(s) and to all respective staff members.

REPORT CARDS

Report cards are issued 4 times per school year: one for each of the four quarters.

HOMework POLICIES

Homework serves a variety of purposes. It reinforces skills learned in the classroom, allows students to explore a topic in more depth and provides critical practice. Our faculty is committed to providing students with an appropriate amount of homework, based on their age and development.

The home-school partnership is a vital component in a student's success. Regular communication with the appropriate teacher is highly encouraged for any issues regarding homework.

Students are expected to complete homework as assigned.

General Late Assignment Policy

- 10% off per day late
- 0% on the assignment after 5 days late
 - Students that are absent have as many days as they were absent to complete any missing assignments.

Teachers may make adjustments based on what is appropriate for their class.

Student Planners (3rd-8th Grades)

It is important for students to develop strong organization skills and responsibility. Student planners are designed to assist with learning these skills and develop routines. The planners should be brought to each class and home each day.

Planners enable teachers, parents, and students to coordinate daily homework as well as due dates for long term projects and all other assignments. This will be the primary method of communicating about homework assignments.

The student planner is an excellent vehicle for communication between parents and teachers. We encourage parents to write notes in planners or email teachers about the homework assignments (any difficulties, time restraints, questions, etc.).

The school provides all students in 3rd-8th grade with a planner at the beginning of the school year. If a student needs a replacement planner, parents/guardians **will administer one at their expense.**

Meaning unclear

Student Homework Responsibilities

It is expected that students will:

- Complete all assigned homework on time.
- Ask about missing/late assignments.
- Bring home all materials needed for homework.
- Ask for work if they either know they will not be in class or they missed a class.
- Use the student planner provided by the school.
- Discuss homework with parent/guardian.
- Review past homework, quizzes and tests.
- Pace themselves in long term projects/papers/reading.
- Ask questions for clarification.
- Communicate with teachers about getting assistance.

Parent Homework Responsibilities

Parents can help their children by:

- Providing a proper workspace and materials at home.
- Establishing a regular homework/study routine at home, including studying for a few minutes each day.
- Reviewing homework, quizzes, and tests.
- Providing study materials (notecards, highlighters, post-it notes, etc.).
- Talking with their children about their homework (ask thoughtful questions, not just did you do your homework).
- Checking their child's planner daily.
- Writing notes in planners or emails to teachers about homework questions/issues/help etc.
- Communicating with their teachers (difficulties, triumphs, for assistance, etc.) .
- Providing opportunities for reading material (libraries, bookstores, magazines, and newspapers).
- Encouraging reading everyday for 20 minutes.

Plagiarism, Cheating & Fraud

Students are expected to conduct themselves ethically. When a student uses another person's thoughts or ideas, that student is stealing intellectual property and is not engaged in learning.

In order to support student learning, the following policies have been adopted:

- Plagiarism and/or cheating is not allowed under any circumstances. Students will document and cite all information they use, including but not limited to: written works, data, pictures, music etc.
- Students will adhere to Copyright Laws.
- The disciplinary measures will reflect the degree of the offenses as well as the number of instances; they may include, but are not limited to, one or more of the following:
 - A lesson or project on what plagiarism/cheating/fraud is
 - Discussion with parents
 - Making up the assignment
 - A special assignment
 - A failing or zero grade on the assignment
 - A failing grade in the class
- **Not Permitted:** presenting others' works as their own, cheating on tests/quizzes, forging signatures, and/or using media that does not belong to them without citation

SNACKS & TREATS

The Silver Academy proudly follows the rules of Kashrut for all food (see Kashrut). We strive to make sure that any food related allergies are considered and that all students are able to consume special treats.

Students may bring two healthy snacks to eat: one in the morning and the other in the afternoon. Students in grades K-8 are expected to bring their own snacks to school each day. Snacks may only be eaten during a designated break time, coordinated by the teacher.

Students are responsible for cleaning up themselves and their surroundings after eating. This may include disposing of garbage or cleaning their containers or messes.

Snack recommendations:

- It is recommended that students always bring a parve snack for their afternoon snack.
 - As a school, we maintain a 3 hour separation between eating meat and dairy. Students **may not** eat a dairy snack in the afternoon on meat lunch days (see school website for lunch menu).
- The Silver Academy is a **nut restricted** environment. No food/snacks **containing nuts** may be brought into classrooms.
- Snack sharing is prohibited.
- Label snacks and containers with the students' names.
- Portion snacks to an appropriate single serving for the child.
- All snacks should be in containers that can easily be opened by the student without the assistance of an adult.
- Parents should check in regularly with their child(ren) to ensure that the snacks provided are adequate.

