LAKESIDE

SOUDERTON VANTAGE ACADEMY

Handbook

Revised August 2024

Welcome to Souderton Vantage Academy

On behalf of the staff, we would like to welcome you to Souderton Vantage Academy. Whether you are coming in at the beginning of the school year or sometime after the year has started, our desire is that you find Vantage Academy to be a place where you feel supported in your educational journey.

This handbook is a brief introduction to the school's policies. Its goal is to help all of us - staff members, parents, guardians and students - be on the same page. It will help each of us as we endeavor to value and respect the rights of others. If you have questions about anything you read, please ask about it. Doors are always open to hear your suggestions and concerns.

We care about you! Whatever your past story, this is a new start. Begin by making a commitment to try again. We will do everything in our power to make Vantage Academy a safe and comfortable place for you to learn. Whether your goals include further education, the military, a career, or just returning to your public school as quickly as you can, know that Vantage Academy alumni are successfully walking all of these paths.

Best wishes on your journey.

Lorraine Sulik
Program Director

Jesse Walsh
Director of Educational Services /
Assistant Program Director

Our Mission and Vision

OUR MISSION

Lakeside Educational Network exists to empower youth and families to overcome difficulties and achieve success through quality educational and treatment services.

OUR VISION

Lakeside Educational Network, as a premier organization, will have national impact on youth and families by designing model programs, developing innovative services, providing professional training and advocating for solution-based care.

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Program Description and Goals

Vantage Academy is a Comprehensive Therapeutic School designed for students in grades five (5) through twelve (12). The program has a high academic emphasis commensurate with those offered in students' home schools. Academics are geared toward preparing students to succeed upon return to the student's home school. Class size is approximately fifteen (15) students or less. Individual and group counseling services, including a Resolve Room, are available to help students with individual issues and needs.

PROGRAM GOALS

- To provide students with the academic, behavioral, and social skills necessary for success in public school or post-secondary education.
- To provide challenging academics taught with an approach and curriculum simi lar to that being used in the public school system.
- To help students develop a sense of direction and purpose regarding their future academic and career pursuits.
- To teach students to solve problems and issues appropriately without needing to be removed from the classroom setting.
- To design a plan to help students transition successfully back to their public school.

Student Responsibilities

- Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Students share, with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner.
- It is the responsibility of the students to conform to the following:
    - Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume until a rule is waived, altered or repealed in writing, it is in effect.
    - Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
    - Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
    - Assist the school staff in operating a safe school for all students enrolled therein.
    - Comply with Commonwealth and local laws.
    - Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by commonwealth and local school authorities.

Attendance Policy

Vantage Academy students are required to be present every day school's in session, in order for those students to realize the opportunities and benefits from the Vantage Academy. To achieve this, a collaborative effort between Vantage Academy, its students and their families is essential.

The student's school day begins at 8:04 a.m. and ends at 2:35 p.m. Bus students should be at their stop 10 minutes before the bus is scheduled to arrive. Once the student arrives on school property, the student is not permitted to leave without permission from the parent/guardian and the student's Vantage counselor. Students who arrive by bus must enter the building immediately.

ABSENCES

- A student's parent/guardian must telephone Vantage Academy at 215-721-7861 by 8:04 a.m. the day of the absence to verify their knowledge of the student's absence.
- Within three (3) days of the absence, the student must present a parental excuse/ note to their Counselor in order for the absence to be considered excused. Parental excuses are limited to three (3) per marking period. Any further absences require a note from a doctor, dentist, court official, etc.
- If a note is not turned in within three (3) days, the absence is considered Unex cused (UX) and potentially Unlawful (UL). Unlawful absences are required, by the State of Pennsylvania, to be reported to the student's school district and referral representative and will result in zero points earned for that day along with the resulting consequences.
- Letters will be sent to the parent(s)/guardian(s), and the home school district, after the first three (3) unlawful absences or the third unexcused absence.

- Students of compulsory school age who accumulate more than three (3) Unlawful Absences will be required, with their parent(s) or guardian, to attend a meeting and develop a Truancy Elimination Plan. The student, parent(s) or guardian(s), Counselor, Program Director and district representative may attend this meeting. Notification of this meeting will be sent to parent(s) by mail.
- Students of compulsory school age who accumulate four (4) or more Unlawful Absences are reported to the District Court as habitually truant. The students and their parents/guardians may have to appear before the District Magistrate.
- In accordance with PA state law, students not of compulsory school age that are unexcused absent for 10 consecutive days will be automatically withdrawn from school.
- Students absent for three (3) consecutive days or more will need verification from a medical professional to excuse the absence. It is recommended that parents obtain medical verification following three (3) consecutive absences.
- Students who accumulate over twelve (12) absences, excused or unexcused, over the course of the year, must bring in a note from a doctor for any other subsequent absences.
- Students who know they will be absent may bring in a note prior to the day they will be absent. This will be an Excused Absence (EX) as long as the reasoning for the absence is legitimate ex. funeral, college visit, etc.
- Students attending another school while attending Vantage must provide <u>both</u> Vantage Academy and their other school attendance offices notes for absences.

EXCUSED ABSENCES

- The Public School Code of Pennsylvania and the State Board Regulations include a number of specific reasons for which a child may be excused from school for all or part of a school day. These include:
- Observance of religious holidays.
- Religious Instruction - Excused absences for religious instruction are restricted by law to a maximum of 36 hours per school year.
- College visitations approved by the director.
- Approved vacations.
- Healthcare - Absence for a portion of the school day may be excused for a medical or dental appointment which cannot be arranged after school hours. Verification of the appointment from the doctor's office, stating date, time, duration of visit and purpose of visit, will be required upon the student's return to Vantage.
- Illness or recovery from an accident
- Quarantine of the home
- Death of an immediate family member (parent, sibling, grandparent, cousin, aunt, uncle)
- Family emergency (unavoidable)

LATE / TARDY

- Students are considered late if they do not arrive at Vantage by 8:04 a.m.
- Students who are late must sign at the front desk.
- Students bringing in a note from a parent/guardian explaining why the student was late may be excused. If the student does not have a note, the lateness will be considered unexcused. Students will be allowed three (3) parent notes per quarter to excuse lateness. A doctor's note is required for all subsequent tardy days.

