

**Cougar Academy Positive Behavioral  
Interventions and Supports (PBIS)  
Student/Parent Handbook  
2022-2023**

**4Gs**

**Give and Get Respect**

**Gather Your Tools**

**Grant Yourself Opportunities**

**Go Achieve Your Goals**

Cougar Academy Students & Parents,

Cougar Academy is participating in an important state and district initiative titled, Positive Behavior Interventions and Supports (PBIS). PBIS is a data-driven framework supported by the Harrisburg School District to promote and maximize academic success and behavioral proficiency. PBIS is a process for creating a safer and more effective school environment. It is a systems approach to enhancing the capability of schools to educate all students by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving our schools ability to teach and support positive behavior for all students. Schools are successful when students are encouraged and allowed to grow academically, socially, and emotionally.

The ultimate goal of PBIS is to create a safe and productive environment where educators can teach and all students can learn without disruption. By setting clear social and behavioral expectations and directly teaching our students how to model those expectations, we can create a positive and productive atmosphere to facilitate optimal learning. We are proud to be a part of this exciting initiative. PBIS will allow us to:

- Teach students the behaviors we expect
- Provide a safe environment where students excel academically and socially
- Encourage positive behavior and interactions
- Reduce the number of office discipline referrals

As part of the PBIS initiative our school has defined a set of school-wide expectations and rules for behaviors in all areas of the school. These expectations will be posted throughout the school in hallways, cafeteria, restrooms, gym, and other locations throughout the building. All students will be explicitly taught these behavioral expectations through school developed lesson plans that include examples and non-examples of the specific expectation being addressed.

Students will not only be taught about the behavioral expectations, but they will be provided with opportunities to practice them as well. By detailing every expected behavior and teaching students in a proper positive way, we will provide a common language for everyone in the building, including students, teachers, front office staff, paraprofessionals, and all support personnel. Our school-wide expectations are:

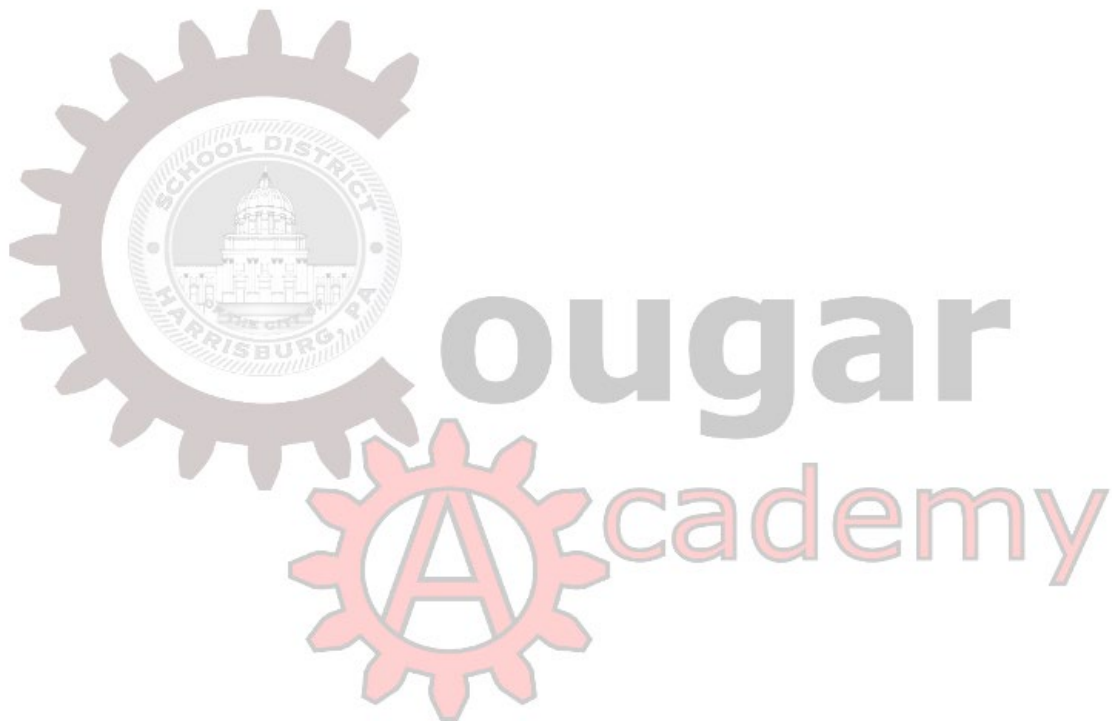
- Give and Get Respect
- Gather Your Tools
- Grant Yourself Opportunities
- Go achieve Your Goals

For a school-wide system to work effectively, it is important that students and parents read and understand this manual of support. Questions can be directed to the PBIS Coach or Team (this manual contains a listing of the personnel).

**Please review the PBIS Student/Parent Handbook. Please sign the last page and return to your child's homeroom teacher. Please keep the handbook for your reference.**

With respect,

Dr. Bonnie Sypolt



## Positive Behavioral Interventions and Supports Defined

PBIS is based on the idea that students learn appropriate behavior in the same way they learn to read—through instruction, practice, feedback, and encouragement. Key features of PBIS include: (1) administrative leadership, (2) team-based implementation, (3) a clear set of defined positive expectations and behaviors, (4) teaching of expected behaviors, (5) recognition of meeting expected behaviors, (6) monitoring and correcting errors in behaviors, and (7) using data-based information for decision-making, monitoring, and evaluating building results.