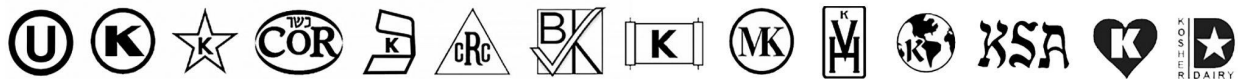
Students are welcome to bring in special treats for their birthdays or other special occasions. Arrange this with the classroom teachers ahead of time. Please consider any classroom food allergies or restrictions, when sending in treats. All treats must have an approved Kosher symbol and be checked in at the School Office upon entry to the building.

Kashrut

All snacks brought to school must be Kosher and bear one of the *Kashrut* symbols listed below.

Teachers will confiscate all snacks that do not bear one of the accepted *Kashrut* symbols or a snack that contains nuts and return them to the student at the end of the day.

The following are the most common among the approved Kashrut Symbols:



MEDICAL & EMERGENCY INFORMATION

Please make sure that all medical forms are completed and up to date for your child.

Appointments

It is important for students to be present for the entire instructional day. Appointments should be kept to a minimum and scheduled outside school hours to the greatest extent possible.

If a student needs to leave school early for an appointment, parents must advise the school who will pick up the student and at what time.

If there is an unexpected reason for picking up your child early, please call the office as soon as possible.

Medications in School

State law *prohibits* school personnel from administering medication to students. State law *does* allow for medications during life-threatening health problems.

Accident Reporting

In case of an accident which may need additional attention, the teacher will complete an accident report form, and a faculty member will notify the parents about the incident.

Health and Emergency Forms

Emergency/Health forms are emailed to parents in June. Complete and return all relevant forms to the school office on or before the first day of school.

- Physical form
 - new students and anyone entering 6th grade
- Dental form
 - new students and anyone entering 3rd or 7th grade
- Life-threatening conditions form
 - students with a life-threatening health problem such as asthma, food allergies, or other serious medical concerns

Immunizations

The Silver Academy follows the PA Department of Health Guidelines for immunizations.

- Before beginning their education at The Silver Academy, students need the following immunizations:
 - Five Td or Dtap Vaccines
 - Three Hepatitis B Vaccines
 - Four Polio Vaccines

- Two MMR Vaccines
- Two Varicella Vaccines or a titer, indicating the student's immunity
- Students entering 7th Grade must also have
 - One TDAP
 - One Menactra

Health Guidelines

At-home decisions will be our first line of defense in keeping our school community safe from sickness and other contagions.

Children who are ill should not be sent to school!

Remember, a sick child will not reach their full learning potential. Additionally, keeping sick children home helps the child to recover faster, and it prevents the staff, faculty, and other students from getting and spreading the sickness.

The guidelines below can help you decide whether your child should attend school or remain at home.

COVID-19

The Silver Academy follows the most up-to-date CDC recommendations regarding COVID-19.

The following COVID-19 symptoms are defined by the CDC:

- Abnormal temperature or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Fever

- Students should remain at home if they have a fever greater than 100 degrees.
- Students may return to school when they have been fever free for 24 hours, without any fever reducing medications (ie: Advil®, Tylenol®, aspirin).

Vomiting/Diarrhea

- Students should remain at home until they are symptom free for 24 hours.

Conjunctivitis (pink eye)

- If you suspect pink eye, please have a medical professional clear your child before returning to school.
- If pink eye is confirmed, the student may return to school 24 hours after starting a prescribed medication.

Rashes

Common infectious diseases with rashes are most contagious in their early stages.

- A child should not go to school with an unknown rash unless it has been evaluated by a medical professional who authorizes a return to school.
- Students should not attend school if they contract chicken pox or any other contagious

rash.

Colds/Flu

Persons with the flu are most contagious during the first 3 days of their illness.

- If your child has flu-like symptoms, they should stay home.
- If your child has a thick or continuous nasal discharge, they should remain home.
 - Very young children cannot effectively blow their noses and wash their hands afterwards. Consequently, this spreads the disease to others.

Head Lice

Head lice can be a nuisance but are not known to carry or spread disease. If nits or lice are identified, the following procedure shall be implemented:

- If live, active lice are found, the student will be sent home for treatment, and parents will be given instructions on how to remove all nits from hair shafts. The child's bedding, room, and personal belongings should be thoroughly laundered and cleaned. The student may return to school after complete treatment and removal of head lice.
- If only nits are found, the child may remain in school, and the parents will be given instructions on how to remove the nits.

