



GRAHAM ACADEMY PTO

Dear Parents and Guardians: A group of Graham Academy Parents and Guardians are actively involved in the school PTO and we want all Graham families to play an active role in this organization. We recognize that families lead very busy lives and juggle multiple responsibilities but the investment in our students is worth it! Therefore, we would like to ask you to please join the school PTO. Please complete this brief survey so that we can learn how you can contribute to our Parent Teacher Organization and the ways and times that you can be involved to help enhance the education and well being of each and every Graham Academy student!

We appreciate your help so much!

*On behalf of the PTO,
Thank You.*

_____ Thank you, but I am not interested in participating in the school PTO at this time.

_____ Yes, I am interested in participating in the school PTO.

Parent/Guardian(s) Name(s): _____

Student(s) Name(s): _____

Telephone Number: _____

Email Address: _____

When does your schedule allow for you to attend PTO meetings? Please check all that apply:

Afternoons: _____ (3:00–6:00 pm) Evenings: _____ (6:00pm or after)

If unable to attend in person, would you be interested and able to attend an online meeting? (Yes/No) _____

Please check all of the following ways that you would like to be involved in the new PTO:

_____ Fundraising _____ Meeting Planning

_____ Event Planning _____ Field Trips/Planning

_____ Membership Functions

_____ Other (please specific): _____



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REQUEST FOR STUDENT RECORDS

Date: _____

To: (Previous School Name): _____

Re: _____
Student Name Date of Birth Grade

Student has entered or will enter The Graham Academy as of _____

Please forward the following information within 10 days:

- ___ Scholastic Records
- ___ Report Cards (also copy of grades at time of withdrawal)
- ___ Attendance Record
- ___ Discipline/Behavior Records
- ___ Immunization/Health Records (Note: in Pennsylvania, Original health records and State health card must be sent)
- ___ ER or RR (Initial Evaluation report or re-evaluation Report) - If Applicable
- ___ IEP (Individualized Education Program) - If Applicable
- ___ NOREP (Notice of Recommended Educational Placement) - If Applicable
- ___ Psychological/Psychiatric Reports - If Applicable
- ___ Other: PA Secure ID Number

Additional Comments:

Thank you in advance for your cooperation.

I hereby authorize the release of all records on my child including psychological/psychiatric evaluation to The Graham Academy.

Parent/Guardian Signature: _____ Date: _____



HEALTH EXAMINATIONS

In compliance with the School Code, The Graham Academy shall require that students submit to health and dental examinations:

1. To protect the school community from the spread of communicable disease.
2. To ensure that the learning potential of each student is not hindered by a remediable physical disability.

Students shall have a comprehensive health examination completed by their school district upon original entry, and in sixth grade. A physician and/or nurse practitioner may conduct these examinations. A private examination conducted at the parents' request and at their expense will also be accepted.

Students shall have a comprehensive dental examination completed by their school district prior to entry and in third grade. A dentist will conduct these examinations. A private examination conducted at the parents' request and at their expense will be accepted in lieu of a school examination.

For students transferring to our school, we shall request an adequate health record from their previous school.

The individual student records of health examinations shall be maintained as a confidential record subject to statute. A student who provides a statement signed by their parent or guardian that a medical examination is contrary to his/her religious beliefs shall be medically examined by a physician only when the Secretary of Health determines that the student poses a substantial health risk to other students and staff in the building.

When it appears to school health officials or teachers that a student deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the parent or guardian shall be informed: and a recommendation shall be made that the parent consult a private physician or dentist. The parent shall be required to report to the school the action taken subsequent to such notification. When the parents or guardians inform the school of financial inability to provide an examination, the school shall advise them of the availability of public assistance.

Parents and guardians of students who are to be examined shall be notified of such examination. The notice shall include the date and location of the examination and notice that the parent or guardian may attend.

The Academic Director shall instruct all staff members to continually observe students for conditions that indicate physical defect or disability and to promptly report such conditions to the school nurse.



IMMUNIZATION RECORDS

According to 28 PA Code 23.83, The Graham Academy is responsible for ensuring that a child has been immunized in accordance with the requirements set forth prior to admission to school for the first time.

The following immunizations are required as a condition of attendance:

	Diphtheria Tetanus one dose on or after 4th birthday)	Polio Oral or injected	Measles (first dose on or after 1st birthday)	Mumps (one dose on or after 1st birthday)	Rubella (one dose on or after 1st birthday)	Hepatitis B (3 doses properly spaced)	Chicken Pox **Proof of Immunity	MCV To be administered on or by 1st day of school
Entering school for first time (K or first grade)	4 doses	3 doses	2 doses	1 dose	1 dose	3 doses	**Proof of Immunity	
Entering Grade 7	3 doses	3 doses	2 doses	1 dose	1 dose	3 doses	** Proof of Immunity	1 dose
Entering Grade 12								1 dose – if given on or after 16 yrs. of age counts as 12 th grade dose
Presently Enrolled	3 doses	3 doses	2 doses	1 dose	1 dose	****	****	

**Varicella (chicken pox) immunity may be proven in ONE of the following ways:

1. One (1) dose of varicella vaccine given on or after first birthday.
2. Two (2) doses of varicella vaccine, properly spaced, for students 13 years of age or older.
3. History of having had chicken pox (written statement of date or age of having had the disease).
4. Laboratory testing results.

In some cases, students age 14 and over may follow an adult immunization schedule.

Exemptions to Immunizations:

1. **Medical Exemptions** - Children need not be immunized if a physician or his/her designee provides a written statement that immunization may be detrimental to the health of the child.
2. **Religious Exemption** - Children need not be immunized if the parent, guardian, or emancipated child objects to the immunization in writing based on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

An exempt child may be prohibited from attending school during a disease outbreak.

A copy of your student's Immunization records is required during the enrollment process.

2024-2025 School Calendar

Graham Academy Upper School
469 Miller Street
Luzerne, PA 18709

Graham Academy Lower School
1 Institute Lane
Kingston, PA 18704

Graham Academy Mayfield
1300 Old Plank Road
Mayfield, PA 18433

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 5-23	Prof. Development-Support Staff
Aug 12- 23	Prof. Development/Teachers/RS
August 21	Open House/Meet the Teacher
August 26	First Student Day of School
Sept. 2	Labor Day - No School
Oct. 14	Columbus Day- No School
Oct. 29	End MP 1
Nov. 11	Veterans Day- No School
Nov. 28 - Dec 2	Thanksgiving Vacation
Dec. 23 - Jan. 1	Winter Break
January 2-3	Full Day Professional Development
Jan. 16	End MP 2
Jan. 20	Martin Luther King, Jr. Day- No School
Feb. 10	Full Day Professional Development
Feb. 17	Presidents' Day - No School
March 19,	Full Day Professional Development
March 26	End MP 3
April 17-21	Spring Break
May 26	Memorial Day- No School
June 04	High School Graduation
June 06	Last Day of School for Students/End MP4
June 09-13	Make-Up Snow Days
12:30 Dismissal for Professional Development	
Wednesday, Sep.25	Friday, October 25
Wednesday, Nov. 27	Wednesday, April 16
Friday, May 23	Monday - Friday, June 2 - 6