- Students arriving to school after 11:45 a.m. without an excuse, will be charged with a full day absence.
- Late minutes will accrue. Students who accumulate over 6 hours or 360 minutes of lateness, may be charged with a full day's unexcused absence. This absence would be subject to all consequences associated with unexcused absences. Students who are habitually late to school may be placed on an attendance improvement plan that could include the potential loss of credit for the course(s) they miss.
- Absences and lateness are reported to the student's school district and referral representative.

ABSENCES/TARDINESS AND CREDIT DENIAL

Students with excessive unexcused absences (i.e., 6 or more for a quarter; 12 or more for a semester) may be denied credit at the discretion of the Director of Educational Services.

- After 3 unexcused absences, a warning letter will be sent home reminding parent and student of school policy.
- After 6 (quarter) or 12 (semester) unexcused absences, credit may be denied for courses scheduled during that quarter or semester.
- Students who accumulate the equivilant of 6 unexcused absences for a quarter or 12 unexcused absences for a semester for a class(es) due to tardiness may be denied credit for that class(es) at the discretion of the Director of Educational Services.

WANDERING

Students are expected to remain inside class for the entire class period unless permission has been granted by staff member. Students are not permitted to wander in the hallways during class time. Students wandering in the hallways may be sent to the Resolve Room. Continuous wandering will be considered a discipline issue.

School Closing

Souderton Vantage Academy follows the Souderton School District's snow closing procedures. Parents that are enrolled in School Messenger will be notified of school closure by text, email, or voicemail. School closing information is also broadcast on NBC-TV 10 and WPVI-TV 6. School closure information may also be found on the District's web page, www.soudertonsd.org.

District transportation departments may have their own policies for transporting your child during inclement weather. Contact your school district's transportation department for additional information.

Academics

GRADING

Grades will be used as an evaluative tool to motivate students toward success. For most students, the following *grade scale will be used in determining the letter grade issued:

A = 90 -100 **B** = 80 - 89 **C** = 70 - 79 **D** = 60 - 69 **F** = 0 - 59

*NOTE: If a student's sending school district's grade scale differs from the one above, that grade scale will be used instead of the one above.

- Marking period grades will be calculated based on the following weights: Assessments 35%, Classwork 30%, Behavior Points 15% and Homework 20% for each marking period.
- Final grades for students in grades 5-8 will be based upon the average of their four (4) marking period grades.
- Final grades for students in grades 9-12 will be based upon an average of their marking period/semester grade(s) (90%) plus their final exam grade (10%). Cumu lative final exams are administered at Vantage for most HS courses.
- In the event that a student's grade is .5 or greater of the next percentage point, the grade will be rounded up.
- Students and parents are free to contact the student's Counselor at any time to review the student's current grades.
- Souderton Vantage offers parents electronic access to their student's grades, which is provided through the PowerSchool and Schoology parent access portals at ps.lakesidelink.com. Parents are able to check their student's past and current assignments, grades and averages on a weekly basis as grades are updated by teachers every Friday. Contact your student's Counselor for log-in information to access the parent portal.

HONOR ROLL

Students will earn honor roll if they achieve all A's and B's during a marking period. Students will earn distinguished honor roll if they achieve all A's during a marking period.

REPORT CARDS

Report Cards are issued at the end of each of the four (4) marking periods. Report Cards are posted on PowerSchool parent access portal as well as mailed home to parent(s) or guardian(s).

INCOMPLETE GRADES

Students who are unable to complete their class work by the end of the marking period may receive a grade of Incomplete (I). This work should be completed no later than two (2) weeks after the end of the marking period, at which point the appropriate letter grade will be awarded.

INTERIM PROGRESS REPORTS

Midway through each marking period, parents will be notified in writing concerning their student's academic progress. This is to provide time to make appropriate adjustments when a student is failing a class. Mid-marking period interim reports are sent home with the student along with a mailed copy sent to the parent or guardian.

ACADEMIC SUPPORT

If a student desires extra academic help, arrangements can be made through his/her teacher or Counselor. Classroom teachers may elect to meet with the student before school, during recreation time or after school.

HOMEWORK

Students at Vantage Academy are given homework approximately 2-3 times a week in each major course to be completed, Monday through Thursday. Homework counts as 20% of a student's overall marking period grade. Every attempt is made

to make homework meaningful, relevant, and enriching. Students who are absent should expect to make up assignments upon their return to school. When homework is assigned, students should complete it with the care and diligence expected of other class work.

CHEATING AND PLAGIARISM

Dishonesty, in tests or class work, and plagiarism are serious offenses. Any student who is found to be cheating may receive a zero (0) for the assignment. This applies to tests, quizzes, homework, class work, final exams, term papers, book reports, etc.

If a student is caught cheating or plagiarizing, the teacher will notify the student's Counselor. The Counselor will call the parents of the student to inform them of the incident. Furthermore, a meeting may be set up at the request of the teacher or Counselor, with the student, to explain why the student has earned a zero (0) for the assignment.

CREDIT REQUIREMENTS

Students who attend Souderton Vantage Academy are expected to earn a diploma from their home school pending the completion of their school district's required credits. Each student must meet certain requirements established by the Pennsylvania Department of Education and the Board of School Directors of their home district. A program of studies will be designed by the Director of Educational Services to assist you in meeting your requirements for graduation.

