



**PENNCREST Cyber Academy**  
**STUDENT-PARENT HANDBOOK**  
**2021-2022**

# DIRECTOR'S ADDRESS

Dear Families,

Welcome to PENNCREST Cyber Academy (PCA)! Whether your family is new to PCA or returning for another year, we are excited to have you as part of our academy. We are thrilled to offer a virtual education for your child through PENNCREST School District that will offer your child rigorous courses while allowing your family the flexibility that you need. This handbook has been written to help you and your child have success in PENNCREST Cyber Academy.

Online learning programs require a unique opportunity for families to be engaged in their child's education by viewing all instruction and supporting their child's learning that otherwise would not be possible in traditional settings. With this unique opportunity, an important responsibility also exists. Families must help their child develop healthy technology habits, create a structured routine, and encourage consistent attendance in the online platform.

Our teachers are available to help your child via phone, email, virtually through conferencing tools, and face-to-face in our Drop-in Center. Please reach out with any questions or concerns that you may have throughout the school year. I am looking forward to a terrific year!

Respectfully,

Kelli Trenga, Director

[ktrenga@penncrest.org](mailto:ktrenga@penncrest.org)

814-337-1600 Ext. 1605

# VISION AND MISSION

## PENNCREST Vision Statement

The PENNCREST School District will be a dynamic educational community that inspires optimal student achievement and lifelong learning.

## PCA Mission Statement

The mission of PCA is to provide a rigorous education through virtual learning to encourage students to achieve academically and engage in a 21st-century learning environment while developing socially and emotionally to become lifelong learners.

The PENNCREST School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age religion, ancestry, union membership, or any other legally protected category. Announcement of this policy is in accordance with State law, including the Pennsylvania Human Relations Act, and Federal Law, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the American.



# PENNCREST SCHOOL BOARD

Mr. Luigi DeFrancesco - Vice President  
Mr. Jeff Brooks - Member  
Mr. Tim Brown- Member  
Mrs. Jennifer Davis- Member

Mr. Robert Gulick- Member  
Mr. Robert Johnston- Member  
Mr. Brain Lynch- Member  
Mr. David Valesky- Member

## CENTRAL OFFICE ADMINISTRATION

18741 State Hwy. 198, Suite 101;  
P.O. Box 808 Saegertown, PA 16433  
(814) 337-1600 Fax (814) 350-2973

Dr. Timothy Glasspool - Superintendent of Schools  
Mr. Kenneth Newman - Assistant Superintendent  
Mrs. Patti Fiely - Director of Student Services

Mrs. Amanda Porter - Director of Technology  
Mr. David Dixon -Supervisor of Plant and Transportation Supervisor  
Ms. Kristen Eckart - Business Manager  
Mr. Dana Mason - Athletic Director

## PENNCREST CYBER ACADEMY STAFF

**Director** Dr. Kelli Trenga [ktrenga@penncrest.org](mailto:ktrenga@penncrest.org)

### *Elementary and Special Education Teachers*

Mrs. Lisa Brocklehurst [lzirkle@penncrest.org](mailto:lzirkle@penncrest.org)  
Mrs. Patty Hovis [phovis@penncrest.org](mailto:phovis@penncrest.org)

### *Secondary Core Subject Teachers*

**ELA** Mrs. Theresa Douglas [tdouglas@penncrest.org](mailto:tdouglas@penncrest.org)  
**Math and Science** Mrs. Melissa Statman [mstatman@penncrest.org](mailto:mstatman@penncrest.org)  
**Social Studies** Mrs. Dee Henry [dhenry@penncrest.org](mailto:dhenry@penncrest.org)

# PENNCREST SCHOOL COUNSELORS

<b>CESES</b>	Mr. Steve Burick	<a href="mailto:sburick@penncrest.org">sburick@penncrest.org</a>
<b>MES</b>	Mrs. Cindy Johnson	<a href="mailto:cjohnson@penncrest.org">cjohnson@penncrest.org</a>
<b>SES</b>	Mr. Darrell Shields	<a href="mailto:dshields@penncrest.org">dshields@penncrest.org</a>
<b>CSHS</b>	Ms. Cori Fritz	<a href="mailto:cfritz@penncrest.org">cfritz@penncrest.org</a>
<b>MHS</b>	Kelly Allen	<a href="mailto:kallen@penncrest.org">kallen@penncrest.org</a>
<b>SHS</b>	Mrs. Christy Mogel	<a href="mailto:cmogel@penncrest.org">cmogel@penncrest.org</a>

## ABOUT PENNCREST CYBER ACADEMY

PENNCREST Cyber Academy (PCA) was established in 2019 as a local public education choice that provides students with an alternative and flexible education. Highly qualified full-time and adjunct teachers facilitate all courses offered to kindergarten through twelfth-grade students. Asynchronous learning is the mode that students participate in courses, though synchronous sessions are offered and encouraged. Teachers have regular in-person, virtual, and phone office hours and are available to assist students in all aspects of their learning. A full listing of student courses can be found in the PENNCREST Cyber Academy Program of Study.



## ENROLLMENT AGREEMENT

### Enrollment and Withdrawal Periods

- Students may enroll in PCA up to 2 weeks before the grading period begins.
- Students may withdraw within 10 calendar days after the grading period begins.
- The Director may permit exceptions on a case-by-case basis.
- Enrollment may take up to 5 school days.
- It is not within the student's best interest to transfer between PCA and PENNCREST School District brick and mortar schools once the grading period has commenced due to differences in courses and the pacing within courses. The Director may not permit students to transfer back to a PENNCREST School District brick and mortar school until the first day of a new grading period and/or semester.
- Grading Period Schedule for 2021-2022
  - Grading Period 1- September 1, 2021 - November 4, 2021
  - Grading Period 2- November 5, 2021 - January 21, 2022
  - Grading Period 3- January 25, 2022- April 1, 2022
  - Grading Period 4- April 4, 2022 - June 9, 2022

### Academic Expectations

Students are expected to take primary responsibility for their own learning. Intrinsic motivation and regular participation are essential for success. Students must keep pace in their courses.

Full-time PCA students are provided with a virtual assignment calendar. Grades are affected by assignments that are not submitted on time. Academic honesty must be adhered to.

**Students must:**

- Have access to the Internet
- Have basic online computer skills
- View/complete the cyber orientation
- Understand that online courses are self-paced and may complete assignments at any time so long as assignments are completed by the timeline of the course instructor and complete all assignments by the school district's deadline for course completion not to exceed the end of the current school year
- Log on following the district calendar to show attendance
- Participate in the assigned course(s) and submit assignments as requested by the instructors on time
- Communicate with the course instructor(s) by responding to emails and phone calls
- Complete at least 85% of all online assignments
- Return any materials or equipment in good condition to receive credit for the course
- Contact the PCA Director or a teacher if experiencing difficulty in a course or have a technology issue
- Read, and abide by the academic honesty agreement
- Read, and abide by the PSD Policy No. 815 Acceptable Use of Internet, Computers and Network Resources  
<https://go.boarddocs.com/pa/pncr/Board.nsf/Public?open&id=policies#>
- Read and abide by the PSD Policy No. 249 Bullying/Cyberbullying Prevention  
<https://go.boarddocs.com/pa/pncr/Board.nsf/Public?open&id=policies#>

**Academic Probation**

- Students may be placed on academic probation if they fail to comply with academic expectations (failing grades, incomplete assignments, inactivity, chronic academic dishonesty, etc). See Academic Probation for a complete description.

# ACADEMIC STANDARDS

The requirements established by Chapter 4 of the Pennsylvania Department of Education Curriculum Regulations clearly require that all school districts must strongly emphasize the attainment of Pennsylvania Academic Common Core Standards for students may be reviewed on <http://www.pdesas.org/Standard/PACore>.

Chapter 4 regulations provide that common core standards shall be established and implemented in the following areas:

- *Reading, Writing, Speaking and Listening*
- *Mathematics*
- *Science and Technology*
- *Environment and Ecology*
- *Civics*
- *Geography*
- *Economics*
- *History*
- *Arts and Humanities*
- *Career Education and Work*
- *Health, Safety, and Physical Education*
- *Family and Consumer Science*
- *World Languages*



# 2021-2022 DISTRICT CALENDAR

PCA students follow the district calendar. Flexible Instructional Days do not impact PCA.

Board Approved: March 11, 2021

## PENNCREST School District 2021-2022 School Calendar

### AUGUST 2021

S	M	T	W	Th	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. 19 - Student Schedules Released  
Aug. 30 - Teacher Workday & Open House  
Aug. 31 - Professional Development

Student Days 0 Total 0  
Teacher Days 2 Total 2

### SEPTEMBER 2021

S	M	T	W	Th	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		

Sept. 1 - First Student Day of the School Year  
Sept. 6 - No School

Student Days 21 Total 21  
Teacher Days 21 Total 23

### OCTOBER 2021

S	M	T	W	Th	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						

Oct. 11 - Professional Development  
Oct. 29 - Professional Development

Student Days 19 Total 40  
Teacher Days 21 Total 44

### NOVEMBER 2021

S	M	T	W	Th	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				

Nov. 24-29 - Thanksgiving Break

Student Days 18 Total 58  
Teacher Days 18 Total 62

### DECEMBER 2021

S	M	T	W	Th	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	

Dec. 23-31 - Christmas Break

Student Days 16 Total 74  
Teacher Days 16 Total 78

### JANUARY 2022

S	M	T	W	Th	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					

Jan. 17 - Parent/Teacher Conferences (Act 80)  
Jan. 21 - Last Day of First Semester  
Jan. 24 - Teacher Workday

Student Days 20 Total 94  
Teacher Days 21 Total 99

### FEBRUARY 2022

S	M	T	W	Th	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					

Feb. 18 - Weather-Related Closure Make-Up  
Feb. 21 - Weather-Related Closure Make-Up

Student Days 18 Total 112  
Teacher Days 18 Total 117

### MARCH 2022

S	M	T	W	Th	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		

March 11 - Professional Development

Student Days 22 Total 134  
Teacher Days 23 Total 140

### APRIL 2022

S	M	T	W	Th	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

April 14-18 - Easter Break

Student Days 18 Total 152  
Teacher Days 18 Total 158

### MAY 2022

S	M	T	W	Th	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				

May 30 - Memorial Day

Student Days 21 Total 173  
Teacher Days 21 Total 179

### JUNE 2022

S	M	T	W	Th	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		

June 3 - Graduation  
June 9 - Students' Last Day (1/2 day)

Student Days 7 Total 180  
Teacher Days 7 Total 186

- > **Thanksgiving Break** begins at the close of the school day on Tuesday, November 23, 2021; school resumes Tuesday, November 30, 2021.
- > **Christmas Break** begins at the close of the school day on Wednesday, December 22, 2021; school resumes Monday, January 3, 2022.
- > **Easter Break** begins at the close of the school day on Wednesday, April 13, 2022; school resumes Tuesday, April 19, 2022.