Test Days		
PSSA		
English/LA	April 21-25	Grades 3-8
Math & Science	April 28 - May 2	Grades 3-8
Makeups	May 5 - 09	Grades 3-8

Keystone		
Wave 1- Winter	December 3-17	Alg 1, Bio, Lit
Wave 2- Winter	January 5-16	Alg 1, Bio, Lit
Wave 3- Spring	May 11-22	Alg 1, Bio, Lit

PASA	
Testing window	February 18-April 18 (all content areas)

Staff Professional Development Full Days	
August 05-23	August 12-23

Note: January 2-3, 2025 - Full Prof. Dev. Day
Note: February 10, 2025 - Full Prof. Dev. Day
Note: March 19, 2025 - Full Prof. Dev. Day
Note: June 2-6 will be 1/2 Days
Student Dismissal at 12:30

Marking Periods		
Tuesday, October 29		End MP 1
Thursday, January 16		End MP 2
Wednesday, March 26		End MP 3
Friday, June 06		End MP 4

FIDS Day	1st Snow Day
FIDS Day	2nd Snow Day
FIDS Day	3rd Snow Day
FIDS Day	4th Snow Day
FIDS Day	5th Snow Day

ESY	
Tentative ESY Schedule /Pending Snow Days	
Monday, June 16 - Thursday, July 24	
Every Monday - Thursday Half Days	
Student Hours: 8:30 - 12:30	



STUDENT INFORMATION PACKET 2024-2025 SCHOOL YEAR

Graham Academy Lower School
1 Institute Lane
Kingston, PA 18704

Graham Academy Upper School
469 Miller Street
Luzerne, PA 18709

Graham Academy Mayfield
1300 Old Plank Road
Mayfield, PA 18433

570-283-0641
www.thegrahamacademy.com

Please complete all pages and return them to the Graham Academy. Thank you.



Parent/Guardian,

The following forms need to be signed and returned to the school office to maintain accurate records and legal protection for your student and The Graham Academy. These forms will replace outdated release forms and are kept with your student's information packet in the school office. Please complete these forms and return them promptly in good condition to not interfere with your child's education at The Graham Academy. Thank you for your help in this task.

Sincerely,

Corey Koons
Program Director
Graham Academy High School and Lower School
(corey.koons@sischools.com)

Bob Steinberger
Program Director
Graham Academy Mayfield
(robert.steinberger@sischools.com)

Mission

The mission of Graham Academy is to create brighter futures for our students, regardless of their learning barriers or other challenges they may face. We create an environment that eliminates barriers to student academic and social success and develop a pro-social school through candid relationship development and rapport building.

Our core values are:

Transparent	Communicate clearly, openly, and directly
Decisive	Demonstrate a bias for action
Humble	Acknowledge and learn from mistakes
Accountable	Embrace personal ownership
Inclusive	Promote respect, representation and belonging



STUDENT DEMOGRAPHIC INFORMATION

Student Full Legal Name: _____
 First Middle Last

Nickname: _____ (Optional)

Student Home Address: _____ Apt: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Date of Birth: _____

Gender: ___ Male ___ Female

Child Primarily Resides with: (Please check one)

___ Father & Mother ___ Father only ___ Mother only

___ Foster Parents ___ Father & Stepmother ___ Mother & Stepfather

___ Legal Guardian ___ Grandparent(s) ___ Great Grandparent(s)

Is your child enrolled in OT, PT, speech, or therapies? Yes ___ No ___

Please specify type of therapy and the number of hours prescribed for each:

Does your child have a BSC, MT, or TSS? Yes ___ No ___

If yes, please specify the number of hours for each and the agency name?



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Parent/Guardian Contact Information:

Name: _____ Relationship to Student: _____

Address _____ City _____ State _____ Zip Code _____

Home Phone: (_____) _____ Cell: (_____) _____

Email: _____

Work: (_____) _____ EXT: _____

Employer: _____ Occupation: _____

Work Hours: _____ to _____ Work Schedule: Monday - Friday Y/N ___ Other: ___

Spouse/Additional Guardian (if applicable):

Name: _____ Relationship to Student: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: (_____) _____ Cell: (_____) _____

Email: _____

Work: (_____) _____ EXT: _____

Employer: _____ Occupation: _____

Work Hours: _____ to _____ Work Schedule: Monday - Friday Y/N ___ Other: ___



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AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

In the event reasonable attempts to contact me are unsuccessful, I, as parent or legal guardian of _____ (**name of student**), so hereby authorize: (1) the treatment by a licensed medical physician of my child/ward in the event of a medical emergency which, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed, and (2) the transfer of my child/ward to any hospital reasonably accessible.

Family/Primary Care Physician: _____ Phone: _____

Hospital Preference: _____

Dentist: _____ Phone: _____

Please list any medical conditions (i.e. diabetes, epilepsy, asthma, allergies, etc.):

Please list any medications:

If your child does not have health insurance, free or low-cost coverage is available through Pennsylvania's Children's Health Insurance Program (CHIP). Applications for CHIP are available in your District health office or you may call 1-800-986-KIDS.

I UNDERSTAND AND AGREE THAT ANY MEDICAL INFORMATION MAY BE SHARED WITH APPROPRIATE SCHOOL AND MEDICAL PERSONNEL.

Parent/Guardian Signature: _____ Date: _____

This release form is completed and signed with the purpose of authorizing medical treatment under emergency circumstances in my absence.



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EMERGENCY CONTACT INFORMATION FOR SUDDEN ILLNESS OR INJURY

Please list parent/guardian contacts first, then additional contacts in order of preference for the school to call in the event of an emergency.

Contact Name: _____ Parent/Guardian: _____
Home Phone: _____
Work Phone: _____
Cellular Phone: _____

Contact Name: _____ Parent/Guardian: _____
Home Phone: _____
Work Phone: _____
Cellular Phone: _____

Contact Name: _____ Relationship: _____
Home Phone: _____
Work Phone: _____
Cellular Phone: _____

Contact Name: _____ Relationship: _____
Home Phone: _____
Work Phone: _____
Cellular Phone: _____

Parent/Guardian Signature: _____ Date: _____



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TRANSPORTATION RELEASE FORM

Student Name: _____

Name and Phone Number of Parent/Guardian/Designee for transportation if your child refuses to take scheduled transportation.

(Please list in order of preference.)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____



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AUTHORIZATION FOR NON-EMERGENCY MEDICAL TREATMENT

Please indicate which items you grant Graham Academy staff to use in non-emergency medical treatment in the prevention of harm to your child or in the treatment of minor injuries by marking the appropriate box with your initials.

Approve: Decline:

Provide and apply sunscreen to my child if they are unable to apply it themselves.

Provide and apply insect repellent to my child if they are unable to apply it themselves on field trips.

