



THE JANUS SCHOOL

Because Not All Great Minds Think Alike

2008-2009

student-parent handbook

August 2008

Dear Parent/Guardian and Student,

Enclosed is the updated Student-Parent Handbook for the 2008-2009 school year. Please take time to read this together to ensure a complete understanding of student's rights and responsibilities. We ask that both parent(s)/guardian(s) and student sign below. Please return this signed form to the homeroom teacher on Monday, August 25, 2008.

We are looking forward to a successful year!



Staci Jasin
Academic Director



Robin Payne
Director of Student Affairs

I have read the Student-Parent Handbook and understand student's rights and responsibilities and all other policies of The Janus School.

Student

Parent/Guardian

Date

Parent/Guardian

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Appendices:

Due Process, Legal Proceedings, IEP Team Meetings, and Requests for Information and Observations

Form A: "Request for Release of Records to Janus"

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Form C: "Observation/Testing Release"

Form D: "Request for Permission to Exchange Information"

THE JANUS SCHOOL MISSION STATEMENT

To help individuals with learning differences access their potential by providing excellence in education, research and community outreach.



THE JANUS SCHOOL

Because Not All Great Minds Think Alike

Philosophy

Each student is different. Careful diagnosis that can assess the unique nature of each student's learning style is critical to a successful educational program.

Each student's program must be built around individual strengths and weaknesses. No single program can serve all students with learning difficulties. The focus must always be on the student – not on the materials or methods.

Students with average intellectual ability who have learning difficulties can master the skills they find most difficult.

Information processing and language skills are the key to success in education and in the future work place. These skills must be learned and not by-passed.

The cornerstone of learning is the highly developed human relationship between a teacher and student. This relationship allows the student to develop self confidence in the context of both academic and personal growth.

GOALS OF A JANUS SCHOOL EDUCATION

- Basic skill levels commensurate with potential; or rate of learning predicts intercept with potential within reasonable timeframe
- Potential is assessed by analysis of broad and specific measures of intelligence, described by categorical models of neuropsychology, and

informed by known limitations of application of intellectual capabilities. This assessment is not undergone rigidly and always takes personal circumstances into consideration.

- Skills are measured with standardized achievement tests, curriculum based assessments, anecdotal evidence, and evidence of performance consistency.
 - Specific language and math skills measurements should no longer show significant deficits.
 - While deficits may remain, if other transition criteria are in place, advanced skill levels can be anticipated through continued progress outside of Janus.
- Social cognition and adaptive behavior skills include, but are not limited to: interrogation skills, performance consistency, focus, appropriate inhibitions, self-control, strong greeting skills, accurate social predicting, appropriate presentation, reciprocity of behaviors, ability to verbalize feelings, inferencing other's feelings, effective code switching, regulated humor, appropriate topic choice, regulated assertiveness, and comfortability in social contexts. (Adapted from Mel Levine's Educational Care.)
- Appropriate and effective self-advocacy
 - A student who advocates is able to ask for guidance when needed, is able to identify supportive individuals or seek support services, can articulate what are realistic high expectations for tasks, and maintains long term relationships with supportive individuals.
 - A student with strong self-advocacy skills will make decisions for themselves, actively engage in the world, and participate in making positive changes in his or her own life.
 - This student will know that it is more practical to respond to his or her environment rather than to demand that it respond to them.
- Self-awareness as a student and an individual
 - A self-aware student understands and can describe his or her strengths and weaknesses and patterns of behavior in a realistic manner.
 - A self-aware student engages in the metacognitive act of reflecting on their own thinking and learning. She or he also accepts the learning disability and sees it as only one aspect of her- or himself rather than being defined entirely by it.
- Study skills-A student with strong study skills is able to compensate for skill or knowledge deficits through:
 - organization of time - managing time and prioritizing tasks, multi-tasking, estimating time, scheduling time and remembering assignments, setting goals;
 - organization of materials - using a master system for keeping things organized, effective use of study environment;
 - classroom skills - communication in the classroom, understanding their learning style, customizing their learning, using references;
 - note taking - listening, paraphrasing, identifying main ideas, and summarizing;
 - textbook skills - using or creating chapter outlines, previewing introductory paragraphs, previewing and using end of chapter vocabulary and questions, focusing on headings and subheadings, using or creating pictorial aids, using highlighted terms;
 - test preparation - creating and using study guides, getting feedback from teachers or peers, reducing ideas to key words, creating mnemonic devices, following directions, understanding the question, cue words, mastering varied test formats, essay writing;
 - critical thinking - making inferences, determining relevance, identifying problems and solutions, identifying patterns, seeing both parts and wholes.
- Tolerance for frustration
 - A student with a tolerance for frustration will be able to identify the source of frustration and face the challenges with which they are faced.

- Tolerance for frustration will allow the students to keep going in spite of adversity, understand the difficulties are necessary for learning, and maintain emotional stability.
- Many students arrive at Janus with a high skill deficit and low tolerance for frustration. It is important for a student's tolerance for frustration to be greater than (or at least as high as) his or her skill deficit.
- Motivation and intrinsic desire to learn
 - A student who is motivated and shows an intrinsic desire to learn will be curious about the world and actively participate in discovery.
 - The motivated student does not achieve only to please others or to avoid punishment, but also to expand their own experience.
 - A motivated student understands the meritocratic work-a-day world and its role in increasing the number of choices available to individuals and our control over those choices throughout the lifespan.
- This student will also understand the parity of success in various environments, such as work, school, and family.

COMMUNICATION WITH PARENTS

The Janus School endeavors to involve parents as partners in the students' educational experience while recognizing the need for students to develop independence and autonomy when appropriate, and to take responsibility for their actions. The understanding and support of parents in this challenge is crucial and necessary for the success of the students through this learning process.

Who will the school communicate with about general matters?

- The school will communicate with parents and guardians. In the case of shared custody, both parents will receive school communication. Documentation showing single custody must be provided to limit school communication.
- The family submits a written "guardianship" document to school. This document includes the guardian's name, home and work addresses, home and cell phone numbers, e-mail addresses, and an additional contact if the guardian is not available.

How will the school communicate with home about general matters?

- Information will be posted on the school website www.thejanusschool.org
- A reusable plastic envelope will be sent home with each student on the 1st and 3rd Thursday of each month.
- The contents of this envelope will include, but not be limited to, information of a general nature such as special school events and early dismissals, as well as The Janus Update (a newsletter to Janus families)

regarding all the events and important new items at the School.)

- The envelope is a vehicle by which teachers can send information to their students' parents and parents can send information back to school.
- Students are expected to return the envelopes the following day, and will be collected by homeroom teachers in the Lower Division (K-8) and Advisory Group teachers in the Upper Division (9-12.)

How will the school communicate with the home about the student's academic and social progress?

- Periodic updates regarding student progress will be provided through conferences, emails, phone calls, grade sheets, and Edline.

Who should parents call?

- The first contact for parents should always be the staff member who is directly involved with the situation. For example, all classroom issues will be first addressed by the teacher.

- Parents are encouraged to contact Janus staff via email. Teachers will not receive telephone calls during class.

- Please contact the classroom teacher about all concerns and questions regarding the class. For example:

- course curriculum and expectations
- homework
- class work
- specific assignments
- class behavior
- class interaction with peers and teacher
- communication and feedback from teacher

- Please contact Staci Jasin, the Academic Director about the following issues:

- any question related to general or specific issues regarding your child or the overall academic program
- immediate student concerns when the instructor cannot be reached during the school day
- when educational issues with the teacher have not been resolved to parent's satisfaction
- questions about larger, long-term goals for the student
- a child is having difficulty with a teacher or other student
- immediate student needs when the instructor cannot be reached

- Please contact Robin Payne, the Director of Student Affairs about the following issues:

- behavior issues in and out of the classroom
- social and communication needs

- questions regarding student attendance
- Please contact Jill Weidman, Student Events Coordinator about activities sponsored by the school.
- Please contact Jay Keener, Licensed Clinical Social Worker to discuss the following:
 - any safety concerns regarding an individual student's well-being
- Please contact Robin Payne, Interim Director of Admission, to discuss the following:
 - the admission process
 - student records
 - IEP meetings and hearings
 - transition
 - summer program
 - open houses
 - tutoring
 - public relations
- Please contact RoseMary Walker, Assessment Coordinator, to discuss the following:
 - specific questions about testing procedures or student's testing results
 - if your child will be or has been tested outside Janus before a Janus testing cycle.
- Please contact Jim Showalter, Director of Finance and Operations when there are inquiries regarding tuition
- Please contact Barbara Tritt, Director of Development, to discuss the following matters:
 - all parent association matters
 - fund raising projects
 - annual giving campaign
 - capital needs
 - parents who want to volunteer
- Please contact Michelle Styer, Office Administrator, for the following:
 - bus transportation (including any transportation changes)
 - medication administration
 - parent conferences
 - student directory information
 - information about student absences or late arrivals
 - weekly envelope communication
- Please contact Jim Showalter, Director of Finance and Operations for the following:
 - questions about computers in school
 - students using their own laptops in school
 - assistive technology

- Please contact the library committee for the following:
 - reading selections for students
 - resources for parents
 - donations to the library

- Please contact Deborah Kost, Head of School, when:
 - circumstances where parents feel the school has done well in meeting their child's needs
 - there are circumstances where parents feel the school has responded in an incomplete manner to concerns

REPORTS AND CONFERENCES

During the course of the school year, parents will receive written academic reports. These reports explain the student's academic program and progress made at these intervals. Janus testing results are attached to the reports.