**FLEXIBLE INSTRUCTION DAYS**  
If school is closed due to inclement weather, the Superintendent may announce a Flexible Instruction Day (FID). During a Flexible Instruction Day, all students must log into Google Classroom for the day's lessons. All FIDs count as school days and do not require make-up days.

Color Codes	
	No School
	No School - Teacher Workday
	No School - Professional Development
	No School - Parent/Teacher Conferences
	Weather-Related Closure Make-Up Day

## PCA Incentive Days

Incentive days are offered once every 3 weeks. These days are blacked out on a student's calendar, meaning no new work will accumulate.

- If students are caught up with their work, no log in for the day is necessary.
- If students are behind, this day ***must be*** used to get caught up.
- In person events may be scheduled on some of the Incentive days. *An event calendar will be shared in September.*
- These are great days to also schedule wellness check ups and dentist appointments.

## 2021-2022 Incentive Days

- ❖ September 23, 2021
- ❖ October 13, 2021
- ❖ November 3, 2021
- ❖ December 1, 2021
- ❖ December 23, 2021
- ❖ January 19, 2022
- ❖ February 9, 2022
- ❖ March 2, 2022
- ❖ March 23, 2022
- ❖ April 13, 2022
- ❖ May 4, 2022
- ❖ May 25, 2022

# ATTENDANCE

Pennsylvania State Code requires all students to receive instruction for the hours listed in the table below.

Grade Level	Hours Totals per Academic Day
Kindergarten	2.5
First through Sixth	5
Seventh through Twelfth	5.5

- Students must log on and complete work each day. If a student does not log on and is behind in coursework greater than 3% according to the pacing guide, the student is marked absent.
- Students may work ahead of their pacing schedule, however to ensure the greatest academic experience possible, students are cautioned not to rush through their courses.
- Students may have a flexible workday from 12:00 am to 11:59 pm.
- Students may work on Saturdays and Sundays but weekend days do not replace regular school days.
- Students will follow the PENNCREST School District Calendar.
- Work will still accumulate during a student absence. Teachers may excuse assignments on an individual basis.

***It is imperative that students maintain progress in their courses.***

# **ATTENDANCE (continued)**

## **Vacation**

Parents wishing to remove students from the school for trips must make applications with the Principal on the form provided by the school district prior to the trip. These must be filled out and turned in to the Principal at least one week prior to the student being absent from school. The student must make arrangements to make up work with his/her teachers prior to leaving and touch base again with the teacher upon return. If the district application procedure is not followed, absences for trips will be considered unexcused or unlawful and no provision will be made for makeup work. All student visitations of Post Secondary schooling will be approved by the building Principal based on recommendations made by the guidance counselor. In addition, the Director's approval of student vacations as "excused absences" will be based upon academic standing, attendance record, and length of proposed vacation. They will count as part of the 10 parental excuses.

## **PA State Attendance Law:**

Under the Pennsylvania Compulsory School Attendance Laws, a student must remain in school until 17 years of age unless they have secured an employment certificate or have been declared physically unable to attend school by a physician. The only legal excuses for absences are illness, death in the immediate family, quarantine, impassable roads, and a definite emergency. All other excuses are unlawful. When a student is unlawfully absent, they will receive a First Illegal Warning Letter, a 2<sup>nd</sup> unlawful absence will result in a Second Illegal Warning Letter, a third unlawful absence will result in a Third Illegal absence letter with a meeting time arranged to meet with the student and parents to prepare a Truancy Elimination Plan (TEP). If after the TEP is completed and subsequent unlawful absences occur, the student and parents both will be issued a non-traffic citation through the District Magistrate for truancy. CYS will also be contacted and made aware of the process. The 3<sup>rd</sup> Illegal Absence/TEP Letter will be regarded as the Official Legal Notice of Illegal Absences.

## **PENNCREST School District Policy for Attendance:**

Unlawful absences will be assessed for days when the reason for absence exceeds the rate of reasonable and responsible action. The district reserves the right to charge an unlawful absence against a student when the reason given in a written excuse is either implausible or unbelievable. If the school does not receive a written excuse within three days of any absence, the absence will be recorded as unexcused or illegal. If reasons for an absence are termed unexcused or illegal, the student will receive a zero (0) for all work missed. A strong relationship exists between good attendance and achievement. Absences limit the opportunity for learning. Regular attendance is important to your child and we ask all parents to cooperate in seeing that all children are logged in and working daily. The scholastic achievement attained by any student is directly related to his/her pattern of attendance. Irregular school attendance involves a loss of time and instruction which frequently results in lower grades.

# **ATTENDANCE (continued)**

## **Legality of Absence**

Enrolled students are expected to attend online except that a principal or designee may excuse a student for urgent conditions which may reasonably cause the student's absence:

1. Illness
2. Death in the immediate family
3. Religious holidays
4. Impassable roads
5. Emergency - "Urgent reasons"
6. Educational tour/trip (With prior approval from Director one week prior)
7. Quarantine
8. Court appearance
9. Medical/Mental health appointment

The Director determines excused or unexcused status for any other reason. Seniors doing college visits must have prior approval by the Director or for an absence to be considered excused. Students must make arrangements to make up all missed work the day they return to school.

## **Unexcused/Unlawful absences include, but are not limited to:**

1. Parental neglect- Parents knows of the absences (ex: unauthorized trip, babysitting, errands, oversleeping)
2. Illegal employment
3. Truancy- Absence without parental knowledge

Students are not permitted to attend brick and mortar school activities, on or off school property, after school, or during the evening of a day when they are not in attendance with their online learning platform. Extenuating circumstances will be determined on a case-by-case basis by the Director.

# **ATTENDANCE (continued)**

## **Procedures for Absences/Excuses**

1. Parents must submit an excuse for all absences WITHIN THREE DAYS after 'returning' to school. If the excuse is not turned in within three days, the absence will be classified as illegal or unexcused.
2. Students, regardless of their age, may not write their own excuses.
3. Students excused for approved medical appointments are required to present a doctor's excuse to secure an approved medical absence from school.
4. Excuses should be emailed to the student's teacher or Director regardless if the academy was notified by phone.
5. Students who are found to be UNLAWFUL or UNEXCUSED WILL NOT BE PERMITTED TO ATTEND SCHOOL FUNCTIONS.

## **Unlawful/Truancy**

If a student accumulates more than three days of illegal absences, parents will receive a warning letter after either three (first offense) or one (subsequent year offenses) illegal absences. After the warning letter, further illegal absences (whether due to not logging into the online platform or illegal reasons) will result in a citation for violation of the Compulsory School Attendance Laws, resulting in a possible fine for each illegal half-day or full-day. Fines may be assessed by the District Justice up to \$300.00 plus court costs for each incident of illegal absence. After the third unlawful absence, a School Attendance Improvement Plan (SAIP) meeting will be scheduled by the school as promptly as possible. The SAIP shall incorporate strategies to avoid further absences.

This plan will be in writing and will be signed by the parent/guardian and administration.

Parental Excuses (3 days to turn in excuses after the absent day)

7 Days Absent- Warning Letter 1

10 Days Absent- Warning letter 2

1-3 Illegal absences (No doctor or parental excuse give)- SAIP Plan created with the family of student

3+ Illegal absences (No doctor or parental excuse give)- Citation issued with District Magistrate

# LOCAL AND STATE TESTING

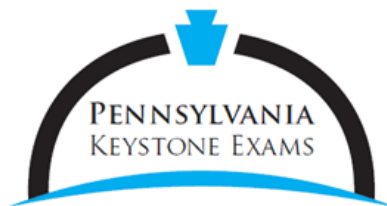
Local benchmark testing is given 3 times per year for students in kindergarten through sixth grade. All students with special education needs are required to take the test. Students may take the assessment at home or schedule a time to take the assessment at the Drop-in Center.



Students in grades 3, 4, 5, 6, 7, and 8 will take the Pennsylvania State Standardized Assessment (PSSA) in English Language Arts and Math. Students in grades 4 and 8 will take the Science PSSA. Tests are administered at the student's home school. Families **must** provide transportation to and from the school on testing dates. Refer to the district website for testing dates. Cyber work will not accumulate on state testing days.



High school students will take the Pennsylvania Keystone Exams after completing Biology, ELA 10, and Algebra I trigger courses. Tests are administered at the student's home school. Families **must** provide transportation to and from the school on testing dates. Refer to the district website for testing dates. Cyber work will not accumulate on state testing days.



# GRADING SCALE AND HONORS

Kindergarten - 6th Grade	
Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

7th-12 Grade			
Letter Grade	Percentage	Honors Multiplier	Advanced Placement Multiplier
A	100-90	1.1	1.20
B	89-80	1.1	1.20
C	79-70	1.1	1.20
D	69-60	1.1	1.20
F	59-0	0	0

## **7th-12th High Honor Roll and Honor Roll**

Students who display outstanding academic achievement will be acknowledged for earning high honor roll or honor roll.

- To be eligible for the high honor roll, a student must have all A's.
- To be eligible for the honor roll, a student must have all A's or B's.



# GRADES

Two types of grades are provided in our virtual platforms for students to view and parents to access. It is important for students and parents to understand what both types of grades indicate.

**Overall Grade-** This is the weighted average grade for completed activities based on the grade weights for each type of activity. If the student's course grade has a weight for an activity category the student has not completed, that weight will be spread among the other categories proportionally.

**Actual Grade-** This is the overall grade adjusted for progress if a student is behind. This score doesn't assume zeros for uncompleted work; simply penalizes for falling behind. Any ungraded, but submitted work, does not count against the grade. Once graded, it is factored into the calculation.

***\*Actual Grades are reported on report cards and considered for Honor Roll.***

## **Grade Reporting**

Students take either full year or semester courses. Current grades are reported at the end of each grading period at 3:00 pm and recorded in PowerSchool as the final grade for the grading period even though the course may not be completed. The *Actual Grade* is recorded. Students who receive extended time accommodations due to a 504 Plan or IEP, will have their Overall and Actual Grade averaged.

## **Student transfers**

Students who transfer into the academy within 2 weeks of the grading period ending will receive their grades in each course from their previous school. Students will not be penalized with zeros from their previous school during the 2 week transfer period. Students will receive PCA grades moving forward. The Director may not permit students to transfer back to a PENNCREST School District brick and mortar school until the first day of a new grading period and/or semester.

# CREDITS

## **Credits**

Students in grades 9th-12th earn credits toward graduation. Students in 8th grade may earn credits for Algebra I and a foreign language course.