Physical Education/Recess Exemptions

Students, who, for medical reasons, cannot participate, must bring a signed note from a parent, guardian, or doctor for each specific day or designate how long the student will be out.

- Students may not be excused regularly from P.E. unless they have a documented serious illness.

SAFETY PROCEDURE

Student safety is of the utmost concern of The Silver Academy. All safety procedures are posted in each of the classrooms and practiced several times throughout the year.

The Silver Academy contracts with a professional security company to have a school police officer (SPO) on site during school hours. The SPO works closely with the school's administration and faculty to ensure that safety and security procedures are maintained and consistently reviewed. Policies are updated regularly with consideration of current events.

VISITORS TO THE SCHOOL

- ALL non-school employees (including parents) will be considered visitors to the school.
- Visitors must enter the Silver Academy through the main door.
- All visitors must report directly to the school office upon entering the school.
- All visitors may be required to show a photo ID upon request.
- No one may visit the school or go to a classroom without permission.
- All visitors who will go beyond the school office must sign in and wear a visitor's badge.
- Visitors must sign-out and return all badges prior to leaving the school.

Weapons & Acts of Aggression Policy

Objects that are generally accepted as weapons or could be used to injure another student are strictly PROHIBITED in school (guns, knives, sticks, lighters, etc). Using toys or objects that resemble weapons in an aggressive manner will be viewed as an act of aggression. If a student brings an item listed above to school, the item will be confiscated and returned to the student's parent/guardian.

Verbal, physical, and psychological aggression will also be dealt with according to the high level behavioral interventions policies.

An incident report will be filed on the events and actions that took place. Depending on the severity of the offense, further disciplinary action may be taken, according to the guidelines defined in the high level behavioral interventions. In extreme cases, outside authorities may be called, resulting in marks on the student's permanent record and possibly criminal charges.

WEATHER CLOSINGS

The safety of our school community is a key factor in deciding how to respond to inclement weather. The Head of School makes the final decision, taking into account the factors listed below:

- The decision to delay or to close school will be made by 6:00 a.m.
- Families will receive an email if school will be delayed, canceled, or switched to remote learning.
 - Silver Alerts (The Silver Academy Emergency Text Alerts) may also be used to contact parents.

School Delay Policies

Unless otherwise indicated, arrival procedures will take place at the usual drop-off area.

Whenever there is a delay, students will *daven* (pray) at home.

- **For a 1-hour delay**, students should arrive between 9:00-9:10 a.m.
- **For a 2-hour delay**, students should arrive between 10:00-10:10 a.m.

Bus Transportation for Delay Days

Buses that provide transportation will follow their district's closing, delay, and early dismissal schedule. If your child rides on a district bus, please listen for announcements from that district as well.

Factors Considered for School Closure

The safety of all Silver Academy children and faculty is our primary concern in making our decision to close school. In deciding whether children will be safe, we consider:

- Information from law enforcement, including whether roads are snow-covered or icy.
- The amount and start time of snowfall or ice.
- Weather predictions from NOAA Emergency Alerts.
- Building conditions (power, heat, etc).
- Parking lot conditions.
- Temperature and wind-chill.
- Availability of district school bus transportation.

Remote Learning Day

When weather conditions are poor, The Silver Academy may make the decision to have a remote learning day.

Chromebooks will be provided to students upon request.

Remote learning instructions

During remote learning days, students are expected to log in to a computer **by 8:10 a.m.** on the morning announcements meeting. Then, they will follow their regular schedules unless instructed otherwise by an individual teacher whose plan may vary for that particular class.

- Make sure your student is signed into their "@silveracademypa.org" email address. This is accessed through Gmail. Signing into any other account will not allow access to the meeting.
 - First initial, last name, @silveracademypa.org
 - The password is Silver99 unless students have changed it
- Use the provided link to access the [Remote Learning Site](#) and find their grade.
- Join morning announcements at 8:10am by clicking on the morning announcements link.
- After announcements, students will be dismissed to their classes and should switch to the all classes link.

If you have any issues with the remote classes, email the School Office at aroberts@silveracademypa.org.

AGREEMENT FORM 2023-2024

The Student Handbook can be found on our website www.silveracademypa.org.

I have received and read the current copy of the Student Handbook. In doing so, I have explained the contents of this document to my child(ren). I acknowledge and agree to the policies obtained therein and will require my child(ren) to comply with the student policies.

I realize during my child's enrollment at the school, I will be informed from time to time, formally or informally, of various changes in school policies. I understand the school reserves the right to change policies at any time with or without advance notice.

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____