What are Janus reports?

- They discuss goals, objectives, and skills to be taught, and modes of instruction. They are accompanied by the results of the standardized tests that are administered at different times of the year.

- At the end of the year, reports serve to review student progress and define issues for future programming. These reports may also facilitate the reassessment of larger diagnostic and service issues.

- Final grades for the upper division will be mailed separately from these reports at the end of the school year.

What is the purpose of parent teacher conferences?

- Parent teacher conferences offer parents and teachers an opportunity to discuss the student's progress, express concerns and share ideas in order to better serve the needs of each student.

- Parent teacher conferences cannot be forums for IEP meetings, which need to be scheduled separately through the Janus Admission Office.

How are parent teacher conferences scheduled?

- Parents receive notification of the established conference dates and contact the Office Administrator to schedule a specific date/time.

STUDENT CODE OF CONDUCT

All students at The Janus School have one goal: to develop his or her full potential for success. Such a challenging goal requires commitment, effort, cooperation, hard work, respect and accountability for oneself and others, and honesty from each member of the school community.

What is the student code of conduct?

- Honesty** in all academic endeavors.
- Responsibility** for one's own actions.
- Commitment** to maintaining a safe, clean and productive learning environment.
- Understanding and acceptance** of one's own, and other's strengths and weaknesses.
- Willingness** to take full advantage of all learning opportunities.
- Respect** for the feelings, time, effort, physical and emotional well-being of others.
- Respect** for personal, school and others' property.
- Respect** for the policies and procedures of The Janus School.

STUDENT RIGHTS AND RESPONSIBILITIES

The Janus School believes that by accepting and fulfilling appropriate responsibilities, individuals will come to value earned privileges. A demonstration of responsibility ensures the continuation of all rights and privileges. What are the students' rights and responsibilities?

Right #1 - A positive and productive learning environment

Responsibilities:

- Engage in behaviors that allow self and others to learn.
- Ask for help when needed.
- Accept and respect others' differences.
- Become an active learner.
- Cooperate with instructors and peers.
- Follow all school policies and procedures and accept the consequences.
- Follow all classroom procedures and work cooperatively with others.
- Bring all necessary books and supplies to class.
- Arrive at school on time.
- Attend classes on time.
- Complete all assigned work to the best of ability.
- Complete all work missed during absences.
- Submit all assignments on time.

- Accept feedback from the teacher.
- Refrain from bringing and reading unsanctioned and inappropriate material.

Right #2 - A safe, clean and orderly facility for all students.

Responsibilities:

- Follow rules and directions at all times.
- Keep hands, feet and objects to oneself.
- Refrain from play fighting.
- Be courteous to others.
- Refrain from any physical contact.
- Communicate using positive and polite language.
- Accept and respect others' differences.
- Eat in appropriate places and at appropriate times.
- Refrain from name-calling, teasing and bullying.
- Refrain from overt or secretive attempts to physically or verbally intimidate others.
- Work cooperatively with others to keep the school clean, including classrooms, homerooms, & lunchrooms.
- Report any activities that threaten the health and safety of the school community.
- Refrain from chewing gum.
- Refrain from damaging school property.
- Maintain a neat locker with no decorations of any kind.
- Follow recycling procedures.
- Deposit lost/found items in the Lost/Found box outside the kitchen.

Right #3 - To be treated with respect, dignity and integrity.

Responsibilities:

- Accept and respect others' differences.
- Communicate using positive, polite, and respectful language.
- Refrain from name-calling, teasing and bullying.
- Refrain from overt or secretive attempts to physically or verbally intimidate others.
- Refrain from harassing and intimidating others – verbally, physically and sexually.
- Refrain from public displays of affection.

Rights #4 - To have property and materials treated with respect.

Responsibilities:

- Take individual responsibility for personal property.
- Refrain from bringing unnecessary electronic equipment and valuables to school.
- Refrain from bringing large amounts of money to school.
- Personal property should contribute positively to the learning environment.
- Ask permission before using other's property.
- Return property to the rightful owner.
- Report any damage or loss immediately.

Right #5 - To participate fully in intervention and discipline procedures.

Responsibilities:

- Be honest when communicating information that pertains to the specific incident.
- Cooperate with others.

INTERVENTION AND DISCIPLINE POLICIES AND PROCEDURES

Discipline at The Janus School is based on the belief that a structured and caring environment contributes most effectively to the growth of all students. The intervention and discipline process is established on the expectation that, regardless of learning styles, and strengths and weaknesses, every student will assume full responsibility for the basic code of conduct established at The Janus School. A demonstrated lack of responsibility regarding the right to respect, learning, and safety means the possible weakening of rights and temporary loss of privileges.

Interventions are intended to bring an end to unhelpful patterns of behavior and to establish productive and helpful behaviors that will make students available for learning. Because the discipline procedure is individualized, the people who are involved in the intervention process are selected based on their specific involvement in the student's case and the level of severity of that case. In all cases, after information has been gathered from the participants, a plan to establish new and different behaviors will be developed.

Actions that are inconsistent with the ideals of the school community will be addressed through the discipline process. The Janus School reserves the right to impose disciplinary sanctions for violation of school policies or for any action that it deems harmful to that student or the school community at large. The understanding and support of parents during these interventions is crucial and necessary for the success of the students through this learning process.

What is the intervention/discipline?
process?

- Difficulties that disrupt the learning environment, in and outside of the classroom such as inconsistent performance, inappropriate classroom behavior, and non-cooperation will be addressed first by the teacher.
- If a pattern of such disruptive behavior continues, a meeting will be convened that may include the teacher, tutor, advisor and Director of Student Affairs, and the Academic Director. Parents will be notified.
- When needed, other resources such as counselors retained by the parents may be involved in helping to resolve the case.
- The student will be a full participant in the proceedings.
- The Janus School reserves the right to impose disciplinary sanctions for violation of school policies or for any action that it deems harmful to that student or the school community at large.
- In a case of repeated violations and unsuccessful interventions, the school may meet to determine whether the student's needs can be met by the school.
- Depending on the nature of the violation, The Janus School reserves the right to temporarily suspend the student during the disciplinary investigation and process.

What are some possible discipline consequences?

Consequences may include, but not be limited to:

- Work detail and financial restitution for property damage or loss. This involves cleaning or other work around the school to repair damage or disruption caused by the student. This may be assigned to underscore the equity of giving back to the community that which was taken away by the student. In some cases, the student will be expected to pay for the damage.
- Academic and Behavior Log to monitor performance. Students who exhibit repeated difficulty in academic and social areas will be monitored and given feedback on a regular basis.
- In-school restriction. Students will not participate in the day-to-day routine (Ex. Silent Lunch.) Instead, they will be monitored in a structured study hall with no privileges. Students may also be assigned to in-house community service.
- Out-of-school suspension. Students will not be allowed to attend school for a brief period of time. They will still be required to complete all the work assigned to them.
- Warning. When the previously mentioned interventions fail to modify student behavior an official warning may be given.
- Probation. If a student continues to demonstrate difficulties with adhering to the terms of the contract following a warning, that student may be placed on probation and may become liable for a withdrawal nomination or dismissal.
- Withdrawal Nomination. The school reserves the right to ask a student to temporally or permanently withdraw from the school. The reasons for withdrawal may include, but are not limited to the following:
 - excessive absences due to medical reasons
 - excessive unexcused absences
 - school unable to meet the primary needs of a student
 - failure to disclose pertinent medical and family history information
 - medical leave of absence
- Dismissal from the school. This consequence is serious and critical to the quality of the school environment. A student will be dismissed from the school when it is determined by the Head of School, the Academic Director, and the Director of Student Affairs that the actions of the student are harmful to himself or herself and to the entire school community.