Use over the counter medicine, such as antibiotic ointment, burn cream, sting relief, to treat minor wounds that do not require emergency treatment.

Please list any exceptions to treatment:

As the parent/guardian of _____ (name of child), I hereby release The Graham Academy and all of its officers and employees of and from any and all liability in law for any damages either I or my child may suffer as a result of this request. I do hereby agree to indemnify and hold harmless the said Graham Academy and its employees and officers against any, and all, actions, claims, demands, losses, damages, and expenses which the said Graham Academy, its employees, and officers, may suffer or be obligated to pay by virtue of carrying out the foregoing direction.

Parent/Guardian Signature: _____

Date: _____



NOTIFICATION FOR USE OF EMERGENCY SAFETY PROCEDURES

The Graham Academy is committed to providing a safe and healthy environment for all students and staff within our school. The primary focus of The Graham Academy is to teach students alternative methods to managing triggers within themselves and the environment which precipitate verbal or physical aggression. We strive to develop a culture among the students that is positive and proactive. There are times, however, that a student's behavior cannot be de-escalated by way of self or assisted de-escalation techniques and the student becomes a possible danger to him/herself or others.

An ESPI is a measure of last resort and may be used only in an educational program after less restrictive measures, including de-escalation techniques, have been used by personnel. The use of physical intervention is limited to controlling acute or episodic aggressive or self-injurious behavior including property destruction when the student is acting in a manner as to be a clear and present danger to himself, to other students, or to employees, and only when less restrictive measures and techniques have proven to be less effective. ESPIs are not to be used for punishment or incidents of non-compliance that do not pose a clear and present threat of harm to the student or others.

The Graham Academy will notify the parent(s) of the use of an ESPI and schedule an IEP team meeting within 10 school days of the use of the ESPI in the educational program; an IEP team meeting invitation should be issued to the parent for that purpose. During the meeting, the IEP team shall consider the need for a new or revised functional behavioral assessment and positive behavior support plan, reevaluation, or a change of placement to address the inappropriate behavior. LEAs should not be proposing that the parent(s) waive these meetings as a matter of course. The parent(s) may agree in writing to waive the IEP team meeting; however, the written notice provided by the LEA should not influence a parent's decision to waive the meeting.

For more information, please refer to pacode.com (Title 22 CHAPTER 14 § 14.133)
Graham Academy staff receive ongoing training by an instructor certified in *JKM Training's - Safe Crisis Management*.

I, _____, the parent/legal guardian of
_____ (child's name) have been informed of the above procedures
for use of Emergency Safety Physical Interventions in the event of a behavioral emergency.

Parent/Guardian Signature: _____ Date: _____



INTERNET CONSENT AND WAIVER

Technology has become an intricate tool in education, and The Graham Academy strongly embraces any resources that may have a valuable impact on our students' academic journey. At times, teachers request that students use the internet to research information to complete an assignment. Students also have the opportunity to earn time through positive behavior to use computers as they choose. Computers are available in all classrooms for students to use and teachers provide a list of approved websites for their students to view based on their classroom's needs. Graham Academy staff are present during students' computer usage. The Graham Academy does employ technical methods to regulate students' internet access in accordance with the Children's Internet Protection Act of 2000, however, those methods do not guarantee a student's compliance with the school's Internet Safety Policy.

Graham Academy Internet Safety Policy:

The Graham Academy Internet Safety policy includes technology protection measures to block or filter internet access to information or audio/visual material that may be considered obscene, explicit, pornographic, or otherwise harmful to minor children. The Graham Academy makes no guarantees with respect to The Graham Academy Network System, and specifically does not guarantee or assume responsibility for the following:

1. Interruptions of internet connection due to circumstances out of the school's control (i.e., inclement weather or unexpected equipment failure).
2. Graham Academy staff monitors students' use of classroom computers but cannot guarantee that students comply with the school's Internet Safety Policy.
 - a). Students are not permitted to search sites outside of the provided list of approved websites. The Graham Academy cannot guarantee that each student will follow expectations and therefore, failure to follow school expectations may result in termination of internet privileges.
 - b) Students are prohibited from downloading programs or games onto school computers.

A student's access to school computers and the internet are a privilege which can be revoked at any time due to their misuse or any other negative behavior.

I understand and agree to The Graham Academy's computer and internet usage terms and Internet Safety Policy as outlined above and in the Parent Handbook.

Student Name (print) _____

Student Signature _____ Date _____

Parent/Guardian Name (print) _____

Parent/Guardian Signature: _____ Date: _____



**ACKNOWLEDGEMENT OF USE OF AUDIO AND VIDEO
SURVEILLANCE**

The Graham Academy's first concern is the safety, health, and welfare of all of the students at our school. In order to provide the best possible care to our students, the school uses video cameras to monitor activity within the school's hallways, gymnasium, cafeteria, and classrooms. No cameras are installed in bathrooms or any other private areas.

Video and audio footage is used to document student activity in order to accurately assess their progress. It may also be used to train Graham Academy staff in conflict resolution and help determine if better security measures are necessary. Video cameras are also used to monitor visitors.

I, _____, (Print Name) as the parent or legal guardian of _____, (Print Name) acknowledge that the Graham Academy uses video and audio surveillance to monitor staff, students, and visitors inside the school.

Parent/Guardian Signature: _____ Date: _____



PUBLICATION OF STUDENT PHOTOGRAPHS, WORK PRODUCTS, AND NAMES

Students involved in classroom activities and school events may be photographed by school staff. Photos of students and samples of student work may be reproduced and published on any school sponsored media. Types of school sponsored media may include but are not limited to:

School webpage, Social Media Pages (Facebook), Local Publications, School Publications, Videos and DVDs of the school year, Local news outlets and Art/Writing contests both locally and nationally.

The school reserves the right to post group photography but will strive to make accommodations for restrictions of student photo publication. Parents can access photos and publications by visiting any of our social media pages. If you object to a photograph used by the school, please contact the school office to request that the photograph be removed. The photograph will be removed promptly if possible or removed from any future publication usage. Contact the school office if you have any questions regarding this policy.

Student's Name: _____

Please select **ONE** of the following options:

1. _____ Yes, I **give permission** for my child to be included in school sponsored media including, but not limited to, media types above. I allow for the following to be included:
 - **STUDENT NAME** _____
 - **PHOTOGRAPH** _____
 - **WORK SAMPLES** _____
2. _____ I **give permission** for my child to **ONLY** be included in the school yearbook, Talent Show DVD, and End of Year Celebration DVD.
3. _____ No, I **DO NOT** want my child's name, photo, or work samples to be included in any school sponsored media types listed above.

Parent/Guardian Signature: _____ Date: _____



OBSERVATION RELEASE FORM

Throughout the school year, people request to see our academic program being conducted in the classroom. Generally, parents/guardians take a tour of The Graham Academy before they enroll their child in our school. During those tours, parents/guardians are welcomed into the school to view the style of teaching being administered in our classrooms, how our teachers and staff interact with students, and what children are learning. For some parents, seeing the dedication of our staff and how they motivate our students to learn has helped them decide to send their child to The Graham Academy.