## **Awarding Semester Credit for Full-Year Courses**

Occasionally, students registered for full-year courses may only be able to complete half of the courses due to reasons such as a student requested or an administrative withdrawal or transfer to another school. Students who complete a semester with a passing grade will earn .5 credit.

## **Awarding Quarter Credit for Semester Courses**

Students will not receive quarter credits for completing half of a semester course.

# COURSE SELECTION AN SCHEDULE CHANGE

Every spring students in grades 9th - 11th are given the opportunity to request courses for the upcoming school year. Students are required to select courses for the upcoming year after discussions with parents, staff, and director.

Occasionally, despite careful planning and consideration, students change their minds about future courses. Changes in registration may be made anytime before the last day of the school year. Schedule changes are not permitted after the last day of the prior school year. If a student realizes there is an error in his/her schedule at the beginning of school, he/she must seek assistance from the school representative within five days for the correction. A student is permitted to drop an AP class if the student, parents, and staff agree at the end of the first 9 week grading period that the student is incapable of producing passing level work. ***In the instance of course sections that are unable to enroll/schedule ten or more students, a near equivalent course or the student's secondary choice will be scheduled.***

# REQUIREMENTS FOR GRADUATION

## GRADES 9-12

Graduation is based on the successful completion of the required number of credits and PA state assessments (Keystones). The PENNCREST School Board requires that each candidate for graduation shall have earned credits in accordance with the following chart:

Subject Area	Students Graduating in 2021 & Beyond
Arts and Humanities (or 2 other electives)	2 credits
English Language Arts *ELA 9-12	4 credits
Health and Physical Education *Health and PE 9th *PE	1.5 credit
Mathematics *Algebra I	3 credits
Science *Biology	3 credits
Social Studies *US History *World History *Government	3 credits
Electives	5 credits
CCCTC	3 credits
Total credits required for graduation	21.5 credits

*Seniors that transfer to PCA during their senior year must pass all of the required courses even if credits earned are over 21.5.*

\*Required Course

\*\* [Act 158 of 2018](#) (Act 158), which was signed into law by Pennsylvania's Governor on October 24, 2018, shifts Pennsylvania's reliance on high stakes testing as a graduation requirement to provide alternatives for high school students to demonstrate readiness for postsecondary success. Formerly, Pennsylvania's statewide graduation requirement was more restrictive, requiring most students to pass the Keystone Exams — end of course exams in Algebra I, Literature, and Biology — in order to graduate. Act 158, in conjunction with Act 6 of 2017 (Act 6), expands the options for students to demonstrate postsecondary readiness through four additional pathways that more fully illustrate college, career, and community readiness. The statewide graduation requirement outlined in Act 6 and Act 158 takes effect for the graduating class of 2022. [Click here for more information.](#)

## Selection of Graduation Option

Student's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Attendance Area: \_\_\_\_\_

Grade: \_\_\_\_\_

Students attending PENNCREST Cyber Academy must earn 21.5 credits to graduate. Students attending Cambridge Springs High School, Maplewood High School, or Saegertown High School must earn 25.5 credits to graduate. Students who transfer from PCA to a brick and mortar building may not have enough credits to graduate. It is the student's responsibility to monitor credits needed for graduation.

	<b>PCA (PENNCREST School District Diploma )</b>	<b>PCA and CCCTC PENNCREST School District Diploma)</b>	<b>PCA (CSHS, SHS, or MHS Diploma)</b>
<b>Credit Requirements</b>	21.5 credits (minimum)	21.5 credits (minimum)	25.5 credits
<b>Academic Core</b>	4- ELA 9th-12th 3- Math (Algebra I) 3- Science (Biology) 3- Social Studies (US History, World History, Government) 2- Arts and Humanities (maybe replaced with electives)	4- ELA 9th-12th 3- Math (Algebra I) 3- Science (Biology) 3- Social Studies (US History, World History, Government) 2- Arts and Humanities (maybe replaced with electives)	4- ELA 9th-12th 3- Math (Algebra I) 3- Science (Biology) 3- Social Studies (US History, World History, Government) 2- Arts and Humanities (maybe replaced with electives)
<b>Phys. Ed.</b>	1 credit	1 credit	1 credit
<b>Health</b>	.5 credit	.5 credit	.5 credit
<b>Electives</b>	5 credits	0	9 credits (may use CCCTC credits to fulfill requirement)
<b>CCCTC</b>	0	3 credits (each year)	AM- 4 credits / PM- 3 credits

**Choose Graduation Option. If an option is not selected, the student will be considered enrolled in PCA for 21.5 credits. An optional Google Form may be completed instead of this form.**

- PCA- 21.5 credits
- PCA and CCCTC- 21.5 credits
- Brick and Mortar

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

My signature indicates that I have been informed of my options and the potential implications of my choice.



**PENNCREST Cyber Academy**  
**Awarded a PENNCREST School District Diploma**  
 Updated for the 2021-2022 School Year

**Important:** This diploma plan is effective for students graduating during the school year 2021-2022. This plan remains effective for students who continue in PENNCREST Cyber Academy.

***DIPLOMA (21.5 CREDITS)***

<u>Course</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>	<u>Earned</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>	<u>Earned</u>
<b><u>English Language Arts (4 credits)</u></b>				<b><u>Electives (5 credits)</u></b>				
ELA 9	1	_____	_____	_____	_____	_____	_____	_____
ELA 10	1	_____	_____	_____	_____	_____	_____	_____
ELA 11	1	_____	_____	_____	_____	_____	_____	_____
ELA 12	1	_____	_____	_____	_____	_____	_____	_____
<b><u>Mathematics (3 credits)</u></b>								
Algebra I	1	_____	_____	_____	_____	_____	_____	_____
_____	1	_____	_____	_____	_____	_____	_____	_____
_____	1	_____	_____	_____	_____	_____	_____	_____
<b><u>Science (3 credits)</u></b>								
Biology	1	_____	_____	_____	_____	_____	_____	_____
_____	1	_____	_____	_____	_____	_____	_____	_____
_____	1	_____	_____	_____	_____	_____	_____	_____
<b><u>Social Studies (3 credits)</u></b>								
US History	1	_____	_____	_____	_____	_____	_____	_____
World History	1	_____	_____	_____	_____	_____	_____	_____
Government	1	_____	_____	_____	_____	_____	_____	_____
<b><u>Arts and Humanities (2 credits)</u></b>								
May be replaced with 2 electives								
_____	1	_____	_____	_____	_____	_____	_____	_____
_____	1	_____	_____	_____	_____	_____	_____	_____
<b><u>Health &amp; P.E. (1.5 credits)</u></b>								
Physical Education	1	_____	_____	_____	_____	_____	_____	_____
Health	.5	_____	_____	_____	_____	_____	_____	_____
<b>Total Credits Earned _____</b>								



**PENNCREST Cyber Academy**  
**Awarded a Brick and Mortar School Diploma**  
 Updated for the 2021-2022 School Year

**Important:** This diploma plan is effective for students graduating during the school year 2021-2022. This plan remains effective for students who continue in PENNCREST Cyber Academy.

***DIPLOMA (25.5 CREDITS)***

<u>Course</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>	<u>Earned</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>	<u>Earned</u>
<b><u>English Language Arts (4 credits)</u></b>					<b><u>Electives (9 credits)</u></b>			
ELA 9	1	_____	_____	_____	_____	_____	_____	_____
ELA 10	1	_____	_____	_____	_____	_____	_____	_____
ELA 11	1	_____	_____	_____	_____	_____	_____	_____
ELA 12	1	_____	_____	_____	_____	_____	_____	_____
<b><u>Mathematics (3 credits)</u></b>								
Algebra I	1	_____	_____	_____	_____	_____	_____	_____
_____	1	_____	_____	_____	_____	_____	_____	_____
_____	1	_____	_____	_____	_____	_____	_____	_____
<b><u>Science (3 credits)</u></b>								
Biology	1	_____	_____	_____	_____	_____	_____	_____
_____	1	_____	_____	_____	_____	_____	_____	_____
_____	1	_____	_____	_____	_____	_____	_____	_____
<b><u>Social Studies (3 credits)</u></b>								
US History	1	_____	_____	_____	_____	_____	_____	_____
World History	1	_____	_____	_____	_____	_____	_____	_____
Government	1	_____	_____	_____	_____	_____	_____	_____
<b><u>Arts and Humanities (2 credits)</u></b>								
May be replaced with 2 electives								
_____	1	_____	_____	_____	_____	_____	_____	_____
_____	1	_____	_____	_____	_____	_____	_____	_____
<b><u>Health &amp; P.E. (1.5 credits)</u></b>								
Physical Education	1	_____	_____	_____	_____	_____	_____	_____
Health	.5	_____	_____	_____	_____	_____	_____	_____
<b>Total Credits Earned _____</b>								



**PENNCREST Cyber Academy**  
 &  
**Crawford County Career and Technical Center**  
**Awarded a PENNCREST School District Diploma**  
 Updated for the 2021-2022 School Year

**Important:** This diploma plan is effective for students graduating during the school year 2021-2022. This plan remains effective for students who continue in PENNCREST Cyber Academy.

***DIPLOMA (21.5 CREDITS)***

<u>Course</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>	<u>Earned</u>		<u>Credits</u>	<u>Year</u>	<u>Grade</u>	<u>Earned</u>
<b><u>English Language Arts (4 credits)</u></b>					<b><u>Electives (5 credits)</u></b>				
ELA 9	1	___	___	___	CCCTC	___	___	___	___
ELA 10	1	___	___	___	CCCTC	___	___	___	___
ELA 11	1	___	___	___	CCCTC	___	___	___	___
ELA 12	1	___	___	___	_____	___	___	___	___
<b><u>Mathematics (3 credits)</u></b>					_____				
Algebra I	1	___	___	___	_____	___	___	___	___
_____	1	___	___	___	_____	___	___	___	___
_____	1	___	___	___	_____	___	___	___	___
<b><u>Science (3 credits)</u></b>					_____				
Biology	1	___	___	___	_____	___	___	___	___
_____	1	___	___	___	_____	___	___	___	___
_____	1	___	___	___	_____	___	___	___	___
<b><u>Social Studies (3 credits)</u></b>					_____				
US History	1	___	___	___	_____	___	___	___	___
World History	1	___	___	___	_____	___	___	___	___
Government	1	___	___	___	_____	___	___	___	___
<b><u>Arts and Humanities (2 credits)</u></b>					_____				
May be replaced with 2 electives					_____				
_____	1	___	___	___	_____	___	___	___	___
_____	1	___	___	___	_____	___	___	___	___
<b><u>Health &amp; P.E. (1.5 credits)</u></b>					_____				
Physical Education	1	___	___	___	_____	___	___	___	___
Health	.5	___	___	___	_____	___	___	___	___
<b>Total Credits Earned _____</b>									





**PENNCREST Cyber Academy**  
 &  
**Crawford County Career and Technical Center**  
**Awarded a Brick and Mortar School Diploma**  
 Updated for the 2021-2022 School Year

**Important:** This diploma plan is effective for students graduating during the school year 2021-2022. This plan remains effective for students who continue in PENNCREST Cyber Academy.