### Why PBIS?

Previously, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important aspect of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding.

The purpose of school-wide PBIS is to establish a positive environment where students can flourish.

### PBIS at Cougar Academy

PBIS (Positive Behavior Intervention and Supports) focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children.

Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students. Implementing PBIS will help reduce school

and classroom behavior disruptions and educate all students about acceptable school behaviors.

All staff members at Cougar Academy will establish regular, predictable, positive learning and teaching environments. The staff members will serve as positive role models to students as they teach expected school behaviors.

Our school will also begin utilizing a system for recognizing and rewarding expected behaviors. By improving the school environment, we hope to increase learning time and promote academic and social success for every student.

### Cougar Academy Positive Behavioral Interventions &

#### Supports Team

Dr. Bonnie Sypolt	Principal	<a href="mailto:bsypolt@hbgsd.us">bsypolt@hbgsd.us</a>
Mr. Leroy McClain	Assistant Principal	<a href="mailto:lmclain@hbgsd.us">lmclain@hbgsd.us</a>
Kristin Cruz-Uchima	Learning Support Teacher	<a href="mailto:kcruz@hbgsd.us">kcruz@hbgsd.us</a>
Erica Baylor	Learning Support Teacher	<a href="mailto:ebaylor@hbgsd.us">ebaylor@hbgsd.us</a>
Yanire Rodriguez	Office Manager	<a href="mailto:yrodriguez@hbgsd.us">yrodriguez@hbgsd.us</a>
Valerie Goodman	Guidance Counselor	<a href="mailto:vgoodman@hbgsd.us">vgoodman@hbgsd.us</a>
Jacqueline Bollinger	Classroom Teacher	<a href="mailto:jbollinger@hbgsd.us">jbollinger@hbgsd.us</a>
Lynn Williams	Classroom Teacher	<a href="mailto:lwilliams@hbgsd.us">lwilliams@hbgsd.us</a>



### Cougar Academy Code of Conduct

#### **Students will:**

- Respect each other, and all property to ensure a positive and safe learning environment.

- Display appropriate behavior according to the Cougar Academy Handbook at all times.
- Cooperate with all school personnel.
- Use respectful, appropriate language. Avoid using sarcasm, gossip, belittling, or putting down of others.
- Consume food in the cafeteria only.
- Place all trash and discarded materials in trash cans throughout the day.
- Move quietly through the building to avoid being a distraction to classrooms along the route.
- Display appropriate behaviors that will allow the bus driver to reach each destination safely.
- Wear proper and acceptable attire to school (see dress code policy).
- Arrive to school and to every class on time and be ready to work.
- Take proper care of computer equipment.
- Remain on school property during school hours.
- Present a note signed by a parent/guardian to explain any absences.
- Advise the school office, guidance, and nurse regarding changes of address, phone number, and emergency information on a consistent basis.
- Keep coats, hoodies, backpacks etc. in lockers from 8:30a.m. to 3:00 p.m.
- Keep all electronic devices (cell phones, iPods, MP3 Players, CD Players, apple watches, gizmos, smartwatches, tablets, non-school issued laptop/computers, handheld games (PS4's, DS, DSI, etc.) in lockers from 8:30 a.m. to 3:30 p.m. (middle/high school only can earn cell phones during lunch only)
- Exit the building promptly at dismissal. Students involved in after school activities must report to that activity and remain under direct supervision of the staff while in the building.
- Keep cell phones turned off and inside of your bookbag/locker.
- Conduct themselves in a manner that allows the teachers to teach, and all students to learn.
- Strive for success and believe it is possible.
- Carry materials needed for each class according to teacher expectations.
- Complete and turn in assignments on the due date.
- Return as quickly as possible whenever out of class in order to maximize learning.

### **Cougar Academy Building-Wide Expectations (4Gs)**

# 4Gs

Give and Get Respect

Gather Your Tools

Grant Yourself Opportunities

Go Achieve Your Goals

## Cougar Academy

### PBIS Expectation Matrix

**Tier 1** - Tier 1 Students (Grades K-8) Present During the School Day

Area	Give and Get Respect	Gather Your Tools	Grant Yourself Opportunities	Go Achieve Your Goals
Arrival	<ul style="list-style-type: none"><li>Remove all hats and hoods</li><li>Acknowledge all greetings</li><li>Report to the designated area based on the appropriate time</li></ul>	<ul style="list-style-type: none"><li>Enter through the front doors, remove my hat or hood</li><li>Report to the cafeteria and eat breakfast</li><li>Remain there until dismissed by staff</li></ul>	<ul style="list-style-type: none"><li>All students enter through the front doors and report to the cafeteria</li><li>Hallways have minimum movement</li><li>All students are supervised in their designated areas</li></ul>	<ul style="list-style-type: none"><li>Arrive to school or bus stop on time</li></ul>