The Graham Academy not only promotes education in our classrooms, but we collaborate with local universities and colleges to provide opportunities for their students. During classroom observations, students also have a chance to view the style of teaching being administered, how our teachers and staff interact with students, and what children are learning. These observations may fulfill a college student's academic requirements to earn a degree in their chosen field of study.

During observations, visitors are always accompanied by Graham Academy staff and at no time is any personal information about students shared with them.

I, _____, (Print Name) as the parent or legal guardian of _____, (Print Name) acknowledge that my child may be observed in the classroom by visitors to The Graham Academy such as the parents of current or prospective students, college students, school district representatives, or others who come to the school for informative tours.

Parent/Guardian Signature: _____ Date: _____



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TESTING RELEASE FORM

Dear Parents and Guardians,

The Graham Academy would like to understand your child to the best of our ability so that we can understand and appropriately address their cognitive and academic needs. The Graham Academy completes a battery of tests of both academic and cognitive nature on each student. The tests would include vision and hearing screenings, auditory processing testing, math and reading baseline testing, picture vocabulary and language development. If you have any questions regarding these tests, please feel free to call The Graham Academy for further information at 570-283-0641.

I, _____ give my consent to The Graham Academy to evaluate and test _____ (child's name) through the course of the school year.

I, _____ do not give my consent to The Graham Academy to evaluate and test _____ (child's name) through the course of the school year.

Parent/Guardian Signature: _____ Date: _____



PARENT HANDBOOK ACKNOWLEDGEMENT

I, _____, the parent/legal guardian of
_____ (child's name) have received a copy of the
Parent Handbook for my reference. I understand that the Graham Academy reserves the right to
change/update the handbook at any time and that I will be provided with a revised version should any
changes be made.

Parent/Guardian Signature: _____ Date: _____



PARENT HANDBOOK

Parents and Guardians,

We look forward to working with your child this year and providing a quality educational experience. This handbook will give you a brief overview of the Graham Academy and provide you with some necessary information for your child while they attend the school. This document is not intended to answer all your questions. We encourage you to contact the school with any additional questions.

In addition to this document, parents are kept informed regarding their child's progress in academic, behavioral, and social areas. Consistent communication from teachers and school staff is also provided through various forms including, but not limited to, notes sent home with your child, email, newsletters, social media pages, website, monthly, and quarterly reporting. It is our goal to be a positive resource for families and to partner with school districts to provide a quality education that is in alignment with Pennsylvania State Standards. Please review the handbook and sign and return the Acknowledgement page which can be found on page 15.

School Hours:

The school day runs from 8:15 AM to 2:45 PM Monday through Friday, excluding holidays and half days. On half days, school is in session from 8:15 AM to 12:30 PM.

Calendar:

To promote and maintain a high level of professional excellence, and to best support our students, a half day is scheduled once a month for continuing education, and certification in various areas of education and behavior management. Our current calendar is included in this information packet for your ease of reference.

School Cancellations, Delays and Early Dismissals:

The Graham Academy follows the Wyoming Valley West and Lakeland School Districts for school cancellations and early dismissals **only in the case of inclement weather or other community emergencies**. Graham Academy follows its own plan for any delays. In the event that there is a school delay on a scheduled half day, the Graham Academy will not dismiss early. We will adjust our schedule and dismiss at 2:45 p.m. If the Wyoming Valley West School District closes due to weather conditions, the Graham Academy High School and Lower School will close as well. If the Lakeland School District closes, then Graham Academy at Mayfield will close. If your child's home school district is closed and the Graham Academy is open, your child is eligible to come to school; however, transportation for your child may not be provided by the school district. If this is the case and your child is absent, it will be counted as an excused absence. You will have to confirm your school district's policies regarding student transportation if your home school district is closed.

1 Institute Lane, Kingston, PA 18704

Phone: 570-283-0641 | Fax: 570-283-1643 | Website: thegrahamacademy.com



Attendance:

The Graham Academy follows the state standards and code for school attendance as explained in Chapter 11 of the Pennsylvania Code. Students are permitted to miss a maximum of ten (10) days of cumulative lawful absences verified by parental notification during a school year. All absences beyond ten (10) cumulative days will require an excuse from a physician. All absences require written notice by the parent or a doctor for the absence to be considered excused. Multiple unexcused absences will be reported to the student's home school district. We kindly ask that you contact the office if your student will be tardy or absent for the day.

Transportation:

Guidelines for transportation are as follows:

- A. **Day to Day Pickup/Drop Off** - The Graham Academy does not provide transportation for our students. We will help make arrangements with school districts for transportation if requested.
- B. **Other than Regular** - If your child will not be riding district provided transportation, please notify school staff and your home school district's transportation office. If your child is to be picked up early, please notify your transportation office. The Graham Academy will have a copy of your child's transportation number, but it is also requested that the parent/guardian obtain and maintain that number. If your child is not attending school, it is the parent/guardian responsibility to contact and cancel transportation. If your child is being picked up or dropped off by someone other than the regular transportation or by a parent or guardian, please provide written notice or call the school office informing them who will be picking up your child.
- C. **Student Refusal to Transport** - If your child refuses to take scheduled transportation from school at the end of the day, someone must be available to pick up your child. The emergency transportation form is included in your information packet.

Late Arrival and Release of Students:

The safety and security of our student body is of the highest priority to the Graham Academy, and therefore we have certain procedures in place to protect our students. Students who do not arrive for the start of the school day on their scheduled transportation must be signed into the school office by a parent or guardian.

A student may only be released to a parent/guardian, relative, or friend on record at the school. A parent or guardian must give written permission to the school administration when requesting a student be released for an early dismissal to other persons designated by the parent. This notice should include the person's name, model of car, and relationship to the student. Without written notice or a phone call from the parent or guardian, the student will not



be released, and the primary caregiver will be contacted. Proper identification will be required to be presented by the person picking up the student at the time of dismissal. If identification is not provided, the student will not be released at that time and the parent or guardian will be contacted.

Visiting the School:

At the time of admission into the school, guests are to report to the Main Office to sign in. At times, outside members of the community may request to observe students throughout the school day. These guests may include student teachers, prospective students and parents, school districts, volunteers, or other members of the community. The school strives to maintain a high level of security for the safety of all students and staff. For those guests who will work directly with the students, the school administration will require background checks, child abuse clearances, written documentation, or other security measures depending upon the purpose of the visit. These clearances will be kept on school property. All guests of The Graham Academy will be monitored by staff during their time at the school.