***DIPLOMA (25.5 CREDITS)***

<u>Course</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>	<u>Earned</u>	<u>Credits</u>	<u>Year</u>	<u>Grade</u>	<u>Earned</u>
<b><u>English Language Arts (4 credits)</u></b>					<b><u>Electives (9 credits)</u></b>			
ELA 9	1	___	___	___	CCCTC	___	___	___
ELA 10	1	___	___	___	CCCTC	___	___	___
ELA 11	1	___	___	___	CCCTC	___	___	___
ELA 12	1	___	___	___	_____	___	___	___
<b><u>Mathematics (3 credits)</u></b>					_____	___	___	___
Algebra I	1	___	___	___	_____	___	___	___
_____	1	___	___	___	_____	___	___	___
_____	1	___	___	___	_____	___	___	___
<b><u>Science (3 credits)</u></b>					_____	___	___	___
Biology	1	___	___	___				
_____	1	___	___	___				
_____	1	___	___	___				
<b><u>Social Studies (3 credits)</u></b>								
US History	1	___	___	___				
World History	1	___	___	___				
Government	1	___	___	___				
<b><u>Arts and Humanities (2 credits)</u></b>								
May be replaced with 2 electives								
_____	1	___	___	___				
_____	1	___	___	___				
<b><u>Health &amp; P.E. (1.5 credits)</u></b>								
Physical Education	1	___	___	___				
Health	.5	___	___	___				
<b>Total Credits Earned _____</b>								

# GRADUATION

Students who have earned credits to graduate may participate in the graduation ceremony at their home school attendance area. Students receive information regarding the ordering of regalia, graduation practice, the graduation ceremony, and etc. through their home school.

## ACADEMIC HONESTY

An online educational experience built upon integrity provides an atmosphere of trust and respect. PENNCREST Cyber Academy faculty, students, and parents/guardians must work collaboratively to develop a learning community that is based upon honesty. It is essential for parents/guardians to be actively involved/monitoring student work to ensure academic integrity is maintained. Academic dishonesty typically occurs when students seek to find quicker ways to proceed through courses by using alternate means to answer questions outside of the provided resources, such as internet searches.

### Academic Honesty Expectations

- Work on assignments must be completely the student's work
- Collaboration on assignments with classmates must be approved by the teacher
- Proper citations must be used
- Using guided notes, eNotes, or student created notes *is* acceptable on all assignments, quizzes, and tests
- Proper use of the Internet content and the device must be adhered to
- Parents/guardians must attest that the student's work is original

### Cheating

Cheating is providing aid to another student or receiving aid of any kind, regardless of the source, without approval from the teacher or within the curriculum. Assistance with course work is permissible, so long as the student is completing the work. Cheating within PCA is defined as someone or something, other than the student, that provides answers to questions.

Example of cheating include, but are not limited to, the following:

- Searching for answers for quizzes or exams outside of the provided resources
- Providing answers to a classmate or using answers from a classmate
- Copying text from outside sources (Internet)
- Using outside websites to search for answers

# ACADEMIC HONESTY (continued)

## Plagiarism

Plagiarism is submitting work as your own that is not your own thoughts, ideas, or opinions that has originated from another source and is not properly cited.

Example of plagiarism include, but are not limited to, the following:

- Copying from the Internet, books, or another print sources
- Copying and pasting from the Internet
- Rearranging someone else's words without providing citation

\*Enhanced plagiarism features are embedded within the online platform. Teachers regularly use plagiarism checkers.

## Policy

*Violation 1-* Warning to the student through email and allow a redo on an assignment. Students should use the experience as a learning opportunity.

*Violation 2-* A ZERO on the assignment is given and the parent is notified.

*Violation 3-* A ZERO on the assignment is given and the parent is notified. Corrective action is necessary. The student must meet in person or virtually with a PCA teacher to learn how to paraphrase / cite appropriately within 3 days of the infraction.

*Violation 4+-* A ZERO on the assignment is given and the parent is notified. The student and parent must meet in person or virtually with the Director within 3 days of the infraction. The student may be removed from PCA

## Honor Code

By enrolling in PENNCREST Cyber Academy, the student agrees to the following statement:

As a student of PCA, I understand that it is my responsibility to demonstrate academic honesty and integrity at all times. I will complete all assignments, quizzes, and tests without resorting to any form of cheating. I understand it is my responsibility to complete my work on time following my pacing guides and not share my work with other students.



# STUDENT BEHAVIOR

- Location-Online
  - Obstinate behavior and lack of progress
    - The mentor teacher will collaborate with the PCA family to determine a cause for obstinate behavior. Together, the mentor-teacher and family will develop a *PCA Success Plan*. The goal setting plan will last 3 weeks.
      - If the student meets the goals within the *PCA Success Plan*, the student is released from the plan.
      - If the student does not meet the goals within the *PCA Success Plan*, the student will begin Academic Probation with the Director of PCA. *See Academic Probation*
- Location-Drop in Center or Virtual Conferencing
  - Disrespect, not complying to teacher's directives, not participating in instructional tutoring
    - The teacher will use researched-based behavioral interventions
    - Parent will be notified
    - Director may prohibit student from participating in instruction at the Drop in Center or through virtual conferencing

## **Academic Probation**

Academic Probation is not meant to be a punishment, but serve as an intervention to propel the student toward success. Academic Probation occurs when a student is failing 2 or more classes and/or after a mentor teacher has implemented a success plan. The Director, student, and parent will meet in person or virtually to discuss specifics of the Academic Probation.

Academic Probation *may* include, but not limited to, the following:

- Logging in each day at a agreed upon time
- Completing an agreeable amount of work each day with minimal idle time
- Attending the Drop in Center in person to work for a specified time period
  - **Parent must transport**

The student will be released from Academic Probation at the discretion of the Director. The Director may remove the student from PCA if not adhering to the probation rules.

# ACCEPTABLE FORMS OF COMMUNICATION

## **Means of Communication**

Faculty must communicate regularly with students in order to provide instruction, feedback, and support.

Students and faculty may communicate via:

- school issued phone
- email within platform
- school issued email
- virtual conferencing tools (Microsoft Teams, Google Meet) with audio and video



## **Communicating with faculty**

Conveying emotion through digital communication can be difficult. Students should communicate in a professional and respectful manner with administration and faculty.

Examples of professional communication includes, but are not limited to, the following:

- Formally address faculty and staff
- Use proper language- no texting language
- Say please and thank you

## **Conflict Resolution Chain of Command**

If a dispute arises, (regarding grading, feedback, messages, etc), the student should contact the teacher in a respectful manner via email or phone. If the teacher and student cannot successfully resolve the dispute, the student should then contact the Director. The Director will assist in resolving the issue between the teacher and student.

# HIGH SCHOOL ACADEMIC ELIGIBILITY

Students who participate in extracurricular activities and sports are subject to the “No F Rule” on a weekly basis.

- Students failing one class must attend a scheduled tutoring session for one hour in the district’s Drop-In Center or may complete a virtual tutoring session to remain eligible to participate during the week. If the student does not attend the tutoring session, the student is ineligible the following week.
- Students failing more than one course are ineligible to participate all week and must still attend a one-hour tutoring session to improve grades. Ineligible students are ineligible all week and may not compete, dress, or travel with the team to away events regardless of attending tutoring.
- Eligibility will be taken every Friday or the last day before a weekend or break at 2:00 pm. The Director may use discretion to give a student extended time through the weekend to improve grades.
- The student’s *Actual Grade* is used to determine eligibility.
- The student and parent/guardian will be notified of ineligibility.



# TIPS FOR ACADEMIC SUCCESS

Achieving within PCA takes intrinsic motivation, integrity, and organizational skills.

Below are 8 tips to ensure you are ready to succeed.

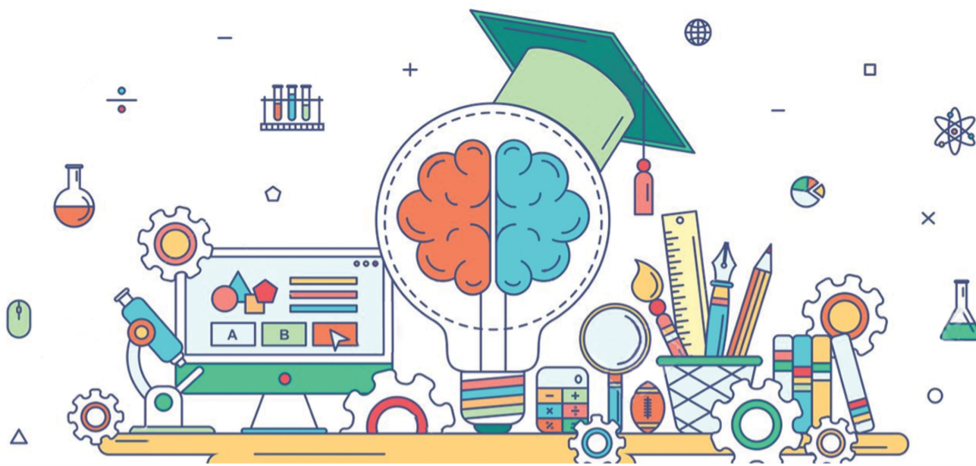
1. **Review the *Student- Parent Handbook* thoroughly.** The handbook provides you with information on policies and procedures which will help you be successful.
2. **Set up a designated work area.** Make sure your work area is free of clutter and from distractions, including other technological devices such as a cell phone. You need to work in a comfortable setting that is healthy for your body.
3. **Create a routine.** Make a daily schedule that has built in work, break, and lunch times. Suggested work schedules are found in the [PCA Program of Study](#).
4. **Follow your pacing guides.** The virtual platform shows you exactly what you need to complete each day. Make sure to stay on track. It can be overwhelming to fall behind. If you do fall behind, reach out to your teachers to help you get back on track.
5. **Submit assignments on time.** Many of the courses scaffold, meaning you need to complete various assignments before moving on to the next assignment. Submitting assignments on time will help you maintain progress in your courses.
6. **Get to know your teachers.** Engaging with your teachers will help you be successful. Your teachers will invite you to opportunities to connect with them.
7. **Use the Drop in Center and/or schedule virtual tutoring appointments.** The purpose of the Drop in Center is to receive help in person. Take control of your own learning and ask for help if you are struggling. Your teachers would be glad to help you.
8. **Participate in the synchronous offerings to connect with other PCA students.** Virtual instruction does not have to be lonely. Take advantage of the synchronous and in-person events to connect with your peers.