<p style="text-align: center;"><b>Dismissal</b></p>	<ul style="list-style-type: none"> <li>• Have everything needed to go home</li> <li>• Report to the designated area.</li> <li>• Get immediately on the bus when called</li> <li>• Wait attentively for your ride</li> </ul>	<ul style="list-style-type: none"> <li>• Have everything I need to go home</li> <li>• Report the area I am supposed to be</li> <li>• Get on my bus quickly when called</li> <li>• Wait attentively in the cafeteria until my ride arrives.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are moving with a purpose to their designated dismissal areas with all of their materials.</li> <li>• Exit through assigned doors.</li> <li>• Car riders and late buses report to the cafeteria and wait for their rides.</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure your dismiss from school on time</li> <li>• Go straight home</li> </ul>
<p style="text-align: center;"><b>Hallway/Stairwell</b></p>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> <li>• Single file to the right side</li> <li>• Use appropriate voice level</li> <li>• Listen and respect adult requests</li> <li>• Use proper manners in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>• Hands by your side</li> <li>• Facing forward</li> <li>• Stand/walk silently and calmly</li> <li>• Walk with quiet feet</li> <li>• Have a pass for destination</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and respond politely to adult requests</li> <li>• Wait patiently</li> <li>• Go directly to your location</li> <li>• One stair at a time/ always walking</li> <li>• Make conscious choices</li> <li>• Enter/exit building at designated doors only</li> <li>• Remain within designated area at Cougar Academy</li> </ul>	<ul style="list-style-type: none"> <li>• Take the direct route</li> <li>• Make conscious choices</li> <li>• Conduct yourself responsibly</li> </ul>
	<ul style="list-style-type: none"> <li>• Use kind language</li> <li>• Only touch your food</li> </ul>	<ul style="list-style-type: none"> <li>• Sit at assigned tables</li> <li>• Feet on floor</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate voice level</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Eat a nutritious breakfast and lunch</li> </ul>



<p><b>Cafeteria</b></p>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Clean up after yourself</li> <li>• Recycle</li> <li>• Wait for your table to be called to line up</li> <li>• Use appropriate voice level</li> <li>• Sit down and wait for teacher to pick you up from the cafeteria</li> <li>• Silently listen to announcements</li> </ul>	<ul style="list-style-type: none"> <li>• Bottom on bench</li> <li>• Facing the table</li> <li>• Wait your turn in the lunch line</li> <li>• Bathroom sign in/out</li> <li>• Acquire, use, and return materials correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Have an appropriate conversation</li> <li>• Follow adult directions</li> <li>• Make conscious choices</li> </ul>	
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<p><b>Classroom/Specials</b></p>	<ul style="list-style-type: none"> <li>• Respond appropriately</li> <li>• Raise your hand to speak</li> <li>• Use an inside voice</li> <li>• Take care of your classroom</li> <li>• Hands, objects, and feet to self</li> <li>• Use materials for intended purpose</li> <li>• Listen while others are speaking</li> <li>• Only touch your belongings</li> <li>• Display digital citizenship</li> <li>• Dress in school uniform</li> </ul>	<ul style="list-style-type: none"> <li>• Have all materials ready</li> <li>• Wait silently</li> <li>• Charge computer daily</li> <li>• Complete homework</li> <li>• Take proper care of computer equipment</li> <li>• Sit/stay in assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive to class on time</li> <li>• Put belongings in appropriate place</li> <li>• Accept consequences</li> <li>• Actively participate</li> <li>• Keep area clean</li> <li>• Make conscious choices</li> <li>• Maintain required percentage in online course</li> <li>• Maintain a passing grade in all courses</li> <li>• Respond to emails from teacher from 24 hours</li> <li>• Provide documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Learn</li> <li>• Achieve success</li> <li>• Attend daily</li> <li>• Develop academic goals quarterly</li> <li>• Responsibly return all homework and home communication</li> </ul>
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			when absent or tardy	
<b>Restroom</b>	<ul style="list-style-type: none"> <li>• Give others privacy</li> <li>• Keep bathroom clean</li> <li>• Keep your hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Stand in line</li> <li>• Wait silently</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Wash hands</li> <li>• Return to class promptly</li> <li>• Throw away trash</li> <li>• Keep water in sink</li> <li>• Report any problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Go and return promptly</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>• Give others privacy</li> <li>• Keep bathroom clean</li> <li>• Keep your hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Stand in line</li> <li>• Wait silently</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Wash hands</li> <li>• Return to class promptly</li> <li>• Throw away trash</li> <li>• Keep water in sink</li> <li>• Report any problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Go and return promptly</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Keep your hands and feet to self</li> <li>• Inside voice</li> <li>• Use kind language</li> <li>• Listen to adult requests</li> </ul>	<ul style="list-style-type: none"> <li>• Have all belongings ready to go</li> <li>• Listen for your bus to be called</li> <li>• Walk to the bus</li> <li>• Sit in designated area</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Remain in seats</li> <li>• Be on time</li> <li>• Keep objects and body parts inside the bus</li> <li>• Get off at your bus stop and go directly home</li> <li>• Report problems to teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive to and from school on time</li> </ul>