Earning a diploma from the home school is the preferred outcome. However, Vantage Academy of Souderton is a Licensed Private School (LPS) through the Pennsylvania Department of Education and can, therefore, award diplomas. On the request and/or approval of the home district, a student can earn a Vantage Academy diploma by meeting the following graduation requirements:

SUBJECT	CREDITS
English	4.0
Social Studies	4.0
Mathematics	3.0
Science	3.0
Health/Physical Education	1.0
Arts/Humanities	2.0
Electives	3.5
Graduation Project	0.5
Total	21.0

ELECTIVES

Vantage Academy offers a number of electives each year. Electives offered include courses in the sciences, social studies, arts, music, health, technology and business. Electives are available to students based upon credit needs and student interests as determined by the Director of Educational Services.

JOB SHADOWS, INTERNSHIPS AND WORK-STUDY

Students in grades 9-12 are eligible to participate in a job shadow in a profession of interest throughout the year. Job Shadows are work-related experiences that are 4-8 hours in time and may be incorporated into a student's senior project presentation. Students may receive an excused absence from school for a job shadow experience at least once per year upon the approval of the student's parent(s) or guardian(s) and the Director of Educational Services. Students who complete a job shadow will be asked to complete a reflection paper to keep in their academic file.

Internships are job-related professional partnerships that are a minimum of 20 hours and will be incorporated into a student's senior project presentation. These experiences are non-paid and should occur after school hours. Students who successfully complete an internship experience, will also be able to earn .50 credits toward graduation. Students are required to keep a journal of their experiences, as well as complete a reflection paper to keep in their academic file.

On a case-by-case basis, students in their junior and senior year, who are already employed, may apply to earn academic credits through a work-study model. Students who are interested in this program should contact the Director of Educational Services to learn more.

WORKING PAPERS

All persons under 18 years of age must obtain working papers for employment. Please contact your home school district to obtain working papers.

SENIOR PROJECT

The senior project at Vantage Academy of Souderton is career and experience oriented, encouraging students to explore their professional interests and practice soft skills through independent research as well as a job shadow and/or internship. All students must prepare to present their findings to a panel of three Vantage Academy staff members. Students who successfully complete the senior proect will earn .50 credits toward graduation.

Bell Schedule

HIGH SCHOOL

GRADES 9 - 12

Block 1	8:04a -9:33a
Block 2	9:36a -11:04a
Lunch	11:07a -11:31a
Block 3	11:34a - 1:04p
Block 4	1:07p -2:35p

MIDDLE SCHOOL

GRADES 7/8

Period 1	8:04a-8:48a
Period 2	8:51a -9:33a
Period 3	9:36a -10:19a
Period 4	10:22a -11:04a
Period 5	11:07a -11:54a
LUNCH	11:56a -12:18p
Period 6	12:21p -1:04p
Period 7	1:07p -1:49p
Period 8	1:53p -2:35p

VANTAGE INTERMEDIATE SCHOOL

GRADES 5/6

Morn. Mtg.	8:04a-8:15a
Period 1	8:17a -8:48a
Period 2	8:51a -9:33a
Period 3	9:36a -10:19a
Period 4	10:22a-11:31a
LUNCH (P5)	11:34a -11:52a
REC (P5)	11:54a-12:18p
Period 6	12:21p -1:04p
Period 7	1:07p -1:49p
Period 8	1:53p-2:35p

Extracurricular Activities

STUDENT ELIGIBILITY

Students interested in any extracurricular activities in their home district, should inform their Counselor of their desire to participate. Eligibility is reviewed on a case-by-case basis and is dependent upon the students having acceptable academic and behavioral standing at Vantage, referral reason and at district discretion. Students participating in sports at their home school are expected to abide by and/or meet standards laid out by their school district's eligibility policies.

STUDENT CONDUCT

Students are representatives of the school when they participate in extracurricular activities. All students are expected to represent themselves, their families, their activity, and their school favorably at all times.

Health Services

If a student is deemed too sick to stay in school, as evidenced by a fever, vomiting or diarrhea, the student's Counselor will contact the parent/guardian, or emergency contact.

The State of Pennsylvania requires that every student must be seen each year for height, weight, and vision screening. Students in 11th grade are given a hearing screening also. Hearing screenings may be completed for any other student upon request of parent/guardian, teacher, or the student. Students in 11th grade and any student entering a Pennsylvania school for the first time are required to have a physical examination. Souderton School District mails home forms so students can have the examination done by their family physician. Students, who do not return these forms by October 1, will be scheduled for an examination by a school physician. Parents/Guardians will be notified of the date of the examination by the school physician.

Students must be fully immunized according to State guidelines. Proof of immunizations must be provided to Vantage.

MEDICATION POLICY

The major responsibility for administering medications to students relies

with the parents/guardians. Parents/guardians are encouraged to arrange medication schedules outside the school day whenever possible. When necessary, a student's Counselor can administer medications when the following guidelines are adhered to:

- With a parent's/guardian's signed permission on the medical emergency form, the student's Counselor can administer acetaminophen (generic Tylenol), Ibuprofen (generic Motrin, Advil), antacids (such as Tums), Benadryl, and cough drops at their discretion.
- For prescription medications, a physician's order and written parent/guardian's permission to administer the medication must be on file. The prescription medication must be given to the student's Counselor by the parent/guardian in the pharmacy container with the directions for dispensing printed on it.
- No medications will be accepted in envelopes or "baggies."
- Students are not permitted to carry medications for self-administration without specific permission from the physician and parent/guardian. Students found with OTC or prescription medication on their persons will incur disciplinary action.

Transportation Services

CONDUCT ON BUSES AND VANS

Students are to conduct themselves appropriately while riding the bus to and from school. Students found in violation of any school rules, or found guilty in other ways of improper behavior on bus, may be referred to the Behavior Manager for disciplinary consequences.

AUTOMOBILE USE

Parking in Vantage Academy's parking lot is a privilege granted by the school. In addition to obeying all signs posted and all laws of the Commonwealth of PA, a person who drives to school must abide by the following:

- Students are eligible to drive when they achieve Growth Level Status and with the permission of their Vantage Counselor.
- Students who drive may not transport other students without the written parental permission from both parents.
- Students are not permitted to loiter in or around the cars, or access them without permission during the school day.
- Cars should be kept locked at all times while parked. It is suggested that valuable items not be left on the seats or otherwise visible areas of the car.