# DROP-IN CENTER

Students are encouraged to use the Drop-in Center located in a wing at Saegertown Elementary School to receive tutoring and/or receive special education services and/or participate in face-to-face instruction/activities.

Appointments are required. Drop in Center times must be approved by the Director for sessions beyond 1 ½ hours.



Virtual tutoring services are also available upon request. Teachers will use Microsoft Teams or Google Meets which are both found on each student's device.

Mandated Drop in Center appointments may be required at the discretion of the Director. See *Academic Probation*.



# **STUDENT SERVICES**

## **School Counselor**

School counseling services are designed to help each student in the development of his/her personal, social, vocational, and educational process. In the counselor's office, students may access catalogs, books, and other resources listing information concerning colleges and trade schools, as well as other guidance materials. Students may request a conference with the counselor at any time concerning school problems or outside events that may affect achievement in the school. In-person and virtual conferences will be available.

Secondary School counselors will be available for a scheduled ½ day each quarter to discuss important topics with PCA students such as SATs, college visits, applying to college, financial aid, military recruitment, and etc.

# **ACTIVITIES AND ORGANIZATIONS**

All PCA students may participate in activities and organizations at their home school attendance area and must follow the guidelines as presented below.

Add Headings (Format > Paragraph styles) and they will appear in your table of contents.

## **Athletic Philosophy**

To participate in the athletic program at the junior and varsity level is a privilege and should be recognized as such by each student involved. Leadership, pride, and responsibility are qualities stressed through active involvement in the various programs at Cambridge Springs High School, Maplewood High School, and Saegertown High School. The administrators and coaches expect that the athlete will improve continuously and exemplify these characteristics throughout their school experience, carrying them into adult life.

## **Athletic Administrative Organization**

If a parent/player is concerned about an athletic situation they are urged to follow the proper lines of communication.

1. Consult with the head coach
2. Consult the athletic director
3. Consult the PCA Director. Please schedule a conference.

## **Athletic Affiliations**

The secondary schools of PENNCREST School District are participating members of the Pennsylvania Interscholastic Athletic Association (P.I.A.A.) the District Ten (Regions).

## **Cancellation of Scheduled Athletic Events**

The athletic director or designee will make the decision on cancellations. If school is canceled before the day begins, the principal may authorize school-sponsored activities to continue, but participation by students is strictly voluntary and the principal must notify the superintendent of this decision. If school is canceled before the day begins, all Junior High athletic events are canceled, but the principal may allow students to participate in tournaments. The principal must notify the superintendent of his/her decision. If school is canceled during the day and

students are dismissed early, all school-sponsored and non-school-sponsored activities, except for tournaments and postseason athletic competitions (district or state playoffs) will be canceled. Any other requests for exceptions must be directed by the principal to the superintendent.

## **ACTIVITIES AND ORGANIZATIONS (continued)**

### **Drug and Alcohol Policy**

The School Board of the PENNCREST School District, recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional, and social implications for the whole school community, adopts the position that students must be chemical-free in order that they may develop in the most productive and healthy manner. It is, therefore, the district's policy to prevent and prohibit the possession and/or use, mimic of use, sale, and/or mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood-altering chemical medication or abused chemical not approved by past policy, on school property, at school-sponsored events, on school buses and en route to and from school by any mode of travel.

### **Hazing**

In accordance with school district Policy 247, any activity involving hazing is strictly prohibited. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student, or humiliates or embarrasses for the purpose of initiation of membership in an organization. Hazing of any type is strictly prohibited.

### **Impact Evaluation**

All participants in PENNCREST athletics must participate in the Impact Program and follow all procedures of the program.

# ACTIVITIES AND ORGANIZATIONS (continued)

## PIAA and League Regulations

Cambridge Springs High School, Maplewood High School, and Saegertown High School are members of the Pennsylvania Interscholastic Athletic Association, and must therefore abide by the constitution and by-laws of that organization in all applicable sports of this school. Failure to do so can be reason for expulsion from sporting events at the discretion of the PIAA committee. Our school is also a member of the PIAA District 10. This organization's rules and by-laws are also applicable to our athletic contests. These rules were adopted in the best interest of the athletes and the schools.

1. Observe the playing of the National Anthem
2. Do not enter locker rooms
3. Be courteous to other spectators
4. No kicking of the bleachers
5. No booing officials or players
6. Courtesy is extended to the free-throw situation.
7. Spectators should not bring confetti to be scattered about the player area.
8. Visiting teams should not bring signs or noisemakers (exception – team run-through signs by cheerleaders are acceptable.)
9. Crowd to remain seated during games, except halftime and between games.
10. Cheerleaders are to abide by the recommendations of the PIAA to remain seated except for time-out situations.
11. Food and drink items are not to be taken into the gym.

## Eligibility of Athletes

Any student who wishes to participate in sports must obtain a physical examination by a physician prior to the start of practice. This examination will be offered at the school by the school physician at a specific time to be announced. Parental permission must be given by signing the PIAA approval card and by returning it to the coach prior to the student's participation in practice. The Constitution of the PIAA governs the eligibility of the students participating in athletics. Also, student-athletes will receive a copy of the Student Athletic Handbook. This handbook outlines all qualifications for athletic eligibility. It is the responsibility

of all athletes to read and become familiar with this information. PENNCREST School District has a “No F Rule” which guides participation in athletics, as well as other extracurricular activities. Details can be found in the Athletic Handbook.

## **ACTIVITIES AND ORGANIZATIONS (continued)**

### **NCAA Eligibility**

It is very strongly suggested that in the summer between Junior and Senior year, parents and their teen should visit the schools they may wish to attend after graduation. This should be scheduled through the College/University/Trade School admissions office. Your application fee may be waived by the institution based on your visit. Students that may be considering collegiate sports should start planning during his/her freshman year. This could avoid possible academic ineligibility due to not taking the appropriate course during high school. Please check the NCAA website:

<http://www.ncaa.org/student-athletes/future> NCAA Eligibility Guide: Potential scholarship athletes should contact NCAA

Eligibility Center for registration information. This must be done by you and your parents. It can be done during the summer after your junior year of high school at the following NCAA

Eligibility Center Online site: <https://web3.ncaa.org/>

### **Injuries and Insurance**

It is the athlete’s responsibility to immediately report any injury to the coach. It is the responsibility of the coach to file the appropriate accident form with the high school office. (For a full explanation of this procedure, consult the student athletic handbook).

# ACTIVITIES AND ORGANIZATIONS (continued)

## Rules of Participation

- A. All of the regulations of the PIAA or other authorized governing bodies must be satisfied.
- B. All participants must purchase school insurance or show proof that they are fully covered by some other policy.
- C. The transfer student must meet the mandates of eligibility as outlined in the PIAA Constitution.
- D. Students wishing to participate in any other sport must become members of the team within three (3) school days from the day the coach calls the first practice.
- E. Any student who becomes a member of a particular sport must remain a member of the sport for the duration of that sport schedule.
- F. After/before school weight or practice programs will be supervised by the coach or his assistants responsible for that sport, subject to the approval of the building principal.
- G. When two or more sports run concurrently it will not be permissible for a student to change from one sport to another without proper consent of the Athletic Director and the Administration.
- H. Any prospective player who, while participating, is injured to the extent that he/she cannot continue the sport activity will be awarded a letter for that sport. Any other exceptional cases dealing with this matter will be dealt with by the Athletic Committee.
- I. Any student who quits an athletic team or is released because of disciplinary reasons from that team may not train, try out, or become a member of any other team until that sport schedule has been completed.
- J. All students who become members of a particular athletic team must abide by the rules established by the coach for that specific sport with respect to training and behavior. The coach will assume the responsibility for carrying out the necessary disciplinary actions if/or when a student fails to abide by the accepted rules.

## Student Transportation After Events

Students are required to travel to and from games, practices, and tournaments with their team. Students are not permitted to drive or ride home with other students or adults after an athletic-related event. Any student wishing to ride home with a parent or legal guardian may do so only if that student has a signed permission slip from a principal or athletic director. These forms are available upon request and must be completed prior to the scheduled event. Students must bring in a parental note prior to asking for permission to make alternative transportation arrangements. No exceptions will be made. The Director and/or athletic director will make the final determination when students do not travel from events with the team.



**PENNCREST**  
EMPOWERING LIFE-LONG LEARNERS

## **Student Rights and Responsibilities**

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### **Parent/Student Annual Notices & Student Code of Conduct 2021-2022**

The PENNCREST School District is a dynamic educational community that inspires optimal student achievement and life-long learning.

PENNCREST School District's Mission is to provide resources and opportunities that challenge students, assess their educational progress, provide a system of support, and empower all to become confident life-long learners.

#### **AUTHORITY OF SCHOOL DISTRICT (Board Approved July 8, 2021)**

The Board of School Directors has the authority and may delegate authority to the administration to make reasonable and necessary rules governing the conduct of students. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers that are enumerated in the statutes of this Commonwealth or which may reasonably be implied or necessary for orderly operation of the school.

The Board of School Directors may not make rules that are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

The Board of School Directors shall adopt a code of student conduct that shall include policies governing student discipline and a listing of student rights and responsibilities. This conduct code shall be published for students and parents/guardians on the PENNCREST School District Website at [www.PENNCREST.org](http://www.PENNCREST.org).

The Board of School Directors authorizes the Superintendent and the appropriately assigned school administrators to develop procedures to enforce school rules and regulations that effectively implement the policy as stated herein.

All policies, school rules and regulations pertaining to student conduct, rights and responsibilities, and discipline apply at all times during which the school district is considered “responsible” for the well-being of the student. This includes; but, not limited to school buses, walking to and from school and extracurricular activities.

#### CENTRAL ADMINISTRATION OFFICE

18741 State Hwy 198, Suite 101, PO Box 808, Saegertown PA 16433-0808  
814-337-1600

#### ELEMENTARY SCHOOLS

**Cambridge Springs Elementary School** 814-398-4636 130 Steele Street  
Cambridge Springs, PA 16403

**Maplewood Elementary School** 814-337-1659 32695 State Hwy 408  
Townville, PA 16360

**Saegertown Elementary School** 814-763-2314 18741 State Hwy 198,  
Suite 102  
Saegertown, PA 16433

#### SECONDARY SCHOOLS

**Cambridge Springs Junior Senior High School** 814-398-4631 641  
Venango Avenue  
Cambridge Springs, PA 16403

**Maplewood Junior Senior High School** 814-789-3666 30383 Guys Mills  
Road  
Guys Mills, PA 16327

**Saegertown Junior Senior High School** 814-763-2615 18079 Mook Road  
Saegertown, PA 16433



## 2021-2022 Annual Notices

- I. **Covid-19 Notice** - For the health and safety of the PENNCREST Community, students and families must follow the PENNCREST Health & Safety Plan and established Covid-19 protocols.
  