<p><b>Assemblies/Guest Presenter</b></p>	<ul style="list-style-type: none"> <li>• Keep hands, objects, and feet to self</li> <li>• Positive responses</li> <li>• Appropriate applause and cheers</li> <li>• Appropriate response with academic language to any and all guests</li> </ul>	<ul style="list-style-type: none"> <li>• Sit on your bottom</li> <li>• Sit silently</li> <li>• Walk silently when entering and exiting</li> <li>• Sit in designated area with class</li> <li>• Fill in all seats</li> </ul>	<ul style="list-style-type: none"> <li>• Respond promptly to teachers' signals and directions</li> <li>• Eyes and ears on the presenter</li> <li>• Respond appropriately to quiet signal</li> <li>• Keep conversation and questions related to topic</li> </ul>	<ul style="list-style-type: none"> <li>• Learn new things</li> <li>• Recognize peer achievements</li> <li>• Meet new people</li> </ul>
<p><b>Parking Lot</b></p>	<ul style="list-style-type: none"> <li>• Keep hands, objects and feet to self</li> <li>• Use kind language</li> <li>• Follow adult directions</li> <li>• Enter and exit the building correctly</li> <li>• Take the direct route</li> </ul>	<ul style="list-style-type: none"> <li>• Have belongings in appropriate area</li> <li>• Hands by your side</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Arrive to class on time</li> <li>• Keep moving</li> <li>• Proceed to designated location</li> </ul>	<ul style="list-style-type: none"> <li>• Safety first</li> </ul>
<p><b>Lockers</b></p>	<ul style="list-style-type: none"> <li>• Use your own locker</li> <li>• Do not share your locker with anyone else</li> <li>• Open and close your locker gently</li> <li>• Keep your locker free of graffiti</li> </ul>	<ul style="list-style-type: none"> <li>• Use only my locker and will not share my locker with anyone else</li> <li>• Be responsible for my locker key</li> <li>• Open and close my locker gently</li> <li>• Will not write on my locker or put</li> </ul>	<ul style="list-style-type: none"> <li>• Student has his/her own locker and is only using his/her locker</li> <li>• Lockers are being opened and closed appropriately</li> <li>• All lockers are free of writing, drawing, and stickers</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your key safe</li> <li>• Keep your locker clean</li> </ul>

		stickers in or on my locker		
<b>Office</b>	<ul style="list-style-type: none"> <li>• Ask a staff member for assistance</li> <li>• Sit and quietly wait for assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Enter office in quiet and orderly manner</li> <li>• Ask staff member for assistance</li> <li>• Follow the directions of all staff members</li> </ul>	<ul style="list-style-type: none"> <li>• All absence notes and bus notes are placed in the designated box in the main office</li> <li>• Students are sitting and waiting patiently to be seen by an administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Have permission to be in office</li> </ul>
<b>Drills (Fire, Severe Weather, Lockdown, Evacuation)</b>	<ul style="list-style-type: none"> <li>• Remain silent and follow staff instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Follow specific drill procedures</li> <li>• Remain silent and follow staff instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone has left the building in a calm and orderly manner</li> <li>• Everyone is sheltered in a calm and orderly manner</li> <li>• Everyone is silent</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone is silent and following staff instructions</li> </ul>
<b>Digital Devices</b>	<ul style="list-style-type: none"> <li>• Each student must complete their CA Acceptable User Policy (AUP)</li> <li>• Never use device in the hallway or restroom</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use electronic devices (phone, iPad, other...) during school hours</li> </ul>	<ul style="list-style-type: none"> <li>• Students will utilize laptops for school purposes only</li> </ul>	<ul style="list-style-type: none"> <li>• All students have completed their AUP</li> <li>• Students are not using their personal laptops</li> </ul>

**Cougar Academy**  
**PBIS Expectation Matrix**  
Tier 2 - Grades 9-12  
 Dismissal at 12:30pm  
Tier 3 - Working Remotely from Home

<b>Tier</b>	<b>Give and Get Respect</b>	<b>Gather Your Tools</b>	<b>Grant Yourself Opportunities</b>	<b>Go Achieve Your Goals</b>
<b>Tier 2</b>	<ul style="list-style-type: none"> <li>• Display digital citizenship</li> <li>• Dress in school uniform</li> <li>• Respond appropriately</li> <li>• Raise your hand to speak</li> <li>• Use an inside voice</li> <li>• Hands, objects, and feet to self</li> <li>• Use materials for intended purpose</li> <li>• Listen while others are speaking</li> <li>• Only touch your belongings</li> <li>• Listen to adult requests</li> </ul>	<ul style="list-style-type: none"> <li>• Enter through the front doors, remove my hat or hood</li> <li>• Report to the cafeteria and eat breakfast, remain there until dismissed by staff</li> <li>• Charge computer daily</li> <li>• Proper care of computer equipment</li> <li>• Prepared with materials</li> </ul>	<ul style="list-style-type: none"> <li>• Attend school daily on time</li> <li>• Log on to Edgenuity for 2.5 hours daily at home</li> <li>• Create academic goals quarterly</li> <li>• Meet quarterly with Cougar Academy staff</li> </ul>	<ul style="list-style-type: none"> <li>• Attend school daily and log on</li> <li>• Arrive to school or bus stop on time</li> <li>• Complete Future Ready Expectations in Grade 11 to 100% completion rate</li> </ul>