Any violation of the above regulations will result in:

- The loss of the privilege of parking in Vantage's lot. Constant violations will result in the loss of the privilege permanently. Parents/Guardians will be notified if the privilege is revoked.
- Suspension from school for serious consistent violations.

TRANSPORTATION POLICY FOR PART-TIME STUDENTS

Some Vantage Academy students take classes at another school such as a technical or trade school or the student's home school. The following list outlines normal transportation procedures between Vantage Academy and the second school.

- If Vantage Academy is open (whether for the entire day or with an early dismissal), and the second school is open, the student's home district may provide transportation.
- If Vantage Academy is closed for the day, but the second school is open, it is

the parent(s)/guardian(s) responsibility to arrange for transportation to the second school.

- If Vantage Academy is open (whether for the entire day or with an early dismissal), but the second school is closed, it is the parent(s)/guardian(s) responsibility to arrange for transportation home.

TRANSPORTING STUDENTS

At certain times, students may be transported off school property. Examples of such times include rewards for positive behavior or academics or school trips. Verbal permission from parent(s) or guardian(s) will be obtained by the student's Counselor for trips under 10 miles. Written permission will be obtained for school trips over 10 miles. Transportation for trips will be on district buses, Vantage vans, or at times Vantage employee vehicles.

Behavior System

The purpose of the Behavior Management System at Vantage is to help students take responsibility for their behavior and develop habits that will enable them to be successful in life. This system includes:

POINT SYSTEM

Appropriate behavior will be recognized and rewarded each period by an accumulation of points. A maximum of 5 points can be earned during each of eight (8) class periods. Points can only be earned; they cannot be lost.

Points are earned for appropriately fulfilling the following expectations:

Being prepared..... 1 point

Following directions ..... 1 point

Respectful interaction..... 1 point

Completing work and effort ..... 2 points

Level System

BASICS LEVELS

All students will begin the Level System on the Basics Levels. Students' point totals each day will determine the level they are on and if they are permitted to play in the Gym and Recreation Room. Students who earned B3 points the previous day will be permitted to play in the gym and/or Rec Room before the first period morning bell. Students on Growth Level will be permitted to play in the Gym and/or Rec Room during their lunch period. (NOTE: Points needed to obtain levels are prorated if the day is shortened.)

Level/Step	**Points Needed**
Basics 1	(B1) 0-16
Basics 2	(B2) 17-34
Basics 3	(B3) 35-40

Basics Level 3 (B3) indicates that the student is exhibiting appropriate behavior indicated by earning the majority of daily points as described above.
If a student has an unexcused or unlawful absence for the day, he or she will not earn points. This will affect a student's growth level status. Students are responsible to ask for and complete all classwork and homework missed resulting from the absence.

GROWTH LEVEL

In order to advance to Growth Levels, the student must show the following:

- **Growth Level 1 (G1**): Demonstrate consistent appropriate behavior indicated by maintaining ten (10) consecutive days on Basics 3.
- **Growth Level 2 (G2)**: Growth Level 1 requirements, along with responsibility as indicated by completing a service project and staff assessment. Projects are usually long term and of benefit to the student and the school.
- **Growth Level 3 (G3)**: Growth Level 2 requirements and leadership as indicated by continuing an ongoing responsibility project within the program, showing support for other students and staff, in addition to earning positive staff evaluations. For more specific information regarding Growth Levels, see your Counselor.

INTERVENTION LEVELS

The Intervention Levels will be used in order to help students gain control of major behavioral difficulties within the program. The purpose of the Intervention Levels is to indicate to students the seriousness of a behavior, while enlisting the help necessary to resolve the issues, and return the student to successful progress within the program.

Occasionally a student needs more help than the Vantage Academy program is able to offer. In such situations, the student will be allowed to work his/her way through the intervention system, with the end result being a dismissal from the program and a return to the home district for further placement.

Intervention Level 1 (I1)**:** Students are placed on Intervention Level 1 when they are unable or unwilling to resolve daily crises in the Resolve Room or when they repeatedly engage in offenses that are cause for suspension, such as:

- Fighting
- Refusal to go to the Resolve Room
- Consistent and prolonged refusal to resolve problems

When students are placed on I1 they must serve an In-School Suspension (ISS) or Out of School Suspension (OSS) for one (1) complete day. Upon their return to school, they must complete an assigned task pertaining to their suspension before resuming their class schedule. Parent(s)/Guardian(s), and the student's sending district, will be notified whenever a student is placed on I1.

Intervention Level 2 (I2**):** Students are placed on Intervention Level 2 (I2) when they are unwilling to resolve the conflict causing them to be on I1, when they repeatedly demonstrate the behavior which caused their original placement on I1, or when their behavior is severe enough to put themselves and others at risk of physical harm.

When a student is placed on I2 he/she must complete two (2) or three (3) days of out of school suspension. A meeting may be arranged prior to the student returning to school. The student, their parents, Counselor, Behavioral Manager, the Program Director and a referral representative may be invited to this meeting. This meeting provides an opportunity for all those concerned about the student's well-being to discuss their ideas and resources in order to help the student regain successful progress within the program. During this meeting, the student must make a genuine commitment to appropriately resolve the conflict. When he/she returns to school, the student may be required to complete an assigned task before returning to class.

Intervention Level 3 (I3**):** Students are placed on Intervention Level 3 when they are unable or unwilling to resolve the conflict causing them to be on I2, when they repeatedly demonstrate the behavior that caused their original placement on I2, or when their behavior causes a severe safety hazard to themselves or others (e.g. Serious threats to staff or students, possession of drugs with intent to sell).

When a student is placed on I3, he/she must serve from three (3) to five (5) consecutive days of OSS. Students may not return to school until a meeting is arranged between their parents, school district representative, Counselor, Program Director, and the Behavior Manager, during which the student must make a genuine commitment to appropriately resolve the conflict. When the student returns to school he/she may be required to complete an assigned task before returning to class.