What is the process for conducting a student search?

- A student may be searched any time there is reasonable suspicion that he/she is concealing or carrying something, possession of which is either in violation of the law or of school rules.
- The student will be given the opportunity to voluntarily disclose the suspected property in the presence of at least two (2) professional employees, one (1) of whom is an administrator.
- If the student does not comply with this request an individual search will be conducted by a same gendered administrator that may include police involvement. Whenever possible, parents will be notified of the school's intent to conduct an individual search.

What offenses may be dealt with?

- The list of offenses includes, but is not limited to, the following:
 - withholding pertinent information generated prior to the admission to the school or during enrollment process that may affect the student's ability to adapt to the rules and regulations of the school or benefit from placement at the school
 - lying to students and school personnel
 - cheating on tests and other academic projects
 - plagiarizing papers and projects
 - harassing and intimidating others verbally, physically, and/or sexually
 - vandalizing or destroying property
 - stealing
 - fighting and using violent behavior
 - possessing a weapon
 - possessing any item that may be perceived as a weapon
 - using a weapon
 - possessing illegal substances and paraphernalia
 - using illegal substances and paraphernalia
 - distributing illegal substances and paraphernalia
 - smoking on or within sight of school property
 - taking an excessive number of absences from school
 - refusal to cooperate in the intervention process
 - violating any state, local or federal law

What is the parent's role in intervention and discipline?

- Parent messages to the student should be consistent with that of the school.

What is the appeal procedure?

- Parental support and follow through in regards to intervention processes will be requested by the school.
- Students have the right to appeal decisions in writing within five (5) days of the decision.
- They may appeal to the Head of School.
- The Head of School will conduct a review of the process and the decision made.
- The Head of School will submit a final decision in writing within five (5) days of receiving the appeal.
- Depending on the nature of the violation, The Janus School reserves the right to temporarily suspend a student during the appeal process.

The Janus School is committed to having a positive learning and working environment for its students and employees and will not tolerate harassment.

The Janus School is committed to providing a work environment that is free of discrimination. We will not tolerate actions, words, jokes, or comments based on an individuals' sex, pregnancy, race, ethnic background, age, religion, or any other legally-protected characteristic, if such conduct would be offensive to a reasonable person. Sexual conduct (both overt and subtle) can serve to create an offensive work environment and therefore, is prohibited. Furthermore, we will not tolerate retaliation against any person who complains of sexual or other forms of illegal harassment.

- Scope: The policy shall apply to all employees, students, customers, vendors, visitors, and anyone doing business with The Janus School.
- Purpose: To maintain a working environment free of sexual and other harassment and free from retaliation.
- Definition: For the purpose of this policy we define sexual harassment, as follows: (1) sexual flirtations, touching, advances, etc.; (2) verbal abuse of a sexual nature; (3) graphic or suggestive comments about an individual's dress or body; (4) sexually degrading words to describe an individual; (5) displaying sexually suggestive objects or pictures, including nude photographs in the workplace.
- Sexual harassment also includes: (1) explicitly or implicitly suggesting that submission to sexual conduct is a term or condition of an individual's employment; (2) using submission or rejection of the conduct as a basis for employment decisions; (3) substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment. No manager, supervisor, officer, executive, employee, board member, or other individual has the authority to condition an employee's job or job benefits on the exchange of sexual favors.
- Procedure: If you believe you are the victim of impermissible harassment, sexual or otherwise, or you observe another person subject to such harassment, you are required to promptly report the facts of the incident to the Academic Director or Business Office. Complaints can be made verbally or in writing. The Janus School will not retaliate against an individual who makes a complaint under this policy. We will promptly conduct an investigation by the Business Office. To the extent possible, the investigation will be conducted in a confidential manner and information will be communicated only to those persons who have a need to

know. In all cases, we will advise the employee of the conclusions.

- There will be no retaliation against any person who files a complaint or cooperates in an investigation internally and/or with the Equal Employment Opportunity Commissions (EEOC) or a state or local governmental agency.
- After appropriate investigation, any employee who is found to have engaged in harassment or retaliation of another employee, will be subject to appropriate disciplinary action and may be subject to immediate discharge.
- Employees are apprised that if they believe they are the victim of impermissible harassment, they also have the right under state and federal law to file a complaint with the Pennsylvania Human Relations Commission (PHRC) and the EEOC. Such a complaint must be filed with the PHRC within 180 days of the last date of unlawful harassment and with the EEOC within 300 days of the last incident of unlawful harassment.

ATTENDANCE POLICIES AND PROCEDURES

Consistent attendance in classes is essential to academic success. The Janus School requires that students attend school regularly and in accordance with the laws of the state. Students are expected to be in school by 8:00am. Students are expected to attend classes on time. Instructors are not obliged to provide assignments in advance. If attendance difficulties occur during the year a formal intervention process may begin. At the end of the year, if excessive absences have prevented the student from progressing to the next level, future class placements at Janus may be affected.

What is a school-related absence?

- School related absences are anything related to missing class due to a field trip or attending a presentation , testing, counseling or school visits.
- Prior permission must be obtained from the Academic Director at least two days in advance if a parent wishes to take the child out of school at any time and for any reason, other than illness.

What is a non-school related absence?

- Non- school related absences include all other absences such as sickness, doctor's appts., vacations, etc.

How do parents communicate absences to the school?

- If the student is absent because of illness or an unexpected event, parents are asked to notify the school by 7:30 a.m. on the day of the absence. A message may be left on the school voice mail.
- A written excuse for each student absence must be submitted to the front desk upon the student's return to school.

If a student is absent due to illness for more than three (3) consecutive school days, a doctor's note must be submitted to the front desk following the student's return to school.

Lateness

Students who arrive late to school must sign in at the front upon their arrival and provide a written excuse from their parent at the front desk. Students are then required to report immediately to their scheduled class. Parents can expect communication from the School if their child is frequently late. Excessive lateness to a particular class may affect a student's academic performance in that class.

What is the procedure for early dismissal?

It is recommended that medical and dental appointments be made outside school hours whenever possible. A student who needs to leave early on a specific day must submit a note to the front desk on the day of the early dismissal and then sign out at the front desk at the designated time before leaving the school.

Students planning to be involved with his/her school district athletics must receive written permission from the Academic Director

How will parents be notified about attendance?

Absences for Lower Division students (K-8) will be included with narrative reports. Absences for Upper Division students (9-12) will be included with grades and narrative reports.

For trimester courses :

- o At 9 non-school related absences, parents will receive a letter.
- o At 10 non-school related absences, parents will be asked to conference by phone or in- person.
- o At 15 non- school related absences, students will not receive credit for the course

For year long courses:

- o At 18 non- school related absences, parents will receive a letter.
- o At 30 non-school related absences, parents will be asked to conference by phone or in-person.
- o At 45 non- school related absences, students will not receive credit for the course. ending with no credit for the course.

What is the policy regarding visitors/volunteers to the school?

Visitors/volunteers are welcome at The Janus School. To provide for the safety and security of students, employees and the facilities at the School, only authorized visitors/volunteers

are allowed in the School. Restricting unauthorized visitors/volunteers helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards student and employee welfare, and avoids potential distractions and disturbances.

□ Authorized visitors/volunteers will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

□ All visitors/volunteers to the school must enter the building by the front entrance. At this entrance they will be greeted by the Office Administrator and asked to sign-in. Upon signing-in, the Office Administrator will issue a special "visitor/volunteer" badge to certain categories of visitors. The individuals who are required to obtain visitor/volunteer badges are: parents, guardians, service persons (contractors, repair persons), substitute teachers, specialists, guest speakers, and student visitors. This "badge system" will apply for the period of 7:30am to 3:30pm. After providing the visitor/volunteer with a badge, the Office Administrator will then contact the appropriate person for them to see.

HOMEWORK POLICY AND PROCEDURE FOR THE LOWER DIVISION

As an academic community, The Janus School strives to instill and foster intellectual honesty and integrity. Accurate evaluation of a student's progress, strengths and difficulties can only occur if a student does his or her own work. Every student is expected to complete work to the best of his or her ability at all times without parental involvement in the completion and quality of the assignment. However, because students need the same supervision and guidance at home as they do in school, the parents can support and guide their child in specific ways and still help to maintain the integrity of the student's work. The homework procedure applies to lower division classes and is outlined below.