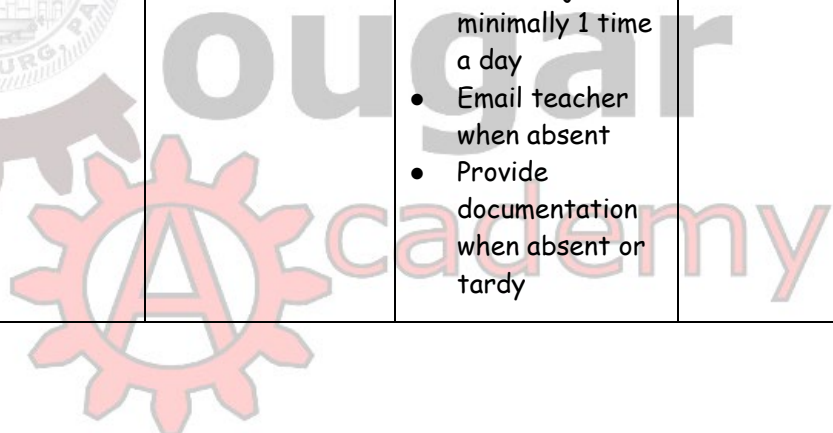
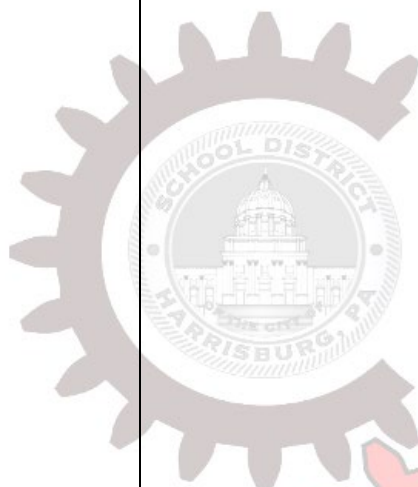
**Tier 3**

- Display digital citizenship
- When on site, dress in school uniform
- Respond to emails grammatically correct
- Respond to emails respectfully

- Proper care of computer equipment
- Prepared with materials

- Recommended to log in 5 hours per day and/ or Maintain required percentage in online course
- Maintain a passing grade in all courses
- Ask questions and maintain consistent communication with teachers
- Respond to emails from teachers within 24 hours
- Log in to each core subject minimally 1 time a day
- Email teacher when absent
- Provide documentation when absent or tardy

- Login to Edgenuity daily
- Meet quarterly with Cougar Academy staff
- Complete Future Ready Expectations in Grade 11 to 100% completion rate



## Cougar Academy Parent Expectation Matrix

Expectations	Uniforms	Arrival	Dismissal	Homework	Parent Engagement
<p><b>Give and Get Respect</b> (Am I listening, being kind, polite, thankful, serving, make good choices?)</p>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Be proud that my child attends Cougar Academy</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Understand the school staff is focused on the start of the school day and wait until parent engagement time to reach out to teachers</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Treat and talk with all individuals I encounter with respect</li> <li>Make sure I am not late picking up my child</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Respect that homework helps reinforce the academic concepts learned in school</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Understand that Cougar Academy is a place of learning and use appropriate manners when dealing with all individuals I encounter at school</li> </ul>
<p><b>Gather Your Tools</b> (What you need to do to get prepared?)</p>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Make sure that my child is wearing all parts of his or her uniform correctly</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Make sure my child is prepared for school (homework, lunch, supplies, Chromebook, dismissal plans)</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Make certain my child has his/her homework for the evening</li> <li>Enter/leave dismissal area as quickly as possible</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Check my child's homework every evening and provide assistance as needed</li> <li>Make certain my child is returning his or her homework</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Contact my child's teachers at the appropriate times with concerns</li> </ul>
<p><b>Grant Yourself Opportunities</b> (What is going to be the best choice for you?)</p>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Make certain my child's uniform is clean everyday</li> <li>Reminding my child to remove outerwear when in the classroom</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Be polite and courteous to all individuals I encounter at the start of the school day</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Greet my child with respect and show interest in learning</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Be involved in my child's learning</li> <li>Read with my child every evening</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Be proud and support the efforts and initiatives of our school</li> <li>Speak in a positive manner about Cougar Academy and help my child understand excellence is expected</li> </ul>
<p><b>Go Achieve Your Goals</b> (What is the purpose?)</p>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Ensure my child will be in appropriate school uniform everyday</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Make certain my child is in school on time</li> <li>Make certain to come sign your child in when arriving to school after 8:30am</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Be at the designated areas on time to pick up my child at 3:00pm unless enrolled in an</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Make certain my child has completed their homework each evening</li> </ul>	<p><b>I can:</b></p> <ul style="list-style-type: none"> <li>Be an active partner in my child's education</li> <li>Reach out to the Principal/Teacher for opportunities of involvement</li> </ul>

### Tardy Policy

A student is considered tardy to school if they arrive in the building after the designated start time. Students will be required to sign in in the morning and are subject to the building's tardy detention procedure. Detention will result after 3 tardy days. **The below procedures will be handled/delivered by the detention advisor:**

Three (3) tardy days- On the 3<sup>rd</sup> tardy, parent will be sent a warning letter.

Five (5) tardy days- After the 5th tardy the student will be issued an afterschool detention (3:30-4:15).

If a student accumulates more than ten (10) tardy days, an In-School Suspension will be assigned at the discretion of the administrator. Further accumulation of unexcused tardy days will be subject to further disciplinary measures and a social worker referral at the discretion of the building Principal or his/her Designee.

- **Parents will be required to sign students in who arrive to school after 8:30am**

### Policy 221: Dress Code

All students are expected to follow the board-approved dress code. Exceptions will only be made by the principal or his/ her designee for special events and dress down days. Students who do not adhere to the proper dress code will be asked to change for the first offense and/or at the discretion of the administrator. Multiple violations of the dress code policy will result in increasing disciplinary actions.