Dress Code:

The Graham Academy encourages our students to be very active and we ask that you keep this in mind while dressing your child for school. Please review the following guidelines for their attire:

- a. T-shirts with inappropriate pictures or sayings including, but not limited to alcohol, drugs, sex, profanity, adult situations, ethnic references, or racism of any kind are not allowed.
- b. All shirts must have sleeves. No string tank tops, halter tops, mesh, or any see through clothing or any clothing which exposes the midriff.
- c. Shorts or leggings should be worn under skirts or dresses.
- d. Shoes must be worn at all times, unless the student is working with OT/PT on goals that specify a need for shoes to be off.
- e. Hats may be worn in the building ONLY if they are for religious or therapeutic purposes.
- f. Boys may not wear earrings and facial piercings are not allowed for any students. Girls' earrings must be no larger than a dime.
- g. Necklaces are permitted to be worn inside of their shirt.
- h. Watches are acceptable.
- i. Any clothing/jewelry item that becomes a distraction to the educational process may be removed or replaced at staff discretion.

Students in our lower schools may be requested to go outside for recess on a daily basis throughout the course of the school year. It is asked that students be dressed appropriately



according to the daily weather conditions. Students will not go outside for recess in severe cold, heat, rain, snow, etc.

Lunch/Food Policy:

The Graham Academy does not provide meal service for our students at this time. Students are required to bring in their own lunch and snack to school and are prohibited from sharing food with their peers. The Graham Academy does provide access to microwaves to warm each student's meal when appropriate. Please provide all necessary utensils, dishes and paper products your child may need to eat their meal.

The Graham Academy will provide food for special events as well as cooking opportunities in the classroom setting. Due to the various food allergies and dietary restrictions, providing treats for a class to celebrate birthdays or special events requires administrative permission.

School Health:

In order to provide a healthy and safe environment for all students at the Graham Academy we have established these policies and ask they are adhered to.

- **Allergic Reactions:** Staff are to be notified of any and all student allergies. If your child has anaphylactic response to any allergens, please provide a doctor's note and any additional materials that may be needed to address this severe condition (i.e., epi-pen, inhaler, Benadryl, etc.). Please note that if your child is identified as being anaphylactic, emergency medical procedures will take place, including parent/guardian contact, distribution of medication, and calling of emergency services. Please make sure that you provide the school with a list of any food allergies your child has or has acquired during their time at the Graham Academy. This information will be placed on file for their safety.
- **Hygiene:** Please make sure your child is sent to school in a clean manner. This includes sending them in clean clothes, regular bathing, and attending to any open cuts or scratches. By following this, you help us to greatly reduce the risk of the spread of preventable illness and head lice among the student body. Screening for head lice will occur as needed at The Graham Academy.
- **Seizures:** If your child has a history of seizures or has a diagnosis of epilepsy, Administration will schedule a meeting to discuss symptoms and formulate a seizure action plan. If your child has a seizure in school, the school will first call 911 and then the parent.
- **Immunizations:** According to 28 PA Code 23.83, The Graham Academy is responsible for ensuring that a child has been immunized in accordance with the requirements set forth prior to admission to school for the first time.

The following immunizations are required as a condition of attendance:



1. Diphtheria
2. Tetanus
3. Poliomyelitis
4. Measles (rubeola)
5. German measles (rubella)
6. Mumps
7. Hepatitis B
8. Chickenpox (varicella)
9. MCV

- **Illness:** If your child is sick, please maintain them at home rather than sending them to school. If your child develops an illness throughout the course of the day, you will be contacted to pick up your child from school. If your child has a history of feigning illness, please make the school aware and we will take it into consideration before a call is made to have your child picked up from school.

Illnesses that would require a student to be kept at home or sent home from school include, but are not limited to, the following conditions:

- Green Discharge from the nose or ears
 - Fever of 100 Degrees or more
 - Vomiting or Diarrhea
 - Unexplained rashes, impetigo, hives or unidentifiable skin conditions
 - Allergic reactions
 - Chicken Pox
 - Measles
 - Scabies
 - Head lice or Body Lice
 - Pink Eye
 - Any communicable illness threatening the health and safety of the school population.
- **Injury:** If your child is injured at school, parents/guardians will be contacted regarding needed medical attention. Staff will use the emergency contact list in the students' records to inform parents and guardians of the situation. Please keep all emergency contact information current with the school office. If a parent or guardian cannot be reached during an emergency, the school will proceed with all emergency procedures that may apply, including transportation to a local hospital for treatment. If your child is injured at home or school, please provide the school administration with a doctor's note verifying that your child may return to school. If an injury has created limitations for your child, please provide a doctor's note outlining those limitations. Staff at the Graham Academy are trained in basic First Aid



and CPR. First Aid Kits are available throughout the school to assist with accidents, illness, or injury. If emergency first aid is provided, parents/guardians will be contacted as soon as possible to assist in addressing the student's needs.

Assisting with Medication:

Students at The Graham Academy occasionally require the distribution of medication during the hours of school operation. Please call the school office to make arrangements if your student receives medication during school hours.

Prior to the distribution of any medication, a parent or guardian must contact the school office to make arrangements for medication to be delivered to the school. All proper forms are to be completed before the distribution of medication will begin, including a parental release for distribution of medication and a doctor's order for the medication to be distributed. Medication transported to the school by a student is not recommended.

All medication must be received in the original prescription bottle with readable information regarding the medication (Medication type, dosage, instructions for administration, and time of distribution).

If any changes in a student's medication occurs, including those distributed outside of school, please contact the school administration to make them aware of any changes. For medication changes that occur with medication distributed at school, please provide an updated list of changes to the school administration, which will record all changes in the student's records. In case of a medical emergency, it is critical we have access to this information for the well-being and appropriate treatment of your child.

School-wide Positive Behavior Supports:

Positive Behavior Supports will be provided under the theme of CASE – Considerate, Accountable, Safe and Engaged. According to PA Code 14.133, behavior support programs and plans must be based on a functional assessment of behavior and utilize positive behavior techniques. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student or eligible young child shall be the least intrusive necessary. The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques, in accord with subsection (c)(2).

Positive behavior support plans (PBSP) —A plan for students with disabilities and eligible young children who require specific intervention to address behavior that interferes with learning. A positive behavior support plan shall be developed by the IEP team, be based on a



functional behavior assessment, and become part of the individual eligible young child's or student's IEP. These plans must include methods that utilize positive reinforcement and other positive techniques to shape a student's or eligible young child's behavior, ranging from the use of positive verbal statements as a reward for good behavior to specific tangible rewards.

Each teacher will complete an expectation matrix to determine the expectations across different school environments. Students will receive points as positive reinforcement for adhering to the expectations. When a student accumulates enough points, rewards may be purchased in the classroom or at the school store. Students who require enhanced positive behavior support, will have these behaviors targeted through a positive behavior support plan. Students will be taught replacement behaviors that will eventually lead to the desired behavior. Finally, if a more intensive level of support is required, students will be referred for either behavioral health rehabilitative services, or other services determined by the IEP team.

Emergency Safety Procedures:

The primary focus of The Graham Academy is to teach students alternative methods to managing triggers within themselves and the environment which precipitate verbal or physical aggression. We strive to develop a culture among the students that is positive and proactive. There are times, however, that a student's behavior cannot be de-escalated by way of self or assisted de-escalation techniques and the student becomes a possible danger to him/herself or others.