What is the homework procedure?

In school:

- Step 1: All students will be given an assignment sheet that will be inserted into their master notebooks.
- Step 2: Good habits with work completion and quality begin in the classroom. Students will be required to write down all homework under the teacher's supervision.
- Step 3: At the end of the school day, homework sheets will be checked to make sure that

assignments are recorded accurately. They will be initialed by the teacher.

- Step 4: Subjects that do not have homework for that evening will be labeled as “none” in pen.

At home:

- Step 5: Parents can assist their child by finding an effective study space.
- Step 6: Parents should encourage the child to complete assignments independently as much as possible, and answer questions as appropriate.
- Step 7: Parents will initial homework sheet when the child has completed the assignment as designated by the teacher.
- Step 8: If a parent or student needs to talk with a teacher about an assignment, they should follow the procedures on the Homework Checklist.

HOMEWORK POLICY AND PROCEDURE FOR THE UPPER DIVISION

As an academic community, The Janus School strives to instill and foster intellectual honesty and integrity. Homework is a diagnostic tool and accurate evaluation of a student’s progress, strengths and difficulties can only occur if a student does his or her own work. Every student is expected to complete work to the best of his or her ability at all times without parental involvement in the completion and quality of the assignment. However, because students need the same supervision and guidance at home as they do in school, the parents can support and guide their child in specific ways and still help to maintain the integrity of the student’s work. If a parent’s frustration level matches or exceeds their child’s during homework time, it is recommended that parental involvement in homework should end. Students should be prepared to spend at least two (2) hours on homework each night. The homework procedure applies to all upper division classes and is outlined below.

What is the homework procedure?

In school:

- Step 1: All students will be given an assignment book at the beginning of the year that will be inserted into their master notebooks. Teachers will also post assignments on Edline.
- Step 2: Good habits with work completion and quality begin in the classroom. Students will be required to write down all homework under the teacher’s supervision.
-Each teacher will initial the homework that the student has recorded in his or her

assignment book.

- Subjects that do not have homework for that evening will be labeled as "none."

- Step 3: At the end of each day, the last period teacher will check that students have recorded all their assignments.

At home:

- Step 4: Parents can assist with homework by helping their child establish an effective study space.
 - Step 5: Parents can consult their child's assignment book to determine what work needs to be completed. Assignments will also be posted on Edline.
 - Parents should encourage their child to complete assignments independently when possible, and answer questions as appropriate.
- Step 6: If a parent or student needs to talk with a teacher about an assignment, they should follow the procedures on the Homework Checklist.

Next Day In school:

- Step 7: The next day, the individual teacher and the student will discuss the assignment, the checklist and goals for the student.

What is the homework intervention process?

- If a student experiences consistent difficulty with work completion, that student will be helped in the following ways:
 - Individualized homework completion log
 - Homework make-up sessions during the student's free time or after school
- Students who continue to have difficulty completing their homework on a daily basis or those who need to improve the quality of their work may be assigned to a study hall during the day or after school.
- If a student has on-going difficulty with work completion, the parents may be asked to supervise their child more closely.

THE HOMEWORK CHECKLIST

If a student is having difficulty understanding or completing an assignment, he or she should follow these steps and give the checklist to the teacher the next day. The student should try to complete the assignment to his or her best ability.

Below is an example of the steps that should be followed if work is not understood.

- Did I understand the assignment or ask questions for clarification in class? Yes No
- Did I write the assignment down in class? Yes No
- Was the assignment written down completely and correctly? Yes No
- Did I read the directions carefully?
(Sometimes reading directions aloud makes them more understandable) Yes No
- Did I have my parent or sibling read the directions to me? Yes No
- Did I call a classmate for help? Yes No
- Did I call my teacher for clarification? Yes No

If all the "yes" boxes have been checked, the parent should write a note to the teacher explaining the student completed all the steps above and still could not finish the assignment.

GRADING POLICY AND TRANSCRIPTS FOR THE UPPER DIVISION

Grades

Grades reflect the student's learning profile, ability level, and mastery of skills and content at a particular level. Additional factors include, but are not limited to, work completion, homework quality, class participation, effort, quizzes, tests and exams.

When students are graded, their specific learning profile, and academic skills and ability are kept in mind. Due to the unique nature of the students and program, grades do not always reflect grade-level work. Modifications and accommodations are made to the setting, timing, presentation, manner of response, and assignments so that each student can be successful in class. All students are expected to accept responsibility for their own learning and move toward independent application of skills and content in a variety of contexts.

GRADE SHEETS

- Grade sheets issued to students and parents will include percentages and letter grades.
- Year-long courses such as English, Math, History, and Science receive 1st, 2nd and 3rd trimester grades. At the end of the year, final grades for these courses will reflect an average of all trimester grades.

Letter grades on grade sheets and transcripts will be assigned to percentages as follows:

A	93-100	C+	77-79
A-	90-92	C	73-76
B+	87-89	C-	70-72
B	83-86	D+	67-69
B-	80-82	D	65-66
		D-	60-64

OFFICIAL TRANSCRIPTS

- *Official transcripts* for grades 9-12 will include credits and letter grades.
- They will not include rank or GPA.

- Trimester courses will receive grades and credits for one trimester only.
- Internships and vocational programs will receive a pass/fail.

- The student's current year reports will accompany transcripts, when requested.

- Courses from other schools will be transferred at the discretion of the Admission Committee.

REQUIREMENTS FOR GRADUATION

The following courses are required for completion of the Upper Division program, grade 9-12. These requirements meet and exceed the state requirements for graduation:

- o 4 years of Reading/Comprehension/Literature
- o 4 years of Writing
- o 4 years of Mathematics
- o 3.67 years of Social Studies
- o 3.67 years of Science
- o 2 years of Visual Arts/Performing Arts/ Humanities
- o 2 years of Health and Wellness
- o 2 years of small group remedial classes (Decoding, Assistive Technology, Socialization-Communication, Study Skills)
- o 4 years of Transition
- o Senior Internship (1 trimester)

STUDENT DRESS CODE

As an academic community, The Janus School strives to create an environment that fosters the individual's academic and personal growth. In addition to acquiring academic skills, students at The Janus School must learn appropriate social and life skills.

If a controversy arises over a student's dress because it is unclean, distracting, unsafe or does not follow the guidelines or interferes with the education of others, the school will provide clothing for the day and will inform parents of the situation. Students may keep rain gear and warm clothing in school.

What are the general guidelines for student dress?

- Students are expected to wear clean and neat clothes
- Students must wear footwear at all times. Flip-flops are acceptable unless a teacher announces unsafe for a class activity.
- Laces on shoes should be secured.
- For warmth, students may layer flannel shirts, sweat shirts and sweaters.
- Only head coverings that serve a cultural, religious or medical purpose may be worn in school.
- Students must wear clothing that is appropriate for the weather and class activity. If the student is not dressed appropriately, he or she may not be allowed to participate in class or outdoor activities.
- Students are expected to wear comfortable clothing and sneakers for physical education class.
- Pants, shorts, dresses, and skirts that reveal undergarments may not be worn.
- Clothing may not be so revealing as to cause a distraction, such as revealing midriffs and torsos.
- Garments may not be so long as to drag on the floor nor so short as to create distractions or disruptions.
- Students will not wear clothing that may hurt self, damage school property or harm others. This includes, but is not limited to, safety pins, studs, and spikes.

What are the specific restrictions for student dress?

- Students may not wear unwashed clothes.
- Students may not wear overly tattered, torn or ripped clothing.
- Students may not wear clothing that is skin tight.
- Students may not wear skirts and shorts that are shorter than the mid thigh area.
- Students may not wear clothing that reveals the upper torso.
- Students may not wear caps, hoods, sweatbands, hats and bandanas (as a head covering) in the school building unless approved by The Dean of Students. These items may, however, be worn outside and on birthdays.
- Students may not wear non-prescription sunglasses over the eyes when in the building.

- Students may not wear garments designed for outdoor conditions, such as heavy coats, during the school day
- Students may not wear clothing that represents cigarettes, drugs and alcohol or contains sexually suggestive messages, offensive words or designs.

HEALTH POLICIES AND PROCEDURES

The Janus School does not employ a nurse; however, vision and hearing screenings are provided at Janus through the Donegal School System. The goal of The Janus School is to ensure the health, safety and security of all students. Through soundness of body and mind, security and freedom from hurt, injury, danger or risk, students will have an environment that will allow them to flourish. All health, safety and security policies and procedures must be followed.