#### **Boys' Acceptable Attire:**

- Tan, Navy, Gray, or Black pants belted at the waist



- Tan, Navy, Gray or Black knee-length shorts, belted at the waist, may be worn from April 15 - October 15
- Solid color polo, uniform style or button-down shirts (short or long sleeves)
- Solid color cardigan sweater

#### **Girls' Acceptable Attire:**

- Tan, Navy, Gray, or Black pants belted at the waist
- Tan, Navy, Gray or Black knee to ankle length skirts
- Tan, Navy, Gray or Black knee-length shorts, belted at the waist, may be worn from April 15- October 15
- Solid color polo, uniform style or button-down shirts (short or long sleeves)
- Solid color cardigan sweater

#### **Unacceptable Attire for All Students:**

- Polo shirts or non-hooded sweatshirts with stripes, emblems, or designs
- Printed or multi-colored undershirts
- White t-shirts
- Clothing made from any knit material, e.g. Spandex, Lycra, or knit blends, specifically leggings
- Length of skirts, dresses and shorts that are shorter than fingertip length
- Denim material of any color
- Outerwear, including jackets, vests.
- Fleece and hooded sweatshirts
- Hats, do-rags, scarves, and hair nets or any other distracting headwear
- Bare shoulders and midriffs
- Pants that sag below the waist

At times, students may be required to wear certain types of clothing while participating in physical education classes, or in extracurricular activities. Dress requirements for religious reasons may be made through the school office. If a staff member believes that his/her intervention has not resolved the matter, or if non-adherence to policy continues, the staff member shall report the incident to the principal or his/her designee for further investigation. If a student is dressed inappropriately, he/she will be sent to the counselor/social workers office for assistance.

#### **Dress Code Violation Consequences**

1. First Violation - Parent/Guardian Contacted by the Office and change of clothing requested to be brought into school. Social worker is involved if adequate clothing is needed.
2. Second Violation - Parent/Guardian Contacted by the Homeroom teacher and change of clothing requested to be brought into school. Expectation of dress code discussed on phone and copy provided.
3. Third Violation - Student receives two lunch detentions or one after school detention.
4. Fourth Violation - Parent meeting with social worker regarding dress code violation. Violations following the meeting will result in a behavior contract.

### Electronic Devices

Students must use district issued devices that are expected to be fully charged and brought to school daily. Students should leave all personal electronic devices home. If students bring personal devices to school, they should be stored in their personal lockers or cubbie. Cougar Academy is **not** responsible for lost, stolen or damaged goods.

### Equipment Sign-out Devices

Each student will receive a Chromebook/Device and charger. Technology equipment is the responsibility of the student. If equipment is not returned, a charge of \$500 student obligation will be issued. Please note the following:

- If equipment is stolen, a police report must be filed and a copy should be provided to Cougar Academy. Once received, the student obligation will be removed.
- If equipment is damaged, please notify Cougar Academy and return damaged equipment within 24 hours. Damages will be assessed and you will be notified of any charges incurred.

### Cell Phone Use

School phones are for business purposes and are available to students only in emergencies. Incoming calls or text messages for students are prohibited except for emergencies.

Our focus for students is their coursework and doing well academically. When students are distracted with their phones, their schoolwork is not their primary focus. Students are allowed to have their phone during lunch; however, this is at the discretion of administration.

### **Grades 7-12 Phone Expectations**

Students in grades 7-12 may have their phone with them at lunch at the discretion of administration. During class instruction, schools should remain in student lockers. The first week of school, students in grades 7-12 will be requested to bring in a lock (key or combination) to lock their personal belongings, including their phone.

1st Warning - The first warning is the student will be asked to put their phone in their locker.

2nd Warning - The phone will be held by the teacher until the end of the school day.

After three warnings, the phone will then need to be picked up in the office by the parent or guardian.

Continued violations of this expectation will result in a detention being issued for the student.

### **Grades K-6 Phone Expectations**

Students in grades K-6 may NOT have their phone with them during the day. Their phone will be expected to be turned off on silent in their bookbags. Homeroom teachers may also ask to collect phones from students to keep during the school day.

1st Warning - The first warning is the student will be asked to put their phone in their backpack.

2nd Warning - The phone will be held by the teacher until the end of the school day.

After three warnings, the phone will then need to be picked up in the office by the parent or guardian.

### **Attendance (Unexcused Absence)**

**Students are expected to be in school on time each day. The school day starts at 8:30am and ends at 3:30pm.**

Every child is required to attend school per PA School Code. When students miss school, the absence is considered unlawful. Please email excuse notes to [cougaracademy@hbgsd.us](mailto:cougaracademy@hbgsd.us) with your child/children names, date missed, reason for absence. A handwritten note can also be given to your child's homeroom teacher or submitted to the office.

### **Attendance Contract**

If a student has more than five unexcused absences, they will then be on an attendance contract. This contract will last for 30 days, in which attendance will be reviewed at the two week mark. If attendance continues to remain a concern, a meeting will be held with the school counselor and administration to determine continued placement at Cougar Academy.

### **Tardy Policy**

A student is considered tardy to school if they arrive in the building after the designated start time. Students will be required to sign in in the morning and are subject to the building's tardy detention procedure. Detention will result after 3 tardy days. **The below procedures will be handled/delivered by the detention advisor:**

### **Tardy Policy**

Three (3) tardy days- On the 3<sup>rd</sup> tardy, parent will be sent a warning letter.

Five (5) tardy days- After the 5th tardy the student will be issued an afterschool detention (3:30-4:15).

If a student accumulates more than ten (10) tardy days, an In-School Suspension will be assigned at the discretion of the administrator. Further accumulation of unexcused tardy days will be subject to further disciplinary measures and a social worker referral at the discretion of the building Principal or his/her Designee.