Students who are unwilling or unable to resolve the conflict causing them to be on I3 or who repeat the behavior which caused their original placement on I3, will be reviewed by Vantage Administration for the purpose of discharging them from the program. The Program Director will notify the student's parent(s)/guardian(s) and the referral representative that such action is being taken as a result of the student's inability to resolve the conflict. Students that are discharged from Vantage Academy will be referred back to the home district for further placement.

RESOLVE ROOM

A full time Behavior Manager or Counselor is available in the Resolve Room to aid students in appropriately resolving problems and conflicts. Students will be sent to the Resolve Room when they are unable to manage their behavior within the classroom setting or when they become disruptive to any aspect of the program. Students experiencing anxiety in the classroom may ask their teacher to use the Resolve Room .

Although there is no punishment for being sent to the Resolve Room, there is the consequence of not being able to earn points until returning to class. While in the Resolve Room the student will, with the assistance of the Resolve Room Behavior Manager or Counselor, develop a plan to resolve the issue for which the student was sent. In order to return to class, the student must make a commitment to follow the plan. If the conflict resolution does not take place while in the Resolve Room, the student may be:

1. Referred to a Counselor.
2. Sent home with an unresolved or out of school suspension.
3. Calmly remain in the Resolve Room until a commitment is provided.
4. Provided a behavior contract (plan) that the student will assist in creating.

Level	Examples (List is not all inclusive)	Possible Disciplinary Recources (List is not all inclusive)
Resolve	Failure to follow school rules Disrespect to staff Suspicion of smoking Late to class Disrupting class Walking out of class Wandering/Time & Place Awareness Not following directions Inappropriate Language Horseplay Inappropriate Behavior	Explore problem in Resolve Room Meet with teacher Work out a plan Write up a contract
Extended Resolve	Continuation in frequency and/or intensity of above Refusal to resolve issues Vandalism Posturing Bullying Leaving school without permission Continual failure to follow school rules	Parent notification School District and/or Probation notification Peer mediation Detention Fines Meetings Public community service Written assignments related to issue Escort Contracts Restitution of property & damages
Intervention 1	Continuation in frequency and/or intensity of above Refusal to go to Resolve Room Threats or intimidation Fighting Harassment (sexual, racial) Blatant smoking Theft	1 day OSS or ISS
Intervention 2	Continuation in frequency and/or intensity of above Drug Offenses Assault/Battery Threatening/striking school employee Extortion Threats of / Intent to destroy property	2-3 days OSS with re-entry meeting
Intervention 3	Continuation in frequency and/or intensity of above Failure to Adjust Possession of drugs with intent to sell	3-5 days OSS with re-entry meeting

Vantage Academy Rules

The following are prohibited at Vantage Academy:

- Unexcused and/or unlawful absences from school.
- Use, possession, or destructive discussion of drugs and alcohol or paraphernalia.
- Fighting, threats of physical harm, excessive horseplay and weapons.
- Blatant refusal to report to Resolve Room when directed.
- Damaging, defacing or theft of school property.
- Smoking or possession of cigarettes or vapes.
- Obscene language and gestures, cursing, swearing, and instigating comments.
- Leaving school property without permission.
- Being in designated off-limits areas

STUDENT RIGHTS

(PA Department of Public Welfare 55 PA Code Chapter 3800.)

- A student and the student's family have the right to lodge grievances with Lake side Educational Network (the Parent company of Vantage Academy) for an alleged violation of specific or civil rights without fear of retaliation.
- A student has the right not to be discriminated against because of race, color, religious creed, disability, handicap, ancestry, sexual orientation, national origin, age or sex.
- A student has the right not to be abused, mistreated, threatened, harassed, or to be subjected to corporal punishment.
- A student has the right to be treated with fairness, dignity, and respect.
- A student has the right to be informed of the rules of Souderton Vantage Academy.

- A student has the right to communicate with others by telephone subject to reasonable facility policy.
- A student has the right to communicate and visit privately with an attorney or clergy.
- A student has the right to be protected from unreasonable search and seizure.
- A student has the right to practice the religion or faith of choice, or not to practice any religion or faith.
- A student has the right to rehabilitation and treatment.
- A student has the right to be free from excessive medication.
- A student may not be subjected to unusual or extreme methods of discipline that may cause physical or psychological harm.
- A student may not be deprived of specific or civil rights.
- A student's rights may not be used as reward or sanctions.

Grievance Procedure

It is the policy of Souderton Vantage Academy to encourage a student to bring to the attention of his/her Counselor, complaints or concerns about school-related situations. The Counselor, through a formal complaint and grievance procedure will provide a student an opportunity to present his/her complaints and appeal decisions. All complaints or grievances will be resolved fairly and promptly.

The definition of grievance as used here is: a student's expressed feeling of dissatisfaction where there has been a violation of an expressed policy or the content of the student manual by a school staff member or another student. A student may use the grievance procedure and will not, under any circumstances, be penalized for doing so. A Counselor is responsible for ensuring that the grievance is fully processed until the student is satisfied with the decision or until the student's right of appeal is exhausted.

Whenever a student believes that he/she has a grievance, the student should bring the matter to the attention of his/her Counselor. It is the responsibility of the Counselor to investigate the grievance, to attempt to resolve the grievance and to communicate a decision to the student within a reasonable time. If the student's grievance is about the Counselor, the Program Director will advise the student how to proceed with the next step of resolving the particular incident in question.

If the aggrieved student is not satisfied with the Counselor's decision, he/she will be permitted to appeal to the next step in the procedure. The Counselor shall write the student's grievance, the facts, and the decision for review by the Program Director.

The Program Director will discuss the matter with the student and the Counselor and will make a decision regarding the grievance within a reasonable time. The Program Director's decision will be noted on the original document, with the reason for it.

As used in this handbook, the term: "reasonable time" for reaching a decision concerning a grievance at any level will be five (5) school days.