Student medical records are retained by the School. Medical records are sent to transitioning schools or to a student's family upon graduation.

How can parents help?

- Immunization forms must be current and on file. The School's compliance with the state requirement is audited on an annual basis. The School reserves the right to exclude any student from classes if this form is not current and on file. If a parent or guardian elects not to have the child participate in the required immunization sequence for medical or religious reasons, an exemption must be obtained from the Department of Health before the initial enrollment at The Janus School.

Following are the current immunization requirements:

- Kindergarten
 - 4th dose of DTP on or after the fourth birthday
 - 3rd dose of OPVI/IPV on or after the fourth birthday
 - 2 doses of MMR
 - Series of Hepatitis B completed (3 immunizations)
 - 1 dose of HIB on or after the first birthday
 - 1 dose Varicella on or after the first birthday
- Sixth Grade
 - Hepatitis B series must be completed

All students entering school from out of the U.S. must have Mantoux TB test done prior to school entry.

- Parents can support the school by disclosing information about food allergies and the effects of certain substances such as caffeine have on their children.

How can students stay healthy?

- Parents can involve their children in the preparation of healthy and nutritious lunches and snacks. Students should be encouraged to limit the amount of wasted food.
- Parents are urged to limit the number of microwaveable meals.
- A student should not come to school if he or she shows signs of illness such as a cold, fever, earaches, vomiting, diarrhea, pink eye (conjunctivitis) and strep throat
- Eat healthy and nutritious food.
- Drinks with high levels of caffeine or sugar are not recommended.
- Candy and gum are not allowed in class.
- Students are responsible for keeping the lunch area clean and sanitary.
- Students will cooperate in the effort to keep all areas of the school clean and sanitary.
- For health reasons, students should not share food.
- Students will participate in the recycling program.

What happens if students become sick during the school day?

- A student who becomes sick during the school day must obtain permission from the classroom teacher before going to the Office Administrator. If a student cannot remain in school because of illness or injury, a parent or other designee will be contacted. A student may not leave the school because of illness without first obtaining permission from the Office Administrator. A parent or guardian must pick up and sign the student out of school.
- In the case of a serious medical event, all efforts will be made to contact parents, and such efforts will continue until met with success. If it is determined that time is of the essence for the health of the student, local Emergency Medical Services will be contacted. These personnel will be given a copy of the Emergency Medical Form, and if the student is taken to an emergency room, someone from the school staff will accompany the student or meet the student there. At such time, the medical decisions are in the hands of the emergency personnel.

How can students stay safe?

- In seeking to maintain a safe community for all its members, the School offers a range of student support

services. The School's social worker is available to talk with students on an individual basis. Employees shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships, but, instead should refer the concern or the student immediately to the School's social worker.

□ The School takes seriously all threats or expressions of self-inflicted harm. If a member of the school community learns of a student's expression or intent to inflict harm, such information shall be forwarded directly to the Head of School, Division Head or School social worker who responds immediately and confidentially. The student shall remain in the company of school personal until a parent or guardian assumes custody of the student.

□ The Janus School seeks to maintain a safe community for all its members and to prevent violence in the school. In keeping with the school's philosophy, the School is committed to teaching nonviolence and to creating a community in which all members seek peaceful resolution to conflict. Therefore, fighting, the use of violence, or threats of violence, the possession of weapons or threats of using them—whether communicated through speech, writing, electronic means, or physical action—are unacceptable actions or responses in the School community.

What is the substance abuse policy?

□ Drugs and alcohol profoundly affect learning and performance by interfering with perception and memory. For this reason, a student shall not possess, use, transmit, distribute nor be under the influence of such substances or paraphernalia in or around school property or during activities sponsored by the school.

□ As stated on pg. 8, to ensure the safety and security of the school community, the school reserves the right to inspect personal effects, in the presence of the student, without notice, in case of emergency or when there is reason to believe that regulations have been violated.

What is the consequence for violating substance abuse policy?

□ If a student violates this policy, a discipline committee will be convened to investigate the case.

□ This is a serious violation and may result in immediate dismissal from the school.

What is the medication administration policy?

Prescription Medicine

□ All medication will be administered by school personnel as directed by a Pennsylvania licensed M.D., D.O., or D.D.S.

- Prescription products should be approved by the FDA and listed in the current Physicians Desk Reference.
- All prescriptions must be formalized on the official school medication permission form or a physician's letterhead and include the physician's and parent's signatures.
- All medication must be in the original container
 - The pharmacist can label a second container for school use on request.
 - The container must be labeled with the name of the student, name of medication, and dosage, time or frequency of medication.
 - Medications that are not in the original container will not be administered and will be returned directly to the parent.
- To protect all students, medications may not be kept with the student.
 - Upon arrival, all medications must be given immediately to school personnel to be stored in the health room.
 - Medication will be taken in the presence of school personnel.
 - Students may not self-administer these products.
 - Students will not share medication.

Over-the-counter medication

- Non-prescription medication may be administered by school personnel with written permission from the parent/legal guardian on either the official school medication permission form or a signed note.
- Non-prescription products should be approved by the FDA and listed in the current Physician Desk Reference.
- All medication must be in the original container.
 - The container must be labeled with the name of the student, name of medication, and dosage, time or frequency of medication.
 - Students may not self-administer these products. However, medications such as cough drops may be carried by the student, with written permission from the parent.
 - Medication will be taken in the presence of school personnel, except medications such as cough drops.
 - Students will not share medication.

Homeopathic, nutritional and alternative products

- The school will not administer those products that do not meet the above criteria.
- Students may not self-administer these products.

- Students will not share these products

SAFETY AND SECURITY POLICIES AND PROCEDURES

The goal of The Janus School is to ensure the health, safety and security of all students. Through soundness of body and mind, security and freedom from hurt, injury, danger or risk, students will have an environment that will allow them to flourish. All health, safety and security policies and procedures spelled out in this handbook and the Crisis and Safety Manual must be followed. All staff and faculty are trained according to the procedures in the Crisis and Safety Manual.

Building Security

- All doors to the school are locked at all times. Entry to the building is either by key pass or by ringing the doorbell located at the main entrance. Only visitors who are on legitimate school business will be allowed to enter the building.
- All visitors must sign in and out and will be given appropriate identification tag to wear.

Weapons Policy

What is the policy for weapons?

- Students will not bring, use or threaten another with any weapon or any item that may be perceived as a weapon.
- As stated on pg. 8, in order to ensure the safety and security of the school community, the school reserves the right to inspect personal effects, in the presence of the student, without notice, in case of emergency or when there is reason to believe that regulations have been violated.

What is the consequence for violating the weapons policy?

- If a student violates this policy, a discipline committee will be convened to investigate the case.
- This is a serious violation and may result in immediate dismissal from the school.

Visitors

What is the procedure for visitors?

- Students who want to bring a visitor with them must get prior permission from the appropriate Division Head.
- All visitors are required to sign in at the front desk upon arrival and sign out upon departure.
- Visitors will be given appropriate identification to wear.

Transportation

What are the general guidelines for transportation?

- Students should not arrive at school before 7:30am.
- Rides should come to the curb in order to drop off and pick up students. Car riders are asked to use the left side of the parking lot (when facing the building) while buses use the right side. Parents who need to come into the building must park in a parking space before entering the school.
- Students who drive themselves or are driven by parents must arrive on time and immediately report to their designated room and/or supervising faculty member.
- Parents who need to pick up their children early must notify the school in writing or by phone in advance. Students will be sent to the lobby to wait for the arrival. They must sign out at the front desk before they leave.
- No student will be allowed to go home on another bus or with another person other than the parent or guardian unless a written note is given to the Office Administrator at the beginning of the day.
- Only in emergencies will arrangements be allowed to be made on the phone.
- After end of the day dismissal students must wait in the designated area until their bus is called or their ride has arrived in the parking lot.
- All students must be out of the building by 3:15 p.m. and by 12:00pm on early dismissal days unless they are involved in after-school activities.
- Parents must review and adhere to these guidelines.

What is the policy for students who use school buses?

- Parents who use school district buses or contract other bus services are responsible for contacting their bus service to set up or cancel service due to illness, appointments, vacations or alternative pick-ups.
- Although the school may provide students strategies for handling the bus ride, the school is not responsible for disciplining students who behave in an inappropriate manner on the bus. Responsibility lies with the district, parents, or company to manage student behavior.