- II. **Section 504 Informational Notice** - Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who: Has a mental or physical impairment which substantially limits one of or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); Has a record of such impairment; Is regarded as having such impairment. In order to fulfill its obligation under Section 504, the PENNCREST School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer. For questions, please contact Patti Fiely, Section 504 Compliance Coordinator at (814) 337-1600. A full listing of the public notice can be found on the PENNCREST School District website [www.penncrest.org](http://www.penncrest.org) under the Student Services section.
  
- III. **State Board Regulations, Title 22, Chapter 15 Protected Handicapped Students** - In compliance with state and federal law, the PENNCREST School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation or access to an aspect of the school program. These services and protection for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the provision of services to protected handicapped students, contact Patti Fiely, Director of Student Services, at PENNCREST Administration Office, 18741 State Hwy 198 Suite 101, PO Box 808, Saegertown, PA 16433. Phone – (814) 337-1600.
  
- IV. **Child Find Identification Activities** - The PENNCREST School District conducts identification activities for the purpose of providing a free appropriate education for all children, including those who would benefit from special education. A continuum of special

education services and programs is available within the district to meet the needs of exceptional students. Programs are also available outside of the district through a contract with the Intermediate Unit or with Approved Private Schools. Screening activities are held in the district on an ongoing basis. The purpose of the screening is to identify students who may need further evaluation. Screening or evaluation activities may be initiated through the building principal, parents, teachers, school counselors, administrators, and students. All information obtained through the screening and evaluation process is protected through the Confidentiality of Records Policy of the PENNCREST School District. For further information on the evaluation procedures contact Patti Fiely, Director of Student Services, PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600. A full listing of the public notice can be found on the PENNCREST School District website [www.penncrest.org](http://www.penncrest.org) under the Student Services section.

**V. Identification of Gifted Students** - The PENNCREST School District conducts identification activities for the purpose of providing a free appropriate education for all children, including those who would benefit from gifted education services. Gifted education services and programs are available within the district to meet the needs of gifted students. Screening activities are held in the district on an ongoing basis. The purpose of the screening is to identify students who may need further evaluation. Screening or evaluation activities may be initiated through the building principal. Parents, teachers, school counselors, administrators, and students. All information obtained through the screening and evaluation process is protected through the confidentiality of records policy of the PENNCREST School District. For further information on the identification activities of children with gifted abilities contact Patti Fiely, Director of Student Services, at PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600. A full listing of the public notice can be found on the PENNCREST School District website [www.penncrest.org](http://www.penncrest.org) under the Student Services section.

**VI. Right-to-Know, Professional Qualifications** - As a parent of a student attending a Title I-funded school in PENNCREST School District and a school that is included under the regulations of the Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. You have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers: Whether the Pennsylvania Department of Education has licensed or highly qualified the teacher for the grades and subject he or she teaches. Whether the Pennsylvania Department of Education has decided that the teacher can teach under emergency or other provisional status through which Pennsylvania licensing criteria has been waived. The teacher's baccalaureate degree major and whether the

teacher has any advance degrees, and if so, the subject of the degrees. Whether the child is provided services by paraprofessionals and if so, their qualifications. If you would like to receive any of this information, please contact the Dr. Timothy S. Glasspool, Superintendent of Schools at PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600.

**VII. Title IX Notification - Non-Discrimination Notice:** Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in all federally assisted education programs and activities, including interscholastic and co-curricular athletics. It is the policy of the PENNCREST School District to offer opportunities for participation in interscholastic and co-curricular athletic programs to male and female students on an equal basis and in accordance with federal and state laws and regulations. Title IX further prohibits discrimination and harassment based on sex. The PENNCREST School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For more information regarding Title IX or to report a violation or file a complaint, please contact the District's Title IX Compliance Officer. Title IX complaints must be referred to: Kenneth Newman, Assistant Superintendent, Title IX Coordinator; PENNCREST School District, 18741 State hwy 198; P.O. Box 808, Saegertown, PA 16433-0808; Telephone: (814) 337-1600

**VIII. Safe and Inclusive Learning Environment** - The PENNCREST School District believes in the fundamental convictions that all individuals are entitled to equal protection and equal opportunity to civil liberties. Any and all acts and omissions that discriminate against or profess bigotry, hatred or oppression of any race, ethnicity, religion, gender, or sexual orientation undermine our fundamental beliefs and promise of equal protection and justice. Our collective staff, students and residents will not tolerate prejudicial or discriminatory treatment of any student, employee, volunteer, board member or visitor. We will cooperatively work with individuals, community groups and civic organizations to create and uphold a school community where mutual respect, civility and common decency are demonstrated, enforced and afforded to all.

**IX. Transportation Video/Audio Recording (policy 810.2)** - Parents/guardians and students are hereby notified that any student or parent/guardian utilizing PENNCREST School District transportation is subject to being videotaped and audio recorded.

**X. Unauthorized Boarding of a School Bus** - Pennsylvania law makes it a crime for any person to enter a school bus without the prior authorization of the driver or a school official or refuse to leave a school bus after being ordered to do so by the driver. Under no circumstances may a parent or any other person board a PENNCREST school bus without the permission of the driver or the school principal. Charges will be filed with the Pennsylvania State Police against any person(s) who violate(s) this law.

**XI. [Transportation Guidelines for Safe Student Travel](#) and [Standard Operating Procedure for](#)**

[School Arrival and Dismissal](#) - Parents are encouraged to review these procedures with their children.

- XII. **School Equipment** - Students are charged to be good stewards of all district property. Replacement costs for lost, damaged, broken, or stolen iPads, textbooks and other equipment issued to or used by a student is his or her responsibility.
- a. [Policy 815.2 iPad Acceptable Use Policy](#)
  - b. [815.2 Attachment A](#)
  - c. [iPad Replacement \(policy 815.2\)](#) - Students will be held responsible for all damage to their iPads. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost. The Board acknowledges that under normal use, or inadvertently, iPads may be damaged. The inadvertent damage of the iPad by students or staff will not require district reimbursement. **Students that lose or damage a second iPad will not be issued another**
  - d. [Policy 224](#) - As to not burden the district's taxpayers, the collection of all monies owed shall be reconciled prior to the beginning of each school year. School administration will notify students and parents of monies owed as it becomes known. Principals must provide the Business Office the contact information of parents/guardians of students who owe more than \$50 at any time during the school year. The Business Office will select the manner in which collection occurs. This may include parent communications, engaging the services of the school solicitor, offer payment plan options, contracting with a collection agency and/or filling a complaint with the local magistrate.

## 2021-2022 Code of Conduct

The Student *Code of Conduct* is intended to summarize noteworthy parts of the PENNCREST School Board policy manual and the Pennsylvania School Code related to the smooth operation of the normal school routine. It is not intended to supersede the previous referenced documents or impede the rights of any student as outlined in any Federal or Commonwealth Law or Statute. Parents and students are encouraged to read school policies in their entirety.

<https://www.boarddocs.com/pa/pncr/Board.nsf/Public?open&id=policies>

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[Acceptable Use of the Internet, Computers, Network Resources \(Policy 815\)](#)

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[Dating Violence \(Policy 252\)](#)

Defiant Trespassing

[Non-discrimination \(Policy 103\) Title IX](#)

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Exclusion from School

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Student Responsibilities

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[Unlawful Harassment \(Policy 103\)](#)

## Violations of Conduct

### [Weapons \(Policy 218.1\)](#)

#### **Acceptable Use of the Internet, Computers, Network Resources (Policy 815)**

PENNCREST School District offers Internet access, an email account and equipment for student use. The District Internet system has been established for a limited educational purpose that includes classroom activities, career development, and limited high-quality self-discovery activities. It is not a public access service or a public forum and cannot be used for commercial or political lobbying; therefore, the district has the right to place reasonable restrictions on the content a student accesses or posts through the system. All students will have access to the Internet World Wide Web information resources through their classroom, library, or school computer lab.

Unacceptable Uses : Posting personal information about yourself or other students. Agreeing to meet with someone that you meet online without parent approval. Attempting to gain unauthorized access to the district Internet system or any other district computer system including accessing another person's files, deliberate attempts to disrupt the computer system by introducing a virus or other means. Arranging for drug sales or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, and the like. Sharing your password with another person. Deliberately failing to follow district-operating procedures such as virus protection. Using disrespectful language that is obscene, profane, lewd, vulgar, rude, inflammatory, threatening, harassing, prejudicial or discriminatory language. Knowingly posting false or defamatory information about a person or organization. Reposting a private message without the permission of the person who originally sent the message. Posting chain letters and/or engaging in "spamming" – (the sending of unnecessary messages to a large number of people). Plagiarizing and/or ingrain upon rights of copyright owners. Engaging in cyber bullying activities.

Disciplinary Procedures: Students who use the district computer/network inappropriately will be disciplined in accordance with the "Student Rights and Responsibilities Policies and Guidelines" and may forfeit access to computers and the network.

#### **Bullying/Cyberbullying Prevention (policy 249)**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education
2. Creating a threatening environment
3. Substantially disrupting the orderly operation of the school

Bullying includes cyber bullying and the use of other forms often technological media, bystander support or encouragement of an act of bullying and more subtle indirect forms of bullying behavior such as exclusion and shunning by other students. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The district has implemented a Bully Prevention program and Positive Behavior Intervention and Supports (PBIS) program to educate students, staff and parents about bullying. Consequences for engaging in bullying behavior may include a combination of positive behavioral interventions and disciplinary interventions as deemed appropriate by the building principal.

### **Care of School Property (policy 224)**

#### Unintentional Damage

The Board acknowledges that under normal use or inadvertently, school items or property may be damaged. The inadvertent damage of equipment by students or staff will not require district reimbursement.

#### Repeated Unintentional Damage, Lost or Stolen

Students or staff that demonstrate a pattern of inadvertent damage to school equipment or property shall be required to reimburse the district the pro-rated cost and labor.

#### Policy 815.2

Students will be held responsible for All damage to their iPads. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost. The Board acknowledges that under normal use, or inadvertently, iPads may be damaged. The inadvertent damage of the iPad by students or staff will not require district reimbursement. **Students that lose or damage a second iPad will not be issued another**

#### Vandalism

Principals shall report incidents of vandalism to the Superintendent and include the number and kind of incident, cost to the district, and related information.

### **Dating Violence (Policy 252)**

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times. The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this

policy. Definition: Dating Violence shall mean behavior where a person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

Complaint Procedures: When a student believes that he/she has been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, classroom teacher or school nurse. The principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation. If the investigation results in a substantiated finding of dating violence, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.