Information concerning a student grievance will be received in strict confidence. Issues will only be discussed with those individuals who are involved in processing the grievance.

Grievances not remediated through Souderton Vantage can be filed with any of the following agencies:

Lakeside Educational Network
1350 Welsh Road
Suite 400
North Wales, PA 19454

Office for Civil Rights
U.S. Dept. of Health & Human Services
Region III, P. O. Box 13716
Philadelphia, PA 19101

Department of Public Welfare
Civil Rights Compliance Unit
1400 Spring Office Building, Room 502
Philadelphia, PA 19130

Pennsylvania Human Rights Commission
711 State Office Building
Broad & Spring Garden Streets
Philadelphia, PA 19130

Civil Rights Compliance

In accordance with applicable Federal and State Civil rights laws and regulatory requirements, me and my child(ren), as a client of this facility, have the right:

■ To be provided services at this facility and to be referred for services at other facilities without regard to your race, color, religious creed, handicap, ancestry, national origin, age, or sex.

■ To file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, handicap, ancestry, national origin, age, or sex.

Complaints of discrimination may be filed with any of the following:

Lakeside Educational Network
1350 Welsh Road
Suite 400
North Wales, PA 19454

Office for Civil Rights
U.S. Dept. of Health & Human Services
Region III, P. O. Box 13716
Philadelphia, PA 19101

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Transition to Home School

The goal of Vantage Academy is to prepare students for a successful transition back to his/her home school. Students who have achieved both their academic and behavior goals at Vantage may be considered for a transition back to his/her home school.

Transitions are designed on a case by case basis based on the individual needs of the student and district discretion. Student and parental involvement is an integral part of the transition process.

Drugs and Alcohol

Drug and alcohol abuse are major problems confronting our society and our community. A clear policy on drug and alcohol abuse is set forth for the Vantage Academy.

STUDENTS SEEKING HELP

The primary concern of Vantage Academy is to help those students with drug and/or alcohol problems. To this end, students are encouraged to seek help.

The following services and resources are available to students at Vantage.

- Counselors are available during weekly counseling sessions to help students deal with drug and alcohol problems.
- Referral services are available to those students needing help beyond the jurisdiction of the school.

ALTHOUGH CONFIDENTIALITY SHALL BE EXTENDED TO STUDENTS SEEKING HELP, IT CANNOT BE EXTENDED TO STUDENTS WHO HAVE BEEN APPREHENDED FOR ILLEGAL USE OR POSSESSION OF DRUGS AND/OR ALCOHOL.

ILLEGAL USE OF DRUGS AND/OR ALCOHOL ON THE VANTAGE ACADEMY PROPERTY

- Students are reminded that drug and/or alcohol use or possession is illegal. Therefore, the use or possession of drugs and/or alcohol on or around the Van tage Academy property or during school-sponsored activities, is prohibited.
- All incidents concerning the suspected use, possession, transportation or distribution of drugs or alcohol by students shall be reported to the Behavior Manager.
- Any student who is suspected of being under the influence of drugs and/or alcohol is subject to a search and seizure by a same sex staff person. Parents will be notified of search and any action taken.
- Any student suspected of being under the influence of drugs and/or alcohol shall be sent to a Behavior Manager's office.
- If a Behavior Manager and Counselor make the judgment that a student is under the influence of drugs and/or alcohol, the student will be sent home.
- Any student needing immediate emergency treatment shall be transferred to the nearest medical facility. The student may be accompanied by a school official designated by the Program Director.
- Parents/Guardians shall be promptly informed of the school's actions; they shall be notified of all incidents and subsequent action taken by the school and by medical officials on the case.
- The illegal use or possession of drugs and/or alcohol on school property or during school sponsored activities shall be reported to the local law enforcement officials and shall be considered the basis for suspension and/or the recommendation for expulsion.

- Any student found with illegal drugs and/or alcohol may also be subject to discipline consequences based on the sending district's discipline policy.

SELLING, TRANSPORTING OR DISTRIBUTING DRUGS

Selling, transporting or distributing drugs and/or alcohol or OTC medicine on school property or attempting to sell, transport or distribute same on school property or during school sponsored activities shall be subjected to the same penalties described for the use of illegal drugs. In situations where the substance is not a controlled substance, the intent to sell, transport, distribute or buy it as such warrants the same procedures and penalties described for illegal activities.

SEARCHES

Students who are involved or suspected of being involved in illegal or unsafe activities may be subjected to a personal search based on reasonable cause. Illegal property may be confiscated and used as evidence. Parents/Guardians will be notified of all searches and action taken.

Smoking, Vaping and Tobacco Possession

The Clean Indoor Air Act 27 of 2008 prohibits students from possessing or using tobacco in a school building or on school property.

On February 20, 1989, a state law passed by the legislature went into effect. Section 3.5 "School Tobacco Control" states, "Tobacco use by pupil is prohibited in school buildings and on school buses and on school property." Section (e) states, "Smoking includes possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment. Tobacco use includes smoking and the use of smokeless

tobacco in any form. Smoking by students is not permitted on school grounds or in vehicles on school grounds" or within 50 feet of the school building, parking lot or school property.

Under the provisions of Section 2 of Act 145 of 1996, possession, smoking and tobacco use by a student is prohibited in school buildings and on school buses and on school property owned by, leased by, or under the control of Vantage Academy. For the purpose of this policy, smoking shall mean all uses of tobacco; snuff or other lighted smoking products, or smokeless tobacco in any form.

The penalties for student possession of tobacco products in school buildings, on school buses and on school property are:

Enforcement under the Criminal Code of Pennsylvania, Title 18, Section 6306.1 which provides as follows.

- A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than $50 for the benefit of the school district in which the student resides, and to pay court costs. When a pupil is charged with violating subsection (A), the court may admit the offender to an adjudication alternative as authorized under 42 P.A.C.S. & 1520 (relating to adjudication alternative program) in lieu of imposing the fine.
- The appropriate administrator shall initiate an action before a local justice of the peace charging the summary offense for possession or use of tobacco. Furthermore, a summary offense for possession under this section shall not be a criminal offense of record, shall not be reportable as a criminal act, and shall not be placed on the criminal record of the offending school-age person if any such record exists.