In the event that a student is exhibiting behaviors that pose a danger to themselves or others, Graham Academy staff will utilize the least restrictive alternative to bring the situation to a safe resolution. This may include procedures up to and including Emergency Safety Physical Intervention. Parents will be informed immediately, and a meeting of the IEP team will be scheduled to review and/or revise the student's Positive Behavior Support Plan if emergency safety physical intervention occurs in the school. For more information, please refer to pacode.com (Title 22 CHAPTER 14 § 14.133) Graham Academy staff receive ongoing training by an instructor certified in JKM Training's - Safe Crisis Management.

22 CHAPTER 14 § 14.133 defines restraint as:

- (i) The application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student's or eligible young child's body.
- (ii) The term does not include briefly holding, without force, a student or eligible young child to calm or comfort him, guiding a student or eligible young child to an appropriate activity, or holding a student's or eligible young child's hand to safely escort her from one area to another.



(iii) The term does not include hand-over-hand assistance with feeding or task completion and techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's or eligible young child's parents and specified in the IEP. Devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices are examples of mechanical restraints which are excluded from this definition, and governed by subsection (d) of PA CODE § 14.133

Detention:

The Graham Academy encourages the least restrictive intervention when intervening with students who exhibit behavior that is unsafe or undermines the culture of the school. Proactive interventions are the first choice. There are times when students do not respond to the system. When this occurs, detention is a disciplinary tool used to address the behavior. School collaborates with parent(s)/guardian(s) to determine the best day. Detention is always given on Tuesday, Wednesday, or Thursday from 3:00-3:50. Parents are invited to pick the child up at 3:45.

Exclusion from School:

Suspension will be used as a disciplinary action when a student engages in behavior that cannot be addressed appropriately within the framework of the school day at the Graham Academy. Suspensions may be given for one to three days. Any suspension exceeding three days will require an informal hearing, where the IEP Team reviews the Positive Behavior Support Plan to determine any other possible strategies that should be put in place. Parent(s)/Guardian(s) and LEA will be notified in writing of the suspension, the reason(s) for the suspension, and the length of the suspension. Parent(s)/Guardian(s) are encouraged to meet with Graham Academy personnel at any point of the suspension process to receive clarity.

Objects Brought to School by Students (student property):

We understand our students come from various school districts and their transportation to and from the school can be a long journey. Some students bring toys or other objects from home including electronic devices. Students are expected to place any item inside of their backpack while on school grounds and their backpacks are to be placed either in the classroom or the locked closet where students are able to store their personal belongings for the school day. If a student brings personal property into the facility and refuses to place it in their backpack or use appropriately according to The Graham Academy, staff will follow the procedure below:

- First Offense: the property will be confiscated until the end of the day.
- Second Offense: the property will be confiscated and held until the end of the week.



- Third Offense: the property will be confiscated and held until the end of the school year or until a parent or guardian can arrange to pick it up from the school administration.

Lost and Found:

The Graham Academy is not responsible for the loss, theft or damage of student property. The Graham Academy will maintain a "Lost and Found" for students. If your child has lost something, please notify the school staff. All clothing reported lost but is then found will be returned promptly. In order to limit the loss of student clothing, please mark or label the clothing with your child's name.

Damage or Theft of School Property:

As a small private school, stewarding our resources is very important in order to continue to provide quality services for our current students and for those who will eventually enter the program at the Graham Academy. Therefore, the intentional or unintentional removal of school property is unacceptable. If a student is caught removing school property, an evaluation of the situation by the Behavioral Health Coordinator and/or designee will occur. Based upon their evaluation, individualized consequences for the behavior will be put in place for the offending student. Each situation will be processed with the student and their family and consequences explained. We ask all parents to be aware of what is coming home with your child. If you find something belonging to the school, please promptly return the property to the school. Our goal is not the punishment of a student but rather to improve a students' perspective and their actions regarding personal property.

If a student intentionally destroys, damages or defaces any school property on a regular basis, The Graham Academy administration will schedule a meeting with the parent to discuss compensation. The school's ultimate goal is to provide a suitable outcome for both the family and the school to compensate for the destroyed property. The school requires the parent/guardian of the offending student to restore or replace the damaged property to the satisfaction of the school administration or to pay all costs to restore or replace the damaged property by the market value established by the school administration.

Weapons:

Students are not permitted to bring knives, weapons, or anything that resembles a weapon to school. Any object deemed a weapon by the Graham Academy will be immediately confiscated and reported to the administrative staff. Parents/guardians and home school districts will be contacted, and the IEP Team will convene to determine the next course of action. Any infraction involving a weapon can result in immediate suspension.



Mandated Reporting:

The Graham Academy places the physical and emotional safety of the students as its first priority. All employees of The Graham Academy are mandated reporters. All individuals working in the school have a legal and ethical obligation to report any suspicion of abuse and neglect. Even if the individual does not personally believe an abuse has occurred, a report must be made. Failure by professionals to report is a criminal offense ranging from a misdemeanor to a felony of the third degree. We understand the hardship this can place on families; however, the law is in place to protect your child.

Withdrawal:

We are aware that families move, or life circumstances change. In the instance that a family needs to withdraw their student from the Graham Academy, it is critical you notify The Graham Academy administration prior to the removal of the student. This is important because appropriate educational arrangements must be made with your child's home school district, which includes transferring required paperwork and the cancelation of transportation and other services. This can be executed quickly to accommodate a family's needs or wishes.

Fire Drills:

The Graham Academy will conduct monthly fire drills. Each room in the school has a documented fire evacuation plan which is reviewed with the students. Fire drills consist of a siren and blinking lights. If your student is epileptic or light sensitive, please notify school staff. Fire procedures are reviewed with staff and students on a regular basis to maintain a high level of preparedness in case of a real emergency. In the event of an emergency which requires evacuation from the building, the fire drill procedure would be used.

Internet Safety:

The electronic information available to the students while at the Graham Academy does not reflect an endorsement by the Graham Academy staff. Teachers will provide a list of approved sites for their student's internet access based upon their individual classroom needs. Downloading programs/games, etc. outside of the suggested list is prohibited and The Graham Academy reserves the right to review or restrict any content created or accessed by a student while using school owned property. Students who violate school or classroom internet policies may lose their internet access for a period of time.

Individualized Education Plan (IEP):

All students in attendance at The Graham Academy have an Individualized Education Plan (IEP). This document is reviewed at least once a year and is established to make sure a



student's educational needs are met. In accordance with Pennsylvania law, parents, guardians, school administration or any other contributor to an existing IEP can request an IEP meeting as needed. In the event an IEP meeting is requested, all involved parties (including parents) will be contacted to arrange a meeting.

The Graham Academy recognizes that each student has individual educational, behavioral, vocational, and sensory needs. We work to meet those needs through specifically designed instruction outlined in the IEP. If deemed necessary by the IEP team, your child may need to be assessed for additional related services such as:

- Speech Therapy
- Physical Therapy
- Occupational Therapy
- Behavior Intervention Program
- Counseling
- Vision Mobility

Please contact the Graham Academy to discuss/evaluate any of the above additional services.