What is the policy for students who

- Students who drive or ride a bike to school must

drive or ride to school?

fill out a permission form and provide relevant information.

- Students are responsible to be on time to school.
- Students must adhere to the speed limit.
- Students who ride bikes must wear safety equipment.
- Students may not transport another student without written permission from the parents of the driver and the parents of the student being transported.
- Students will not be allowed to return to their cars during the school day, unless given permission from the Division Heads.
- Students who need to leave early must have written permission from the parents and sign out at the front desk.

How will students be transported to their internship?

- Transportation to and from the internship will be provided by the school.
- Individual students may be given permission from the school to drive themselves to their internship.
- Students must sign in at the front desk when they return to school following their internship.

Inclement Weather

What is the procedure for inclement weather?

- Cancellations and delays will be broadcast on local television and radio stations.

TV Channels:

WGAL TV 8
 The CW 15
 WHP 21
 ABC 27 WHTM-TV
 WPMT Fox 43

Radio Stations:

WHP 580
 WSBA 910 AM
 WITF FM 89.5
 WARM 103 FM
 WROZ 101 FM
 KISS FM 99.3
 BOB 94.9 FM
 FM 97 WLAN
 The River/97.3 WRVW

- People responsible for organizing bus transportation will be called.
- Due to distance some families must travel in varying weather conditions. Parents are ultimately responsible for deciding if their children should attend school.

Recreational Equipment

What is the policy for use of recreational equipment?

- Recreational equipment such as skateboards, roller blades and scooters will be allowed only at certain times deemed appropriate by a Janus staff member.
- Safety equipment such as helmets and pads must be worn at those times.
- Parents will receive written notification from the school when such items are permitted.
- If a student brings any item to school without written permission from the school, it will be confiscated and returned to the student at the end of the day. If a pattern develops, the item(s) may be confiscated until arrangements to return the item(s) can be made with the appropriate parents.

Electronics

What is the electronics policy?

- Students are not allowed to use electronic devices in the school building or on the playground without written permission from the Division Heads.

These include, but are not limited to CD, DVD and MP3 players, iPods, boom boxes, electronics pets, GameBoys, pagers, walkie-talkies, scanners, radios, and any other items that may cause a disruption to the learning environment.

If a student uses an electronic item without written permission, these items will be confiscated and returned to the student at the end of the day.

- Students are not permitted to exchange CD's or electronic devices with other students while in school. If this action is observed the item will be confiscated and returned to the appropriate student at the end of the day.
- Cell phones must be turned off and put away immediately upon arrival at school. In case of emergencies, students can be contacted through the front desk, not through their cell phones.

If a cell phone is seen, turned on or used during the school day, it will be confiscated until the end of the day.

- In order to support our students, a secure, locked area will be provided for such items upon arrival. Students may pick-up these items at dismissal. If students still choose to bring these items, and do not utilize to designated secure area, they are responsible for the security of such items.

- If a pattern of electronics policy violations develops, the item(s) may be confiscated until arrangements to return the item(s) can be made with the parents.

COMPUTER USE POLICIES AND PROCEDURES

Use of computers and the Internet is a privilege and valuable tool for learning. Each student will be given a folder on the Student Server in which to place assignments. The school owns the network and reserves the right to examine and log all files and activities that occur on any computer or Server used on school property as well as personal computers, used in school. This includes, but is not limited to, Internet browsing histories, email and files.

The following guidelines have been established to ensure student responsibility, privacy, and safety.

What is the general policy for computer use?

- Computers, servers, and/or Internet access will only be used for school assignments
- They may not be used for any illegal, inappropriate or obscene purpose.
- Students will not download or run their own software on any Janus computer without Administrative permission.
- Students will not make any changes to programs, files or to the desktop without permission from the Director of Finance and Operations.
- Students are not allowed to enter another person's folder. They will be considerate of others' rights to privacy and will not destroy, steal, access, read or change anything written or designed by another person without permission from a faculty member.
- Students will not place messages or information in another person's folder.
- Students will require written permission from a faculty member to use a computer outside of regular class times.
- The faculty member on duty will expect all students to sign a log.
- Students will not monopolize the computer, network or internet for idle activities, or inappropriate games.
- Downloading or printing of large files requires permission from the faculty member.

What is the policy for internet use?

- Students can access the internet only after receiving faculty authorization.

What are the guidelines for use of personal computers in school?

- Students will not give any personal or school information without the permission of a faculty member.
- Students are not permitted to access or use personal email accounts at any time on any computer without permission of a faculty member.
- Students will not knowingly acquire, distribute or allow intentional distribution of harmful software like computer viruses.
- Students will not use, copy or download software found on line without permission of a faculty member.
- Students will not use the computer to lie or steal information or use other people's work as their own. Plagiarizing (taking the ideas or writings of others and presenting them as one's own) of any information is unacceptable.
- Any student who has questions about or finds any information that is offensive, illegal, inappropriate or obscene must immediately report it to the faculty member in charge.
- Use of personal computers must be pre-approved by the Academic Director and Director of Finance and Operations.
- The student's personal computer must be presented to the Director of Finance and Operations for inspection of its contents before any use in school.
- The computer must be free of viruses and possess currently active antivirus software.
- It must be used at times approved by the Academic Director and instructor.
- It must not contain any unlicensed or pirated software.

What are the consequences for violating the computer and internet policies?

- If a student violates the policy, computer use will be suspended immediately. Personal computers will be sent home.
- Privileges will be reinstated at the discretion of the Director of Finance and Operations and Academic Director.
- Depending on the severity of the offense, other disciplinary action may occur.

LIBRARY POLICIES AND PROCEDURES

The mission of the Janus School Library is to provide resources for students, parents, and teachers for class-related projects, research, and pleasure reading. The library serves both upper and lower divisions, therefore a wide variety of material is available to students. If a book is brought home that is deemed inappropriate, please contact the librarian or your child's teacher.

What is the checkout policy?

- Students are encouraged to use the library. However, a faculty member must be present in order for a student to check out a book.
- Books may be checked out for (two) 2 weeks and may be renewed as often as necessary.
- No more than (five) 5 books can be checked out of the library by one student at any given time.
- Reference books may not leave the library.
- Magazines may be photocopied, but not checked out of the library.
- Students may not check out videos.
- The library maintains a parent and professional collection and encourages parents to learn more about their children's learning styles through reading.
- Parents may check out materials using their student's card, located in the library.

When may students visit the library?

- Students may visit the library at any time provided they have received a pass from a teacher.
- Students must then sign their name, date, time and the purpose for their visit on the Library Sign-Up Sheet when they arrive at the library.
- If this rule is not followed library privileges may be suspended if necessary.

How should library materials be returned?

- All library materials should be returned (or renewed) by the due date.
- Books and videos should be returned to the red basket in the library.
- Materials will be checked in and re-shelved by the librarian.

What happens if a book is damaged or lost?

- Damaged or lost library materials will be replaced at the expense of the person who checked them out.

Does the library accept donations? The library gladly accepts appropriate donations in good condition throughout the year. However, the best time to donate books is during our book drive in March.

How can parents support the library? Encourage children to read for pleasure.
 Shop at our book fairs.
 Donate books in place of giving teachers gifts during the holidays.
 Volunteer to help in the library.

TESTING AT JANUS

Standardized tests are administered at different times during the school year. These tests are meant to serve as isolated measures of various abilities. Testing is individualized as needed.

Testing

Why are tests given? Tests track progress over time and serve as a diagnostic tool in planning the student's educational program.

When are tests given? New students are given tests in order to determine baseline skills.
 Individualized formal and informal testing is given at different times during the year in order to track student progress and to enhance individualized educational accommodations.

College Testing: PSAT and SAT are given on nationally scheduled days throughout the school year.

SSD#- Student Services and Disabilities Number
IMPORTANT: SSD#'s are not transferable to Janus from other schools or from other schools to Janus.

Why: Students are required to have this number in order to receive accommodations.

How: In order to apply for a SSD#, students need to have the following:
- Updated psychological evaluation (within the last three years)
- Information sent to the Admission's Office

TESTING OUTSIDE JANUS

Janus students are required to have updated psychological evaluations every three years to determine the following information:

- Diagnosis
- Cognitive growth
- Achievement scores
- Accommodations, if necessary

POLICY AND PROCEDURE FOR STUDENT INFORMATION

While attending The Janus School, appropriate records are maintained for every student. These records include permanent health records, tuition records, and cumulative educational files. This information is never to be discussed with anyone other than the appropriate persons and only for strictly professional reasons.