- Possession or use of tobacco products in school buildings or school buses and on school property.

Smoking or possession of cigarettes, vapes or tobacco products is prohibited at Vantage Academy. The following guidelines are to be observed in maintaining this rule.

Possession of cigarettes or vapes (including all tobacco products)

If a student is found to be in possession of cigarettes, vapes or related paraphernalia, these items will be confiscated and disposed. If the student refuses to relinquish these items, or if the student is found in possesion of these items multiple times, further actions will occur including but not limited to suspension, citations/fines, or expulsion.

Smoking on or around campus and/or school transportation

The consequence for smoking on school grounds may include, but not be limited to, extended time in the resolve room, searches, assistance via a plan to prevent the behavior from recurring, suspensions and possible police citations.

Cooperation with Law Enforcement

With full awareness of and the attention to individual rights and the differences in purpose and function between the school and law enforcement agencies, it shall be the policy of the Vantage Academy to cooperate fully with law enforcement agencies in combating drug and alcohol abuse.

Harassment

It is the policy of Vantage Academy that racial, sexual, religious or ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents.

Racial, sexual, religious or ethnic harassment and violence refers to continued unwelcome and unwanted behavior related to sex, race, religion, or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe, or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job.

Harassment and violence is prohibited between staff members, between staff members and students, between students, and from members of the public directed at students or staff on school property or at school-sponsored events. Some examples of harassment and violence include: unwelcome patting, pinching, or physical contact of any kind, obscene gesturing, name-calling or labeling (such as "gay"), ethnic or racial slurs, threats, insults, or assaults against someone due to their sex, race, religion or ethnic group.

If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct a complaint should be filed by contacting any Counselor or the Program Director.

Weapons Policy

Possession or transfer of weapons on school property is prohibited. Appropriate disciplinary and/or legal action will be taken against any student who possesses weapons, or who assists possession in anyway. For the purposes of this policy, weapons are defined in Section 1317.2 of the school code of 1949, as amended, and shall include but not be limited to, any knife, cutting instrument or implement capable of inflicting bodily injury.

Vandalism and/or Theft

The school is a community and damage to or theft of school or personal property is an injury to all members of the school community. Deliberate destruction of or theft of school or personal property will result in suspension from school, restitution, and notification to the police of such incidents if indicated. Students who commit repeated offenses of theft or vandalism may be recommended for expulsion.

Gambling

Gambling of any type is prohibited on school property. All such incidents will be reported to the Behavior Manager for investigation and disciplinary action.

Dress Code

Vantage Academy is committed to maintaining an overall environment conducive to the development and maintenance of positive growth and progress. Student dress must meet community and legal standards of health, safety, and modesty, and may not substantially disrupt the work and discipline of the school. Therefore, the following guidelines pertaining to student dress and decorum are to be observed.

- Any article of clothing that depicts alcohol, drugs, sex, vulgarity or inappropriate language or graphic violence is prohibited at Vantage Academy. Also prohibited are any articles of clothing that deride or denigrate others. These include hats, shirts, buttons, etc.
- Students are also expected to cover their bodies appropriately. This means no cropped shirt exposing the midriff, excessively short pants or skirts.
- If students are inadequately attired, they will be referred to the Behavior Manager or a Counselor for further action and/or consequences.
- If students come to school wearing a prohibited item, they will be directed to reverse it or conceal it by any staff member observing them. If students refuse to cooperate, they will be directed to the Resolve Room in order to resolve the conflict.
- Any repetition of these behaviors will also result in contact with parents or referral representatives to further resolve the matter.

School Lunch Program

A student may qualify for a reduced rate for lunch through this program. If a student does not qualify for this program, the full rate will be charged. Checks for the meal program may be made out to SASD Cafeteria Fund and can be handed into Counselors or the Receptionist. Notices will be sent home for students who have an insufficient account balances. The student will not be permitted to order lunch until a payment is received. A student may choose to bring his/her own meals from home; a microwave and refrigerator are available.

Out-of-district students may be eligible for reduced rate breakfast/lunches, if the home district has partnered with Souderton Food Services regarding this option. If not, out-of-district students may choose to purchase meals at the student rate or provide their lunch from home. For out-of-district, full pay breakfasts/lunches, checks should be made payable to SASD Cafeteria Fund or an account may be set up on-line at Souderton School District "Food Services - My School Bucks" at http://www.soudertonsd.org/parents-students/services/foodservice/my-school-bucks.cfm. The on-line set up is preferred.

If a student forgets his/her lunch, a substitute lunch may be provided for a minimal fee. This service is for emergencies only and should not be used on a daily basis.

Students are expected to conduct themselves appropriately in the cafeteria. All rules and regulations of Vantage Academy apply during lunchtime. Lunch detention may be enforced for students who have shown to be unable to conduct themselves appropriately during this time.

Food and Drink

Students are not permitted to have food and beverages, other than water, outside of the cafeteria after 1st period bell rings, unless provided by Vantage Academy staff. If a student chooses to bring open containers to Vantage Academy, they may be examined by staff.

Bathroom Guidelines

Students are expected to be in classes as scheduled. Adequate time is provided between classes and at the end of each class to go to the bathroom. A student may request to go the bathroom during class time, but may be required to exchange a prep point in order to do so. A bathroom policy is enforced to assist in the safety of the students, the program and to ensure that students are engaged in the learning environment for the maximum amount of time each day. Please talk to your Counselor or the Director of Educational Services if you have any questions regarding the bathroom policy.

Electronic Devices

Electronic devices include cell phones, ipods, tablets, MP3, etc. Possession of an electronic device during the school day is a privilege granted by the school.

The use of an electronic device should never interfere with or disrupt student learning. Therefore, students are not permitted to use electronic devices either inside or outside of the classroom setting during instructional time. Students are expected to silence or turn off their device during class. They are also expected to keep their device(s) away and out of site during class.