In the event that either school staff or a TSS worker is involved in an Emergency Safety Physical Intervention with a student while at school, an IEP meeting will be offered (as required by law) to the parent/guardian of the student to discuss the situation and adapt the IEP if needed to meet the specific needs of the student. As a parent/guardian you have the right to accept the IEP meeting or to refuse it under no penalty.

A full list of your rights as the parent/guardian of a special education student is available via the procedural safeguard notice offered at every IEP meeting. Progress reports are sent home pertaining to your student's IEP goals.

Testing:

Throughout the course of the school year, testing will be provided to your child. This may include standardized testing such as the PSSA or PASA and/or local assessments as determined in your child's IEP meeting.

Field Trips and Special Events:

The Graham Academy makes many efforts throughout the school year to provide our students with opportunities that will foster greater social interactions and support their educational experience. For these events, a written permission form will be sent home with your child explaining the event and any expenses or responsibility on the part of the parent/guardian.



This form must be signed and returned to the school in order for the student to participate in the activity.

The following will be enforced for all events on and off school premises.

- Students must demonstrate behavior consistent with IEP expectations.
- Parents/Guardians will be contacted if their child cannot participate in events due to behavior. School Administration reserves the right to determine if a student's behavior will have a negative impact on their safety or the safety of others during the event.
- Students whose behavior on a field trip places themselves or other students at risk may not be allowed to participate in subsequent field trips.

Additional Services:

The Graham Academy maintains a high level of professionalism between our school and those who work with us. With appropriate release forms from a student's parent/guardian, the Graham Academy collaborates with external community-based service providers supporting your child. Collaboration includes providing requested documentation, attending outside meetings and effectively communicating academic and behavioral progress. The Graham Academy requests five (5) business days' notice for any meetings that may need to occur except for emergency meetings.

Contacting Teachers:

Parents and guardians of our students can schedule a meeting with their teacher at any point to discuss their child. We encourage our parents to be involved in the process of their child's education. If questions arise that you would like to discuss with your child's teacher face to face, do not hesitate to schedule an appointment with your teacher through the school office.

If you have a question you want answered but do not feel the need to interact with your teacher face-to-face, you can schedule a phone conference or email your teacher. Your teacher's contact information will be provided by your teacher in his/her introductory letter sent home during the first week of school. You can also contact the school office for more details at (570) 283-0641.

Student Records:

The parent has a right to request and review a copy of their child's permanent file or their anecdotal file completed by their teacher. A written request should be submitted to staff five (5) days prior to parental review.

Under Federal Law contained in the Family Education Rights and Privacy Act (FERPA, Title 34), either custodial parent has access to all educational records unless the Graham Academy



has been provided with a copy of a court order specifically revoking such rights. Therefore, no parent/guardian can restrict the other parent/guardian access to educational records, including directory information without a court order.

Requesting Information from the School:

Occasionally parents or school districts request documents or information from the school. In these instances, all requests must be made through the school office. Permission to release information to third parties must be granted by a parent or guardian in accordance with state and federal regulations.

The Graham Academy PTO:

The Graham Academy Parent-Teacher Organization is a group of dedicated teachers and parents working to provide additional resources and activities for Graham Academy students. The PTO meets once a month and regularly schedules extracurricular events such as Family Movie Nights, Family Dinner Nights, and other fundraising events and activities.

The PTO is self-sustaining. Use of funds raised from fund raisers sponsored and coordinated by the PTO is solely determined by the PTO. The Graham Academy will support the PTO as needed. For more information on the PTO contact the Main Office.

We look forward to providing exceptional academics and services for your child. Our team is comprised of qualified and dedicated individuals that work very hard to provide growth for your child. While working with The Graham Academy, you can expect a collaborative team approach which focuses on the best outcomes for your child.

If you have any questions regarding any section in this handbook or additional questions that were not covered in this handbook, please do not hesitate to contact The Graham Academy.

Important contact information:

Main Office - 570-283-0641

Office Hours: Monday - Friday, 8:00 a.m. to 4:00 p.m.

Email – corey.koons@sischools.com (Lower School and High School)

robert.steinberger@sischools.com (Mayfield)

Fax - 570-283-1643



THE GRAHAM ACADEMY
a journey of discovery

1 Institute Lane, Kingston, PA 18704

Phone: 570-283-0641 | Fax: 570-283-1643 | Web: thegrahamacademy.com



2024 – 2025 FERPA NOTIFICATION

Dear Parent, Guardian, or Eligible Student:

Please read the 2024 – 2025 Notification of Rights under FERPA notice and the 2024 – 2025 Directory Information Form carefully.

At the beginning of each school year, we are required to notify you about your rights under the Family Educational Rights and Privacy Act (FERPA), a federal law, and to update our information about your desired procedure when releasing information about your child.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school corrects records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest.
 - Other schools to which a student is transferring.
 - Specified officials for audit or evaluation purposes.
 - Appropriate parties in connection with financial aid to a student.
 - Organizations conducting certain studies for or on behalf of the school.
 - Accrediting organizations.
 - To comply with a judicial order or lawfully issued subpoena.
 - Appropriate officials in cases of health and safety emergencies; and



- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Parents/guardians will be notified before The Graham Academy discloses "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For a complete list of your rights under FERPA, PLEASE READ THE STUDENT RECORDS NOTIFICATION OF RIGHTS FOR PARENTS/ELIGIBLE STUDENTS.

If you have questions, feel free to call The Graham Academy at 570-283-0641.



FERPA DIRECTORY INFORMATION 2024 – 2025 OPT-OUT FORM

If you do not want The Graham Academy to disclose directory information from your child's education records in accordance with federal law, please mark the appropriate statements below and return the form to your child's teacher or the school director within 30 days.

Directory Information is defined as the student's name; address; telephone number; date and place of birth; photograph; participation in officially recognized activities and sports; weight and height if he/she is a member of an athletic team(s); dates of attendance; diploma; certificate; honors or awards received; school and grade level; and the most recent school attended.

_____ **DO NOT DISCLOSE** my child's directory information as outlined above.

_____ As parent, guardian for the student listed below, **I GRANT PERMISSION** for use of the directory information as provided in the Student Demographic section.

Student Name: _____

Parent/Guardian Name – *please print*: _____

Parent/Guardian Signature: _____ Date: _____

The Family Education Rights and Privacy Act (20 U.S.C. § 1232 g.), Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110), and the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107) U.S.C. 503, as amended by Section 544.