If tardies continue to remain a concern, a meeting will be held with the school counselor and administration to determine continued placement at Cougar Academy.

### Early Dismissal

Parental requests for early dismissal must be made in advance and the decision to grant the request is at the discretion of the building principal or his/her designee. Requests for dismissal need to be submitted in writing by 9:00am the day of and the decision to grant the request is at the discretion of the building principal or his/her designee. All requests for early dismissal must be confirmed with the parent/guardian before any action is taken. Students should not leave the school grounds during school hours without the permission of the principal or the principal's designee. Students who expect to leave for an early dismissal at any time must follow these three steps:

1. Bring in a note with your parent/guardian signature and give it to the Office Manager at the start of the day.
2. The parent/guardian must notify the school office the morning of dismissal, if/when their child has an appointment during the day or is expected to leave a class early or miss a class due to an approved release from school.
3. The parent/guardian must come to the school office and sign the early dismissal log.

**Important Note:** Friends and relatives cannot pick up students without parental permission. Special exceptions may be made in emergencies only with the approval of an administrator.

### **Locker Procedures (7<sup>th</sup>-12<sup>th</sup>)**

Every student will be **required** to bring in a lock to store back bags, personal items, electronics, etc. Students will provide a lock and be required to give their homeroom teacher a copy of the passcode or a key. The school is not responsible for any items lost or stolen from student lockers. Student phones are expected to remain in their locker except for during lunch time (at the discretion of administration).

### **Appointments with Teachers**

Appointments for conferences will be scheduled at least one day in advance and should take place during non teaching time. Teachers will be notified in advance and are asked to confirm the appointment or suggest an alternate date.

### **Appointments with Administrators**

Administrators may schedule appointments as needed. The principals may authorize tours of the building and will designate staff to conduct them. The principals may also authorize visitors other than parents or guardians to attend special events during the school day.

### **Volunteers/Chaperones**

Adults serving in UNPAID positions (school volunteers) for school-related programs, activities or services must obtain the Pennsylvania State Police Criminal Record Check and Department of Human Services Child Abuse Clearance prior to beginning school volunteer service. Volunteers are now required to provide updated clearances every 60 months thereafter rather than every 36 months. Original clearance paperwork should be submitted at the building level where copies are

made for the volunteer's file. Approval is at the discretion of the building administrator.

**Clearances for Volunteers Living in PA for fewer than 10 years:**

- Federal Bureau of Investigation Fingerprint Clearance
- Pennsylvania State Police Clearance (no fee for volunteers)
- Pennsylvania Child Abuse History Clearance (no fee for volunteers)

**Clearances for Volunteers Living in PA Continuously for 10 years:**

- Pennsylvania State Police Clearance (no fee for volunteers)
- Pennsylvania Child Abuse History Clearance (no fee for volunteers)

**Obtaining Required Background Checks**

**PA State Police Criminal Record Check**

Can be obtained online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes. There is no fee for volunteers.

**PA Department Human Services Child Abuse History Clearance**

Can be obtained online at <https://www.compass.state.pa.us/CWIS> with results usually within 14 days. There is no fee for volunteers.

**Federal Criminal Background Check:**

Go to [www.identogo.com](http://www.identogo.com) to schedule an appointment and pay for the background check.

**School Safety and Security**

Every student should feel safe and secure while attending school. If you have concerns about your child's safety, you should call the principal or his/her designee. Please help keep our school and our students and staff safe by staying alert and notifying the principal or his/her designee of potential threats, acts of violence or any unusual occurrence.

## Transportation and Bus Regulations

While riding the bus, the bus driver is the designated authority figure and an extended representative of the School District/School. Since students are under the full authority of the school/District while on the bus, all school rules, regulations and policies are in full force during bus transportation to and from school, and during school-related field trips.

### Student Responsibility on the School Buses or CAT Buses

- Ride only on assigned bus
- Be respectful and courteous to all riders and bus drivers at all times
- Present ID badge to the bus driver as soon as the student enters the bus
- Do not give your ID badge to another student
- Use appropriate language on the bus; cursing and inappropriate language will not be tolerated
- Keep appropriate volume when speaking
- Not push or shove to get on the bus
- Allow handicap students to enter the bus first
- Remain in seat until the bus has reached its destination
- Stand behind yellow line at bus stop for safety
- Vandalism of busses/property is forbidden
- Represent our school in a positive manner at all times!

***\*\*\*Note: Failure to follow bus transportation guidelines and Rules of the Road may result in removal from the School Bus or CAT Public Transportation Bus.***

## Policies for Attending Celebrations (School



## Wide & Grade Level)

**School Wide:** Students are not able to attend the PBIS Celebration if they have any of the following:

- Major infractions (Detentions/Suspensions)
- Attendance Issues
- Failure to meet TARGET COMPLETION percentages
- Any other criteria the teams determine relevant

## Direction Instruction vs. Online Overview

Cougar Academy is an online blended learning program. Students will receive direct instruction as well as academic content online. As students progress through grade levels, the amount of grade level instruction increases. Below is a recommended chart we follow with the percentages by grade levels

Grades	Direct Instruction	Online
1 <sup>st</sup> -4 <sup>th</sup>	90%	10%
5 <sup>th</sup> -6 <sup>th</sup>	80%	20%
7 <sup>th</sup> -8 <sup>th</sup>	60%	40%
9 <sup>th</sup> -12 <sup>th</sup>	50%	50%
Tier 2	50%	50%
Tier 3	10%	90%

Percentages represent how grades will be assessed. For example, a first grader will receive 90% of instruction in class by the teacher and 10% of academic instruction will come from supplemental work from the online platform. **\*Teachers will send out a breakdown of how the percentages are composed. For example, percentage of classwork, homework, projects, tests, quizzes, extra credit, etc**

## Harrisburg School District Grading Policy, Practices and Procedures

The student evaluation procedure serves as a measurement of academic achievement and as a means for motivating a student to obtain levels of performance of which he/she is capable. Within the first week of school, each teacher will present their classes a syllabus for their course and method of evaluation that he or she will use for the course.

