

## HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

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|  | Students/Families         | SF17-1004                                                                                 |
|                                                                                   | Student Assistance Policy | ADOPTED DATE: October 17, 2017<br><br>REVIEWED DATE:<br><br>REVISED DATE: August 18, 2026 |

### Howard Gardner Multiple Intelligence Charter School

#### Board of Trustees Policy

#### STUDENT ASSISTANCE PROGRAM

The Board of Trustees (“Board”) of Howard Gardner Multiple Intelligence Charter School (“Charter School”) recognizes that the provision of an educational program to its students may require services and supports in addition to academic instruction. Therefore, the Board, through this policy, directs the Administration to implement a comprehensive student assistance program in accordance with applicable law, implementing regulations and best practices. The Charter School, through its Student Assistance Process Team will not diagnose, treat or refer for treatment but a referral for assessment may be made in the appropriate circumstances.

#### Guidelines

Pursuant to 22 Pa. Code §12.41, entitled “Student Services”, the Charter School administration is directed to:

- Prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the timeframes and procedures described in 22 Pa. Code §§4.13(a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of Charter School. The plan shall include policies and procedures for emergency care and administration of medication and treatment under the Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. sections 780-101 – 780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P.O. Box 90, Harrisburg, PA 17108.

The following categories of services shall be provided in planning student services:

- Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues.
- Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential. Diagnostic services are used by student services staff to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success. Student services staff may arrange for referrals to other school-based or school linked professionals or may refer parents and guardians to appropriate community-based services for assistance.
- Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists. Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional. Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success. Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.
- Student services shall:
  - Be an integral part of all levels of the Charter School's instructional program.
  - Provide information to students and parents or guardians about educational opportunities of the Charter School's instructional program and how to access these opportunities.
  - Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.
  - Provide basic health services outlined in Article XIV of the Public School Code for students and information to parents or guardians about the health needs of their children.
- When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their

relationship to the educational program of their child, consistent with the requirements of the Protection of Pupil Rights Amendment (20 U. S. C. section 1232h ). Parents or guardians, or the student if they are 18 years or older, shall have the right to refuse to participate in the survey via procedures established by the Charter School.

- All Charter School employees delivering student services shall be specifically licensed or certified as required by statute or regulation.
- The Charter School will refer to the Department of Education for guidelines and technical assistance in planning student services.
- The Charter School administration may refer to the following website for information:  
[www.sap.state.pa.us/](http://www.sap.state.pa.us/).

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO  
CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL  
LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.**