SEIZURE ACTION PLAN (SAP)



ENDEPILEPSY

Name: _____ Birth Date: _____
 Address: _____ Phone: _____
 Parent/Guardian: _____ Phone: _____
 Emergency Contact/Relationship: _____ Phone: _____

Seizure Information

Seizure Type	How Long It Lasts	How Often	What Happens

Protocol for seizure during school (check all that apply)

- First aid – **Stay. Safe. Side.**
- Give rescue therapy according to SAP
- Notify parent/emergency contact
- Contact school nurse at _____
- Call 911 for transport to _____
- Other _____

First aid for any seizure

- STAY** calm, keep calm, **begin timing seizure**
- Keep me **SAFE** – remove harmful objects, don't restrain, protect head
- SIDE** – turn on side if not awake, keep airway clear, don't put objects in mouth
- STAY** until recovered from seizure
- Swipe magnet for VNS
- Write down what happens _____
- Other _____

When to call 911

- Seizure with loss of consciousness longer than 5 minutes, not responding to rescue med if available
- Repeated seizures longer than 10 minutes, no recovery between them, not responding to rescue med if available
- Difficulty breathing after seizure
- Serious injury occurs or suspected, seizure in water

When to call your provider first

- Change in seizure type, number or pattern
- Person does not return to usual behavior (i.e., confused for a long period)
- First time seizure that stops on its' own
- Other medical problems or pregnancy need to be checked

When rescue therapy may be needed:

WHEN AND WHAT TO DO

If seizure (cluster, # or length) _____
 Name of Med/Rx _____ How much to give (dose) _____
 How to give _____

If seizure (cluster, # or length) _____
 Name of Med/Rx _____ How much to give (dose) _____
 How to give _____

If seizure (cluster, # or length) _____
 Name of Med/Rx _____ How much to give (dose) _____
 How to give _____

Care after seizure

What type of help is needed? (describe) _____

When is student able to resume usual activity? _____

Special instructions

First Responders: _____

Emergency Department: _____

Daily seizure medicine

Medicine Name	Total Daily Amount	Amount of Tab/Liquid	How Taken (time of each dose and how much)

Other information

Triggers: _____

Important Medical History _____

Allergies _____

Epilepsy Surgery (type, date, side effects) _____

Device: VNS RNS DBS Date Implanted _____

Diet Therapy Ketogenic Low Glycemic Modified Atkins Other (describe) _____

Special Instructions: _____

Health care contacts

Epilepsy Provider: _____ Phone: _____

Primary Care: _____ Phone: _____

Preferred Hospital: _____ Phone: _____

Pharmacy: _____ Phone: _____

My signature _____ Date _____

Provider signature _____ Date _____



Questionnaire for Parent of a Student with Seizures

Please complete all questions. This information is essential for the school nurse and school staff in determining your child's special needs and providing a positive and supportive learning environment. If you have any questions about how to complete this form, please contact your child's school nurse.

Contact Information

Student's Name	School Year	Date of Birth	
School	Grade	Classroom	
Parent/Guardian	Phone	Work	Cell
Parent/Guardian Email			
Other Emergency Contact	Phone	Work	Cell
Child's Neurologist	Phone	Location	
Child's Primary Care Doctor	Phone	Location	
Significant Medical History or Conditions			

Seizure Information

- When was your child diagnosed with seizures or epilepsy? _____
- Seizure type(s) _____

Seizure Type	Length	Frequency	Description

- What might trigger a seizure in your child? _____
- Are there any warnings and/or behavior changes before the seizure occurs? YES NO
If YES, please explain: _____
- When was your child's last seizure? _____
- Has there been any recent change in your child's seizure patterns? YES NO
If YES, please explain: _____
- How does your child react after a seizure is over? _____
- How do other illnesses affect your child's seizure control? _____

Basic First Aid: Care & Comfort

- What basic first aid procedures should be taken when your child has a seizure in school?
- Will your child need to leave the classroom after a seizure? YES NO
If YES, what process would you recommend for returning your child to classroom: _____

Basic Seizure First Aid

- Stay calm & track time
 - Keep child safe
 - Do not restrain
 - Do not put anything in mouth
 - Stay with child until fully conscious
 - Record seizure in log
- For tonic-clonic seizure:
- Protect head
 - Keep airway open/watch breathing
 - Turn child on side

Seizure Emergencies

A seizure is generally considered an emergency when:

- Convulsive (tonic-clonic) seizure lasts longer than 5 minutes
- Student has repeated seizures without regaining consciousness
- Student is injured or has diabetes
- Student has a first-time seizure
- Student has breathing difficulties
- Student has a seizure in water

11. Please describe what constitutes an emergency for your child? (Answer may require consultation with treating physician and school nurse.)

12. Has child ever been hospitalized for continuous seizures? YES NO
If YES, please explain:

Seizure Medication and Treatment Information

13. What medication(s) does your child take?

Medication	Date Started	Dosage	Frequency and Time of Day Taken	Possible Side Effects

14. What emergency/rescue medications are prescribed for your child?

Medication	Dosage	Administration Instructions (timing* & method**)	What to Do After Administration

* After 2nd or 3rd seizure, for cluster of seizure, etc.

** Orally, under tongue, rectally, etc.

15. What medication(s) will your child need to take during school hours?

16. Should any of these medications be administered in a special way? YES NO
If YES, please explain:

17. Should any particular reaction be watched for? YES NO
If YES, please explain:

18. What should be done when your child misses a dose?

19. Should the school have backup medication available to give your child for missed dose? YES NO

20. Do you wish to be called before backup medication is given for a missed dose? YES NO

21. Does your child have a Vagus Nerve Stimulator? YES NO

If YES, please describe instructions for appropriate magnet use:

Special Considerations & Precautions

22. Check all that apply and describe any consideration or precautions that should be taken:

- | | |
|-----------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> General health _____ | <input type="checkbox"/> Physical education (gym/sports) _____ |
| <input type="checkbox"/> Physical functioning _____ | <input type="checkbox"/> Recess _____ |
| <input type="checkbox"/> Learning _____ | <input type="checkbox"/> Field trips _____ |
| <input type="checkbox"/> Behavior _____ | <input type="checkbox"/> Bus transportation _____ |
| <input type="checkbox"/> Mood/coping _____ | <input type="checkbox"/> Other _____ |

General Communication Issues

23. What is the best way for us to communicate with you about your child's seizure(s)?

24. Can this information be shared with classroom teacher(s) and other appropriate school personnel? YES NO

Parent/Guardian Signature _____ Date _____

Dates _____
Updated _____

REMIND

Sign up for important updates from the Graham Academy

Pick an option to receive messages for: **FAMILIES**

A) First go to the website for Remind:

www.remind.com/join

B) Next where it asks you for a code please select from one of the following:

1) To join **High School Text Messages** enter: **familieste**

All elementary classes now split in two classes which are alphabetical by first name:

2) To join **Elementary Text Messages A to M** enter: **grahamfams**

3) To join **Elementary Text Messages N to Z** enter: **kh6bh7**

Follow the instructions on the screen to sign up for Remind. You will be prompted to download the mobile app. Please use your first and last name instead of nicknames etc. when signing up.

C) If you don't have a smartphone, you can still get text notifications

Send the message: **@grahamfams**
to 81010 or to phone# (810)-784-2983

****Standard text message rates may apply****

Please contact the Graham Academy at 570-283-0641 if you have any questions or need help signing up.