### **Defiant Trespassing**

In accordance with Act 116 of 2002, a person(s) commit(s) an offense if, knowing that he/she is not licensed or privileged to do so, he/she enters or remains in any place as to which notice against trespass is given by:

Actual communication to the actor(s); or posting in a manner prescribed by law or reasonably likely to come to the attention of the intruder(s); or fencing or other enclosure manifestly designed to exclude the intruder(s); or notices posted in a manner prescribed by law or reasonably likely to come to the person(s) attention at each entrance of school grounds that visitor(s) are prohibited without authorization from a designated school, center or program official; or an actual communication to the actor(s) to leave school grounds as communicated by a school, center or program official, employee or agent or law enforcement officer.

The term "school grounds" means any building or grounds of any elementary or secondary publicly funded educational institution, any elementary or secondary private school licensed by the Department of Education, any elementary or secondary parochial school, any certified day-care center or any licensed preschool program.

An offense under this subsection constitutes a misdemeanor of the third degree if the offender defies an order to leave personally communicated to him/her by the owner of the premises or other authorized person(s). Otherwise, it is a summary offense.

### **Non-Discrimination (policy 103)**

Consistent with the Pennsylvania Human Relations Act, no student shall be denied access to a free and full public education as a result of race, religion, sex national origin or handicap. (Refer to Policy 103, Nondiscrimination in School and Classroom Procedures)

Non-Discrimination: The PENNCREST School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. Announcement of this policy is in accordance with State law, including the Pennsylvania Human Relations Act, and with Federal Law, including Title VI of the Civil Rights



Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

Complaint/Grievance Procedures for reporting incidents of discrimination are specified in the following policies:

103 – Discrimination/Title IX Sexual Harassment Affecting Students

104 – Discrimination/Title IX Sexual Harassment Affecting Staff

Complaints must be referred to:

Kenneth Newman, Assistant Superintendent, Title IX Coordinator

PENNCREST School District, 18741 State HWY 198

P.O. Box 808, Saegertown, PA 16433-0808 Telephone: (814) 337-1600

### **Drugs, Alcohol and Controlled Substances/Paraphernalia (policy 227)**

**Situational Category 1** – A student is using or demonstrates symptoms of possible alcohol or other drug (AOD) use.

- Immediate Action – All standard health and first aid procedures will be followed. Students will not be left alone.
- Investigation – The principal or designee will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student's person, locker, desk, vehicle, and all personal property will be searched according to policy. The student will not be left alone.
- Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.
- Notification of Police – Police notification required for any illegal substance.
- Disposition of Substance – If substance is discovered, it must be sealed with the student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.
- Remedial Action – Minimum: Immediate suspension of up to ten days and student referral to e/SAP. Maximum: School Board Hearing in compliance with Students Rights and Responsibilities. Student referral to e/SAP.
- Confidentiality – Confined to those with a need to know as determined by the

principal. **Situational Category 2** – The student is in possession of AOD including

look alike drugs and alcohol.

- Immediate Action – All standard health and first aid procedures will be followed. School personnel will confiscate any substances, escort the student to the principal's office or summon the principal. The principal will write an anecdotal report of the incident. Students will not be left alone.
- Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student's person, locker, desk, vehicle, and all personal property will be searched according to policy. The student will not be left alone.
- Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.
- Notification of Police – Police notification required for any illegal substance. Otherwise to be determined by the principal.
- Disposition of Substance – If substance is discovered, it must be sealed with the student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.
- Remedial Action – Minimum: Immediate suspension of up to ten days and student referral to SAP/IST. Maximum: School Board Hearing in compliance with Students Rights and Responsibilities. Student referral to SAP/IST/ESAP.
- Confidentiality -- Confined to those with a need to know as determined by the principal.

**Situational Category 3** – The student is found using, in possession of, or suspected to be under the influence of AOD when attending as a participant or spectator, any school sponsored function on or off school property, including any athletic or activity event in another school district, school or public/private location.

- Immediate Action – The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary. Students will not be left alone.
- Investigation – Notify police or security personnel for assistance if deemed necessary. The sponsor or administrator will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug-like substances. The student will not be left alone.
- Notification of Parents – A parent/guardian will be contacted immediately and the situation described. (The parent/guardian will be requested to transport the student home. If a parent/guardian is unable or unwilling to transport a student, school personnel in charge will assume this responsibility.)
- Notification of Police – Police notification required for any illegal substance. Otherwise to be determined by the principal.
- Disposition of Substance – Group sponsor will submit any substance to principal in charge for appropriate disposition. If the principal determines that the substance should be submitted to police for analysis, it must be sealed with the student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.
- Remedial Action – Minimum: Immediate out of school suspension of up to ten days and student referral to e/SAP. Maximum: School Board hearing in compliance with Student

Rights and Responsibilities. Student referral to e/SAP.

- Confidentiality – Confined to those who need to know as determined by the principal.

**Situational Category 4** -- A student distributes or sells AOD including look alike drugs or alcohol to anyone on school property.

- Immediate Action – School personnel will confiscate the substance/s, escort the student to the principal's office or summon the principal. Principal will write an anecdotal report of the incident. Student will not be left alone.
- Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug like substances. Student's person, locker, desk, vehicle and all personal property will be searched according to policy. The student will not be left alone.
- Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.
- Notification of Police – Police notification required for any illegal substance. Otherwise to be determined by the principal.
- Disposition of Substance – If substance is discovered, it must be sealed with the student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.
- Remedial Action – Minimum: Immediate suspension of up to ten days and student referral to e/SAP. Maximum: School Board hearing in compliance with Student Rights and Responsibilities. Student referral to e/SAP.
- Confidentiality – Confined to those with a need to know as determined by

the principal. **Situational Category 5** – Student possesses drug related

paraphernalia.

- Immediate Action – School personnel will confiscate the paraphernalia, escort the student to the principal's office or summon the principal. Students will not be left alone.
- Investigation – The principal will request that the student empty his/her pockets and/or all personal belongings and volunteer all drug like substances. Student's person, locker, desk, vehicle and all personal property will be searched according to policy. The student will not be left alone.
- Notification of Parents – Attempts will be made to notify and/or provide the parent/guardian with the opportunity to be present when the police are involved.
- Notification of Police – Police notification required for any paraphernalia. Otherwise, to be determined by the principal.
- Disposition of Substance – Paraphernalia must be sealed with the student's name, date, time and location of the incident, locked in a secured area in the presence of a witness and subsequently submitted to the police for analysis.
- Remedial Action – Minimum: Immediate suspension of up to ten days and student referral to e/SAP. Maximum: School Board hearing in compliance with Student Rights

and Responsibilities. Student referral to e/SAP.

- Confidentiality – Confined to those with a need to know as determined by the principal. **Situational Category 6** – A student volunteers information about personal AOD usage and asks for help.

- Immediate Action – Student is referred to e/SAP and informed of services available and encouraged to seek assistance.
- Investigation – Follows established procedures for e/SAP
- Notification of Parents – Parents will be notified by e/SAP only with student consent, unless the student's health is in imminent danger.
- Notification of Police – Not applicable
- Disposition of Substance – Not applicable
- Remedial Action – Not applicable
- Confidentiality – Confined to those with a need to know as determined by SAP/IST/ESAP.

### **Acceptable Use of Personally Owned Electronic Devices (policy 237)**

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindles, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs); cell phones and smartphones such as the iPhone, Droid, or any device with similar capabilities.

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high-quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Personally owned devices are permitted for use during the school day for educational purposes

and/or in approved locations with designated times only. The district shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.

### **Exclusion from School**

Suspension (one (1) to ten (10) days): Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days. Suspension from school includes suspension from all school related activities whether co-curricular or extracurricular. The length of suspension shall be decided by the principal or his/her appointee in accordance with the specifications set-forth herein. Suspensions may be given by the principal or person in charge of the public school. No student shall be suspended until the student has been informed of the reason for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. ***The parent(s)/guardian(s) shall be notified in writing when the student is suspended, and administration will make every attempt to contact the family prior to the suspension.*** The Pennsylvania School Code requires that when a suspension exceeds three (3) school days, the student and parent(s)/guardian(s) shall be given the opportunity for an informal hearing. This informal hearing will be held before the fourth (4<sup>th</sup>) day of the suspension to determine the guilt of the accused student or mitigating circumstances surrounding his/her violation of the Code of Student Conduct.

Suspensions may not run consecutively beyond ten (10) school days.

Suspended students will not be permitted to be on school grounds and/or participate in school sanctioned athletics, extra-curricular activities, events, dances or field trips during their time of suspension. Suspended students shall have the responsibility to make up exams and work missed while being disciplined by suspension, and shall be permitted to complete these assignments within guidelines established by the building regulations. A student suspended during examinations or near the end of the school year or at any other period of time critical to his/her educational future may request an immediate hearing even though the suspension is for a short term.

In the event of three (3) suspensions of any individual student in a single school year, the building administrator, at his/her discretion, may recommend to the superintendent expulsion of said student. However, this shall not deter the principal from recommending the expulsion of a student on a first offense. The judgment of the principal in weighing the gravity of the offense shall accompany the recommendation for either suspension or expulsion. It shall be the responsibility of the building administrator to evaluate the nature and gravity of the offense of the student and if, in his/her opinion, expulsion shall be in the best interest of the school, he/she shall make said recommendation in writing to the superintendent who in turn, shall determine if a formal School Board Expulsion Hearing is required.

Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) school days and may be permanent. Expulsion from school includes expulsion from all school related activities whether co-curricular or extracurricular. All expulsions require a prior formal hearing. While expulsions may be permanent, the behavior and progress of the expelled student should be reviewed periodically, and a decision made by the Board of School Directors at the time on whether the exclusion is to be continued or whether the student is to be readmitted. Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance laws, even though expelled, and they must be provided an education. The initial responsibility for providing the required education rests with the student's parent(s)/guardian(s), through placement in another school, through tutorial or correspondence study, or through another educational program approved by the district's superintendent. If the parent(s)/guardian(s) is unable to provide for the required education, they must within thirty (30) days submit to the school district written evidence stating. The district then has the responsibility to make some provision for the student's education.

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing that is a fundamental element of due process.

Informal Hearing s: The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parent(s)/guardian(s) to *meet with the principal* to discuss ways by which future offenses can be avoided.

Formal Hearings : A formal hearing is required in all expulsion actions. This hearing may be *held before the Board of School Directors* or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

Criminal Action: Suspension of a student by school authorities in no way prohibits possible criminal action or civil suit brought by law enforcement authorities or other parties. Following an investigation of the conditions and circumstances surrounding any discipline case, the school district reserves the right to file criminal charges against the accused student. Students may also be turned over to local or state law enforcement authorities for criminal prosecution.