What is the policy and procedure for access to records?

- Parents/ Guardians are allowed access to cumulative educational files.
- With signed parental permission, students may be allowed to examine their file with faculty supervision.

What is the policy and procedure when student information needs to be transferred to Janus?

- Permanent health records and high school transcripts from other placements must be on file at Janus.
- To transfer this information to Janus, a release form must be signed by a parent and sent to the previous placement, *Appendix, Form A: "Request for Release of Record to Janus."* (see page 35)

What is the policy and procedure when student information needs to be transferred from Janus?

- No information can be released without a signed release from the parent, *Appendix, Form B: "Permission for Release of Records from Janus."* (see page 36)
- Reports will be sent to other parties during each report cycle when a release is received and until otherwise noted.
- Upon transition to another placement, a student's permanent records and transcript will be forwarded when outstanding balances are paid in full and borrowed books are returned.

What is the policy and procedure when information needs to be exchanged

- No information can be exchanged between external student providers and The Janus School without a

between an external student provider, such as a counselor and The Janus School?

signed release from the parent, Appendix, Form D: "Request for Permission to Exchange Information" (see page 38)

What is the procedure for attendance at IEP meetings and/or due process hearings by Janus staff members?

All requests for the school's participation in the IEP Process, from parents, educational consultants, advocates, school systems, psychologists, and others, should be directed to Director of Admission.

The standard practice will be to send one Janus staff member to these meetings.

Janus Teacher/Parent Conferences cannot be forums for IEP meetings, which need to be scheduled separately.

Parents will not be charged for the preparation and attendance at transition and outplacement IEP meetings for students deemed ready to leave The Janus School.

Parents will be charged an hourly rate of \$60.00 for time put forth toward preparation and attendance of IEP meetings and due process hearings.

What is the policy and procedure when a student needs to be observed at Janus by someone other than a parent?

No person will be allowed to observe or test a student at Janus without a signed release from the parent, Appendix, Form C: "Observation/Testing Release." (see page 37)

Does The Janus School keep student transcripts?

Students in grades 9-12 in the upper division receive official transcripts that contain lists of courses, credits earned, and final letter grades. All transcripts will be accompanied by course descriptions and, when appropriate, current year Janus reports.

Courses and credits from other institutions will be transferred to the Janus transcript when:
- the admission office has received an official transcript.
- the student has passed courses.
However, grades for those courses will not be transferred.

Official transcripts will be sent directly to other institutions only when a signed release from the parent is sent to the admission office, Appendix, Form B: "Permission for Release of Records from Janus." (see page 36)

The Role of the Janus School in the Transition Process

It is important to understand the role of the School in this process. The School is prepared to suggest a child's transition at the appropriate time and to provide support services for any family considering transition. The School cannot guarantee a child's acceptance at a given independent school, nor can it "pull strings" at schools. What the school can do is provide information on a range of

independent and public schools, help a family determine a potential match, and then provide pertinent information about the student to the prospective school. As a reflection of the School's strong reputation in remediating learning differences, the School is frequently asked to confer with the admission office of the school to help determine the suitability of a student. The School has built these relationships over time through the School's willingness to impart candid and insightful information about a student in a confidential manner.

When a public school is being considered by a family, the School is more than willing to assist the transition but may be limited in this capacity by the public school district. The School has established guidelines and fees for services the administrators and faculty may provide. Assisting in mediation or the creation of an appropriate IEP, collaborating with the teachers who will be working with the student in the future, or visiting a potential school with a student and their family are examples of services Janus can provide at designated fees.

SUPPLIES

All students will be given supplies at the beginning of the year. After the initial supply, students are responsible for providing their own school supplies. Damaged books or other provided materials, allowing for normal wear, must be replaced at the student's expense.

What supplies will the school provide at the beginning of the year?

- A master notebook with dividers and paper.
- A pencil holder with two pencils, one pen, one eraser and one highlighter.
- An assignment book
- For upper division students: a zippered holder for index cards.

Students are expected to be prepared and to bring all required materials to class. Methods of organization may be individualized based on need.

**PARENT RELATIONS AND
PARENT VOLUNTEERS**

One of the unique aspects of The Janus School experience is that the involvement of parents is not only welcomed but encouraged. At Janus the personal investment of all parents in their children's education is an integral part of the school's philosophy. Gifts of volunteer time and financial resources provide invaluable support for the school. Such involvement also gives our parents a better understanding of Janus as well as providing an avenue to get to know other parents, faculty members, and staff.

How can parents volunteer?

- There are lots of opportunities for parents to share their talents with students and staff. From a short-term commitment like baking cookies for receptions to serving on the Raising Spirits Committee that is responsible for the annual dinner/auction, parents are an essential part of the day-to-day operations of the school. Is your job one that you could explain and teach about in a class? Are you willing to share your travel experiences with our students? Do you play a musical instrument? These are some ways you can become involved in the classroom at Janus.
- You will receive information several times a year about upcoming volunteer needs. Make an effort to become involved. Most jobs do not require a long-term commitment, however some jobs are available for volunteers who would like to be involved on a regular basis. Some of the areas where volunteers are needed are: Golf Outing; Raising Spirits dinner/auction; Staff Appreciation Week; Grandparents'/Special Friend's Day; Frolicking Friday and/or Laserdome; the Play; gardening; working in the library; and receptions for Science Fair, Fine Arts Fair and Graduation.
- Parent volunteer opportunities are coordinated through the office of Development and Parent Relations. For more information on how you can help, contact Barbara Tritt.

What about fund-raising?

- The Director of Development is to approve all fund-raising activities within the school; including bake sales, flower sales, and candy sales. All of these activities must be documented on the school calendar prior to the event. After approval, the facilitator/coordinator of the activity is responsible for informing the Director of Development of the event to avoid over-scheduling.
- All monies raised must be given to the Office Administrator at the end of each day; no money should be left in the school. The OA will make a copy of checks and record lump sums of cash and checks; all monies will be

- given to the Director of Finance and Operations for deposit.
- People overseeing these approved fund raisers must manage their own order forms. Five days notice must be given to the Director of Finance and Operations for cash boxes. All cash boxes must be returned to the Office Administrator with the amount of cash counted prior to handing in the cash box. This amount must be given to the Office Administrator.
- Sale of Items in School - no solicitation/distribution rules
 - The sale of any item in school is prohibited unless it is for a school-sponsored activity.
 - The distribution of any material deemed inappropriate or explicit by the school is prohibited.
 - Any type of fundraising by an individual student, faculty or staff member will not be permitted. This includes the sale of items, solicitations of individuals, foundations and businesses.
 - Persons not employed by The Janus School may not, at any time, solicit or distribute literature on School property for any purpose.
 - Employees may not solicit during working time or distribute literature during working time or in working areas.
 - "Working time" is the time employees are engaged, or should be engaged in performing their work tasks for the School. It includes the working time of both the employee doing the soliciting or distributing and the employee being solicited or to whom the literature is distributed.
 - ["Working time" does not include the time when employees are properly not performing their work duties, e.g., scheduled meal times and breaks.]
 - If you have any questions as to the meaning of "working time" or "working areas," please inquire with your Business Office.

How are gifts handled?

- If an employee is approached by an individual or business who wishes to donate a tangible asset, valued at over \$100, such as equipment, books, technological equipment, artwork, vehicles, etc. the employee is to inform the donor that the donation must be reviewed by the Director of Development to determine if it falls within our gift acceptance policy. It should be determined if the proposed donation meets the following criteria:
 - Does this proposed donation meet a program or curriculum need?
 - Is this proposed donation in good working condition?
 - Will the acceptance of the proposed donation create any additional cost for the School?
 - Has the donor placed any restrictions on its use?

If the proposed donation satisfies these concerns and the appropriate staff wishes to accept it then they will inform the donor that The Janus School has accepted their donation. The Development Office must be given a complete description of the item: brand name, serial numbers, title, etc. and will be responsible for recording the gift and generating a letter to the donor.
- Holiday or end of year gifts from parents or student to employees are not expected. Cash gifts cannot be accepted unless they are given to the Development Office to fund a specific item for the school.

JANUS OUTREACH

Does The Janus School work with local colleges and universities?

As part of its service to the greater community, the school hosts student teachers from selected local colleges for a period of one or two concurrent semesters. While at The Janus School, student teachers are collaborative, reflective, and active members of the school community who support the philosophy and practices of the school.