If possession of such becomes disruptive or if the student fails to follow school policy, the student will be asked to surrender the device to the resolve room counselor. Failure to do so will result in the student being referred to the Behavior Manager for further intervention. Repeated failure to surrender an electronic device, when asked, may result in the student losing the privilege to possess their device during the school day or being prohibited from bringing the device to school.

Any student bringing an electronic device to school does so at his/her own risk. If a student is asked to surrender a device, reasonable efforts will be made to insure its safekeeping. However, staff, whether holding a student's electronic device or not, are in no way responsible for it if it is damaged, lost, or stolen.

Students are permitted to have, use and/or listen to an electronic device at the following times during the school day:

- On the bus while riding to and from school
- In the Cafeteria before First Block/Period bell, at lunch and during Friday activity period
- In their Counselor's office at staff discretion

The following procedures will apply in keeping this policy:

- Students who use (or fail to turn off) an electronic device in violation of the policy above during the school day will be asked to go to the resolve room and surrender such item to the Behavior Manager.
    - For the first offense, the student's device may be turned into the Behavior Manager for the remainder of the school day. Students will be reminded of the electronic device policy as well as consequences for a second or third offense. A phone call or email may also be made to the student's parent or guardian to review the same.
    - For the second offense, the student's device will be turned into the Behavior Manager for the remainder of the school day. Students will be given a verbal reminder of third violation consequence. A phone call or email will be provided to the student's parent or guardian reviewing the same. Students may be placed on a three (3) day probationary period in which they will be required to turn in the device to their Counselor or Behavior Manager upon entry to the school.
    - For the third offense, the student's device will be turned into the Behavior Manager for the remainder of the school day. A meeting will be arranged with the student's parent or guardian and an electronic device behavioral plan may be implemented. Students on a behavior plan will either be required to keep their device at home or turn it in at the beginning of each school day until they reach Growth level and/or have met the requirements laid out in the plan.
    - Repeat violators of this policy may have further consequences that include but are not limited to the loss of device privileges indefinitely.
- If at any time a student refuses to give up their device upon request by a staff member, they may serve an ISS or OSS upon the discretion of the Behavior

Manager and/or Director(s) and the parent or guardian will be notified that the student may lose device priveleges until further notice.

- Vantage Academy is not responsible for damaged, stolen, or lost electronic devices.

Responsible Computer Use

Student users of computers are responsible for their behavior and communications over the network. Network administrators may review student files and communications to maintain system integrity and insure that users are using the system responsibly. User files, stored on servers are the property of the school and are not private. Access is a privilege, not a right, and entails responsibility.

The following are not permitted:

- Using the network for other than school purposes.
- Sending or displaying offensive messages and pictures.
- Visiting all social networking websites, including but not limited to Twitter, Instagram or Facebook.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, the computer system, or computer networks.
- Violating copyright laws.
- Using others passwords.
- Trespassing in another student's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.

Consequences:

Violations may result in a loss of access. Behavior Managers in conjunction with existing school rules regarding appropriate language and behavior may determine additional disciplinary action. When applicable, law enforcement agencies will be involved.

Fire Drill Procedure

Fire drills will occur once a month throughout the school year. The following guidelines should be followed by all staff and students:

- The class should leave the building through the appropriate exit.
- The class should remain with their assigned Teacher/Counselor at all times.
- The class should exit quietly so that directions can be heard.
- Any students temporarily out of class (bathroom, water fountain, etc.) should proceed through the nearest exit and immediately rejoin their class
- Teacher/Counselor will close and lock room doors as they exit.
- Teacher/Counselors will lead classes to the appropriate location where they will await a signal from the Program Director that they may return to their rooms.
- Classes will remain separated from other classes and with the Teacher/Counselor during the fire drill.
- Points will continue to be earned during the fire drill.

Field Trip Policy

- A parent/guardian shall be notified by phone at least three (3) days in advance of a field trip, unless a student earns Growth Level after the initial notification occurs. The parent/guardian must sign and return the notice regarding the field trip before the pupil is permitted to participate.
- Field trips must be approved by the Program Director, or designee, prior to notification of students/parents.
- Vantage Academy shall provide transportation to and from the destination of the field trip. Pupils shall pay admission fees where required. However, no pupil shall be denied the opportunity to participate in a field trip because the parents/guardians are unable to afford the admission fee.
- If a parent/guardian or staff believes that it would not be in the best interest of the pupil to participate in a field trip, the parent/guardian will be notified of the arrangements that have been made with the approval of the program director.
- The following ratio of staff to pupils for field trips is required: 1 staff member for every 1-6 students.
- Student health needs must be identified and considered prior to committing to a particular field trip.

Field Trip - Health Concerns

The Emergency Care Waiver Form must be completed for all students who are required to take medication during the school day. Student health needs must be identified and considered prior to committing to a field trip.

Signature Page

Students and parent(s) or guardian are required to read the Souderton Vantage Academy Student Handbook. By signing below, you acknowledge that you have:

- Read and understood the Student Handbook, and
- Agree to follow the aforementioned rules and regulations of Souderton Vantage Academy

This page must be printed, signed and returned to the student's Counselor within five (5) days of entry into the Vantage Academy program.

STUDENT DATE

PARENT OR GUARDIAN DATE

LAKESIDE SCHOOL

VANTAGE ACADEMIES

GIRLS ACADEMY

VANTAGE ELEMENTARY SCHOOL

E-LEARNING PROGRAM

MOBILE SUPPORT PROGRAM

IN-SCHOOL COUNSELORS

LAKESIDE GLOBAL INSTITUTE

REDEFINE THE REST OF YOUR LIFE

1350 Welsh Road, Suite 400, North Wales, PA 19454
(P) 215-654-9414 | (F) 215-654-9523
www.lakesideprograms.org

Nondiscrimination in services: admissions, the provision of services, and referrals of students shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available.