<u>Grading Scale for Grades 3 - 12 Students</u>		<u>Grading Scale for Grades K5 - 2 Students</u>
90 - 100	A	5 = Distinguished command of the subject
80 - 89	B	4 = Strong command of the subject
70 - 79	C	3 = Moderate command of the subject
60 - 69	D	2 = Partial command of the subject
50 - 59	F	1 = Little to no command of the subject

The determination of the final grade is by numerical average. Grading will be consistent with the policies adopted by the Harrisburg School District. Academic warnings will be given to the counselor. One copy will be kept by the teacher; and one copy will be given to the student for a parent's signature.

### Honor Roll

The following qualifies a student for honor roll:

Distinguished Honors - All A's

First Honors - All A's and 2 B's

Second Honors - All A's, B's and 1 C

### Credit and Grade Level Delineation

0 - 5.99 credits= Freshman

6 - 11.99 credits= Sophomore

12 - 15.99 credits= Junior

16 + credits= Senior

### Core Subjects

24 credits plus a senior project are required for graduation

### Report Cards

Report Cards are distributed four times during the school year. The final report card is mailed home. If a student does not receive a report card, the school should be notified immediately. Support is always available for additional academic help. Tutoring is offered upon request or recommendation.

### Important Dates to Remember

**First Day for Students - August 29, 2022**

**Thanksgiving Recess - November 23 - November 27, 2021**

**Winter Recess No School - December 23, 2021 - January 2, 2022**

**Spring Break - April 6, 2022 - April 10, 2022**

**Last Day of School\Early Release for Students - June 8, 2022**

**\*Graduation Day- June 1, 2022**

**Half Day Early Dismissal Times for Students**

**Grades K-12 at 12:00 p.m.**

**PSSA Testing Windows for Grades 3-8**

**April 24-28, 2023 (English Language Arts)**

**May 1-12, 2023 (Math and Science)**

**KEYSTONES Testing Windows for Grades 9-12**

**Winter: January 4-18, 2023, Algebra I, Biology, Literature**

**Spring: May 15 - 25, 2023, Algebra I, Biology, Literature**

<b>Progress Reports Issued:</b>	<b>Marking Periods End:</b>	<b>Report Cards Issued</b>
September 29, 2022	November 1, 2023	November 17, 2022
December 10, 2023	January 24, 2023	February 4, 2023
February 24, 2023	April 3, 2023	April 13, 2023
May 3, 2023	June 8, 2023	June 15, 2023



**45 Day Review**

**Progressive Discipline (Behavior) at Cougar Academy**

- The Progressive Discipline Plan is implemented at the beginning of the school year. Student incidents are consistently reviewed and monitored throughout the school-year to remain in good standing at Cougar Academy.

	<b>Incident</b>	<b>Action Step</b>	<b>Follow-up Actions</b>
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<b>Tier 1</b>	After 3 or more reminders, redirections, re-teaching	Reflection Form	Parent Notified, Reflection form sent home and signed by guardian
<b>Tier 2</b>	After reminders, redirections, re-teaching, 3 or more times and/ or 3 or more reflection forms	Minor Infraction	Guardian notified of infraction and Detention assigned to the student for after school.
<b>Tier 3</b>	Upon receiving the 3 <sup>rd</sup> minor infraction in any area of the 3D's (Defiance, Disrespect, Disruption)	Major Infraction	Guardian Notified, of continued infraction and consequence of being sent home. *Consequence at this level assigned by administration
<b>*Behavioral Contract</b>	Contract Start - After Major Infraction and 3 additional minors in any area of the 3D's (Defiance, Disrespect, Disruption)	Initial Guardian Phone Call (or meeting) regarding a Behavior Contract	Guardian invited to meeting, student is put on behavior contract. Behavior contract is read aloud by the student and signed by all parties. The contact occurs over the course of a month.
	Contract End - Required Percentage Not Obtained over a month period	Document Shared with Guardian, reviewing data, and expectations at Cougar Academy	Could result in suspension or change of educational placement at the principal's discretion.

### Flow Chart for Cougar Academy Enrollment

Student completes online Cougar Academy Application

- \*Acceptance Letter received
- \*On-site orientation with parent/guardian

Student enrolled and attending Cougar Academy —45 day Trial

**Day 15**— Student academic progress, attendance and behavior

Parent and student notified if student is not progressing academically, meeting attendance





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Parent & Student Signatures

Review PBIS Parent/Student Handbook. **Sign this page and return to your child's homeroom teacher.** Keep the handbook for your reference.

I, \_\_\_\_\_ (parent's name)  
have read the PBIS Student/Parent Handbook.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ (student's name)  
have read the PBIS Student/Parent Handbook.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Teacher & Grade: \_\_\_\_\_