Does The Janus School have a summer program?

The Janus School offers a 4-week summer school. Information for the 2008 Summer Program will be available in January.

THE JANUS SCHOOL BOARD OF TRUSTEES

The Janus School is a non-profit, independent school that is governed by a volunteer Board of Trustees. Trustees are nominated and elected by the Board and attend regular bi-monthly meetings at the school.

What are the primary responsibilities of the Board of Trustees?

Governance - Ensure long-range stability and fiduciary health, safeguard the mission, hire and support the Head of School, and undergo strategic planning for the school.

Ambassadorship- Represent and support the school in public in a positive manner.

Sponsorship - Raise money for the school.

Consultation- Provide advice, expertise, and work to the school when called upon.

What is not the responsibility of the Board of Trustees?

As a matter of practice, the Board does not involve itself in the day-to-day management of the affairs of the school, but rather leaves that up to the Head of School, administrative team, teachers, and staff of the school.

The Head of School may consult with the President of the Board of Trustees on various matters, as needed.

It is the policy of the Board of Trustees that members shall not become involved in parent/student/teacher conflicts. A Board member's role is that of trustee, not a personal intermediary.

- When parents have concerns, they should first contact their son/daughter's teacher, then the Academic Director, and then the Head of School.

A STATEMENT ON DIVERSITY

It is the policy of The Janus School that students who meet admissions criteria are not discriminated against in the academic program and student services on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, ancestry, place of birth or age.

The Janus School will comply with all local, state and federal laws.

Due Process, Legal Proceedings, IEP Team Meetings, and Requests for Information and Observations

This Policy shall take effect on January 1, 2008.

The Janus School adopts this policy because of the increasing demand for administrator and faculty time away from school for individual legal proceedings. The Janus School would like to cooperate with

families and students in these processes; The Janus School has a limited number of personnel who can be involved in due process hearings, legal proceedings, IEP Team meetings, and related activities.

All questions about and requests for participation in due process hearings, legal proceedings, and IEP Team meetings must be referred to Head of School. At her discretion, the Head of School may delegate responsibility for providing information and representing The Janus School in these activities.

All questions and requests regarding outside observations and or testing at The Janus School must be referred to the Academic Director. "Outside observations" and "outside testing" includes any observation / testing by non-Janus School employees or agents, such as but not limited to school district staff, private evaluators, and attorneys.

A non-exhaustive list of general considerations for such activities follows.

Due Process and all Legal Proceedings – where the services requested extend beyond those normally provided to enhance a student's performance at The Janus School parents will be billed a fee to cover time and materials. Fees determined by The Janus School will cover time and expenses used to obtain and share information, prepare materials, confer by phone or in person, and travel to/from and appear at proceedings. Payment for these services will be expected regardless of the outcome of the proceedings. The cost of this service is \$250.00.

- advanced notice of at least five (5) working days must be given to the Head of School; more is preferred;
- suggested witness questions must be supplied at least three (3) working days in advance of the hearing;
- witness participation must be arranged at a time that is convenient with the school calendar and the witness.

IEP Meetings – The Janus School will host an IEP meeting at The Janus School facilities and may provide one representative from the student's instructional team. If requested, The Janus School will prepare reports and data for the IEP Team meeting and will bill parents a fee of \$250.00 to prepare reports and or data.

- advanced notice of at least five (5) working days must be given to the Head of School; more is preferred;
- The Janus School must have questions supplied in advance, at least three (3) working days in order to prepare for the meeting;
- the meeting must be arranged at a time that is convenient with the school calendar.

Requests for information – The Janus School will provide copies of the student's academic reports to other professionals as long as The Janus School has written permission signed and dated from parents or signed and dated release form. All requests for information should be directed to the Director of Admissions. The Janus School may charge a reasonable fee to cover the cost (time and materials) for photocopies.

Observation at The Janus School- all outside observations and or testing of a Janus School student must be scheduled through the Academic Director:

- the Academic Director must first receive notice and written permission and release form from parent(s);
- notice must be given to the Academic Director at least five (5) working days;
- the Academic Director must know who will be doing the observation/testing.
- only one outside observer or tester per classroom and for a specific time is scheduled;
- the outside observer or tester must observe unobtrusively and refrain from becoming involved with the class or the individual child;
- the outside observer or tester does not presume on the teacher's time to ask questions; all questions must be directed to the Academic Director;
- The Janus School reserves the right to remove any outside observer or tester at any time when, in the judgment of The Janus School staff, the outside observer or tester violates this Policy, is disruptive of the The Janus School's educational instruction and mission, or otherwise fails to comply with reasonable standards of civility and professional practices.

Under no circumstances will The Janus School accept any financial responsibility for expenses incurred by parents or others as a result of participation in due process hearings, litigation, IEP Team meetings, and observations/testing, or other related activities.

To the extent not covered by this Policy, the Head of School shall have authority to exercise reasonable judgment regarding participation in due process hearings, litigation, IEP Team meetings, and observations/testing. The Head of School shall from time to time report to the Board regarding the effectiveness of this Policy and suggested changes to this Policy.



THE JANUS SCHOOL

Appendix A
Release for other
placement to
send information
to The Janus

REQUEST FOR RELEASE OF RECORDS TO JANUS

Student Name: _____ DOB: _____

By placing my INITIALS on the line(s) in front of the categories listed below, I give permission to release information to The Janus School in the category indicated:

- | | |
|--------------------------------|-----------------------------|
| _____ Academic Reports | _____ Psychological Reports |
| _____ Psychiatric Reports | _____ Physician Reports |
| _____ Family Admission History | _____ Assessment Results |
| _____ Health Records | _____ Official Transcript |

Agencies, persons, or institutions authorized to release information:

Identifying Name: _____

Address: _____

Identifying Name: _____

Address: _____

The information is to be exchanged with the understanding that appropriate confidentiality will be maintained.

Parent, Guardian, or Surrogate Parent's Signature:

(address)

(city, state and zip code)

Phone: _____ Date: _____



Appendix B
Release to send
information from
The Janus School
to another

THE JANUS SCHOOL

PERMISSION FOR RELEASE OF RECORDS FROM JANUS

Student Name: _____ DOB: _____

By placing my INITIALS on the line(s) in front of the categories listed below, I give The Janus School permission to release records in the category indicated:

_____ Academic Reports	_____ Psychological Reports
_____ Psychiatric Reports	_____ Physician Reports
_____ Family Admission History	_____ Assessment Results
_____ Health Records	_____ Official Transcript

Agencies, persons, or institutions authorized to receive information:

Identifying Name: _____

Address: _____

Identifying Name: _____

Address: _____

The information is to be exchanged with the understanding that appropriate confidentiality will be maintained. Copies of this authorization shall be considered valid. Unpaid balances due to The Janus School must be paid before records are released.

Parent, Guardian, or Surrogate Parent's Signature:

(address)

(city, state and zip code)

Phone: _____ Date: _____



THE JANUS SCHOOL

Appendix C
Release for
student
observation within
The Janus School

OBSERVATION/TESTING RELEASE

Check appropriate line:

_____ I give permission for the observation of my child as specified below.

_____ I do **not** give permission for the observation of my child as specified below.

Student Name: _____ DOB: _____

Date of Observation: _____

Time (if known): _____

Agency/District:

Personnel:

Parent, Guardian, Student or Surrogate Parent's Signature:

(address)

(city, state and zip code)

Phone: _____ Date: _____

Please return this form to the receptionist at The Janus School
two days before the tentatively scheduled visit.



THE JANUS SCHOOL

REQUEST TO EXCHANGE INFORMATION

Student Name: _____ DOB: _____

By placing my INITIALS on the line(s) in front of the categories listed below, I give permission to exchange information between the following provider and The Janus School, as indicated:

_____ Counselor/Psychologist
_____ Speech/Language Therapist
)

_____ Psychiatrist/Physician
_____ Other (

Agencies, persons, or institutions authorized to release information:

Identifying Name: _____

Address: _____

Phone #: () _____ Fax #: () _____

Identifying Name: _____

Address: _____

Phone #: () _____ Fax #: () _____

The information is to be exchanged with the understanding that appropriate confidentiality will be maintained.

Parent, Guardian, or Surrogate Parent's Signature:

Phone: _____ Date: _____

205 Lefever Road, Mount Joy, PA 17552 / 717.653.0025 / FAX: 717.653.0696 / www.thejanusschool.org



THE JANUS SCHOOL

Because Not All Great Minds Think Alike

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