Alternative Education: The purpose of this program is to remove disruptive students from regular school programs in order to provide them with a sound educational course of study and counseling designed to modify disruptive behavior and return them to the regular school curriculum. Students who exhibit to a marked degree any or all of the following conditions: disregard for school authority, including persistent violation of school policy and rules; display of or use of controlled substances on school property or during school-affiliated activities; violent or threatening behavior on school property or during school-related activities; possession of a weapon on school property, as defined under 19pa. C.S. Section 912 (relating to

possession of a weapon on school property); commission of a criminal act on school property; misconduct that would merit suspension or expulsion under school policy; and, habitual truancy may be assigned to the district alternative education program. Unless there are extenuating circumstances, students assigned to the alternative education program will remain there for a minimum of forty-five (45) days.

Combination of the above Disciplines : Following an investigation of all the conditions and circumstances surrounding any discipline case, the school district representatives reserve the right to use a combination of the previously mentioned disciplines. As an example: A one (1) to three (3) day suspension may be extended into a four (4) to ten (10) day suspension after an appropriate hearing is held and then followed with criminal prosecution.

### **Family Education Rights and Privacy Act (FERPA) (policy 216, Student Records)**

FERPA affords parent(s)/guardian(s) and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. Families have the right to inspect and review the student’s education records within forty-five (45) days of the day the District received a request for access. Parent(s)/guardian(s) or eligible students should submit to the building principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. Families have the right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes is inaccurate or misleading. Parents/guardians or eligible students may ask PENNCREST School District to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing. Families have the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll. In addition, the District will disclose the contents of student records including grades to the parent(s)/guardian(s) of an eighteen (18) year old student who is listed as a dependent on the parent's/guardian's federal income tax return. The District will presume that a student is a dependent unless provided evidence to the contrary.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education,  
600 Independence Avenue SW  
Washington, DC 20202-4605

### **Food Service/Cafeteria**

Pursuant to the National School Lunch Act and the Child Nutrition Act of 1996, the PENNCREST School District operates a school meal program for all students who wish to engage in a computerized point-of-sale debit food system for the purchase of meals. Each student is assigned an individual Student Meal Account with a unique number that remains with him/her throughout his/her tenure in PENNCREST schools. A student is expected to learn this number and use it for all purchases in the cafeteria. The Student Meal Account is a debit account. A student deposits money in his/her account in advance of purchasing meals. This can be done by cash, check or [www.schoolcafe.com](http://www.schoolcafe.com). Checks should be made out to the PENNCREST School District Cafeteria Account.

Cafeteria Balances - Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases. Cafeteria balances will not roll over from school year to school year.

Collection of Monies Owed - As to not burden the district's taxpayers, the collection of all monies owed shall be reconciled prior to the beginning of each school year. School administration will notify students and parents of monies owed as it becomes known. Principals must provide the Business Office the contact information of parents/guardians of students who owe more than \$50 at any time during the school year. The Business Office will select the manner in which collection occurs. This may include parent communications, engaging the services of the school solicitor, offering payment plan options, contracting with a collection agency and/or filing a complaint with the local magistrate.



### **Hazing (policy 247)**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. The Board does not condone any form of initiation or harassment, known as hazing as part of any school sponsored activity. No student, coach, sponsor, volunteer or district employee shall be alert to incidents of hazing and report such conduct to the building principal. District administrators shall promptly investigate all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the Physical Health shall include, but not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any: food, alcoholic beverage, drug or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual. Endanger the Mental Health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

#### Complaint Procedures:

When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal. The principal shall conduct a timely, impartial, thorough and comprehensive investigation of the alleged hazing. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Findings of the investigation shall be provided to the complainant, the accused and others directly involved as appropriate. If the investigation results in a substantial finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity. If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned or ignored hazing in any form he/she will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor.

### **Homeless Students (policy 251)**

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency, transitional or domestic violence shelters.
- Abandoned in hospital.
- Awaiting foster care placement.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as a migratory child in conditions described in the previous examples.
- Living as a run-away child.
- Abandoned or forced out of homes by parent(s)/guardian(s) or caretakers.
- Living as a school aged unwed mother in houses for unwed mothers if they have no other living accommodations.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services; school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational service for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, gifted and talented students.

The PENNCREST School District has procedures in place to assist families experiencing homelessness. For further information on the McKinney-Vento Homeless Act programs and resources, contact Patti Fiely, Director of Student Services and Homeless Liaison, PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433; Phone (814) 337-1600.

### **Immunization Requirements**

For attendance in any grade, Pennsylvania requires the following vaccinations:

4 doses of tetanus, diphtheria, and acellular pertussis (DTP DTaP) -

one dose after 4th birthday

4 doses of polio - one dose after 4th birthday

2 doses of measles, mumps, rubella (MMR)

3 doses of hepatitis B

2 doses of varicella (chickenpox) or evidence of immunity

On the first day of school attendance, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.

For attendance in seventh (7th) grade, Pennsylvania requires the following vaccinations:

- 1 dose of Tdap (Tetanus, diphtheria, acellular pertussis) if 5 years has elapsed since the last tetanus immunization
- 1 dose of MCV (meningococcal conjugate vaccine)

For attendance in twelfth (12th) grade, Pennsylvania requires the

following vaccinations: ● second dose of MCV (MCV #2 – meningococcal conjugate vaccine)

On the first day of 7th or 12th grade and unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion. The vaccines required for entrance into 7th grade and 12th grade continue to be required in each succeeding school year.

These Pennsylvania requirements allow for the following exemptions: medical reason, religious belief, or a strong philosophical/moral/ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23. Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

### **iPad Acceptable Use (Policy 815.2)**

The Board supports use of the computers, the internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. Students in the PENNCREST School District will be issued iPads for

instructional purposes. The use of iPads shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network and iPads or for any information that is retrieved via the Internet. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources. The Board declares that iPad use is a privilege, not a right. The iPads are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on the iPads, including personal files. The district reserves the right to monitor, track, and log network access and use or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

iPad Rules and Guidelines: Students will receive their iPads at the beginning of the school year and iPads will be collected at the end of the school year. Students who transfer, withdraw, graduate or are expelled will be required to check in and return iPads before they leave the district. If the iPad is not checked in at the end of the school year or upon exiting the district, the parent and/or student will be subject to criminal prosecution and/or civil liability.

iPad General Use : iPads will be used for educational purposes only. The iPad is school property and can be reviewed by the school at any time. Students will not "jailbreak" the device or attempt to alter the iPad in any way. In the event students leave their iPad at home, they will be responsible to complete their work as if the iPad were present. iPads should never be left in an unsupervised area such as the lunchroom, computer lab, library, unlocked classrooms, unlocked lockers and hallways. Students will be required to enter a passcode on the iPad; Students are not permitted to use another student's iPad unless specifically directed by a teacher. Students will keep the iPads in the protective case. Wireless/Internet access on the iPad will be filtered while at home and school. Students are not permitted to bypass the Internet filter. Students will bring their iPads to school every day charged and ready to use. Clean the iPad with a soft dry cloth. Do not write on the iPad or protective case. Immediately inform the teacher or the school main office of any problems with the iPad. Students will be issued a loaner iPad if there is a technical malfunction as determined by the technology supervisor or designee. Students will be held responsible for all damage to their iPads. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full

replacement value. Lost items such as cases and cables will be charged the actual replacement cost. Replacement power cords and power bricks can be purchased through the PENNCREST School District. Students also have the option to purchase their own power cord and/or power brick from Apple or an authorized apple reseller.

### **School Medical and Dental Examination Procedures**

Article XIV, School Health Services of the Public School Code and concomitant regulations, 28 Pa. Code 23.1-23.87, Health Services requires physical exams for children entering school (kindergarten or upon entry), and for those in 6th and 11th grades to ensure a periodic assessment of each student's health. Ideally, these examinations are to be provided by the student's personal physician. In this way, the child's coordination and continuity of medical care is enhanced. In those cases, in which this is not possible, the child's school district will arrange to have these examinations performed by the school's physician. As well, each child shall receive a comprehensive dental examination upon original entry, in third grade, and in seventh grade. In those cases, in which it is not possible to obtain a private exam, the school district will arrange to have these examinations performed by the school dentist.

Parents/guardians are initially notified of the need for these physicals and dental exams at the time of the child's school enrollment and annually through the PENNCREST Rights and Responsibilities agreement.

In subsequent school years, students' families are notified through a letter sent home with the student in May prior to the year in which exams are required. This letter also includes a private physical examination report form and encourages families to obtain this physical for their child from their family physician. Ideally, this physical will take place prior to the beginning of the school year in which it is required with the report submitted to the school nurse in a timely fashion.

All physical examinations must be completed/dated within one calendar year of the first day of school. Athletic physicals performed by either the school physician or a private physician will also be accepted towards meeting this requirement.

The report of medical and dental examinations will be maintained in the student's individual school health record. All health records are confidential.

#### Medical Examination

*Parent portion to include:*

- Past medical, developmental, family, and social history
- Review of immunization records

*Medical Doctor portion and assessment to include:*

- Head, eyes, ears, nose, mouth, throat

- Neck, chest, lungs
- Abdomen
- Spine
- Musculoskeletal system
- Cardiovascular system, blood pressure, pulse rate
- Skin

Physicals conducted at the school by the PENNCREST School Physician that recommend further medical care or evaluation shall be sent to the parent/guardian by the school nurse.

#### Dental Examinations

A dental exam shall be conducted with sufficient care and detail to command dental respect and to provide an educational experience for the child and his parents and is to include charting all teeth on the dental health record H514.025.

The District will accept dental examinations that are completed by a private dentist and dated within four (4) months of the first day of school.

Dental exams conducted at the school by the PENNCREST School Dentist that recommend further dental care or evaluation shall be sent to the parent/guardian by the school nurse.

#### Religious Exemption

In accordance with 24 P.S. (14-1402 and 28 PA Code 23.1-23.2), a student is exempt from the mandated physical examination only if the student or his/her parent(s) or legal guardian(s) object to the procedure based on religious grounds. This religious objection must be recognized unless the student constitutes a “substantial menace to the health of others”.

#### **Medication (policy 210)**

Medication (prescribed and/or over the counter) used during school hours is strongly discouraged due to the numerous problems created. It is suggested that every attempt be made to schedule any medications around school hours. You may wish to consult your physician regarding alternatives that will allow medication to be given at home only. If, however, medication use is found to be absolutely necessary during school hours, school district policy requires that the following conditions must be met: A written doctor’s order (prescription) must be obtained for any medications, including over-the-counter medications. Parental/guardian permission must be provided in writing (Consent and/or release). If the medication is brought to the school premises by the student, it must be sent in a sealed envelope with the number of doses clearly designated, not exceeding five (5) days (one weeks’ supply) and with the signature of the parent/guardian attesting to the number of doses sent. The sealed envelope must be given to the nurse or school personnel immediately upon arrival at school. Forms to provide this information may be obtained from the district [website](#). When this information is completed, your child will be advised to leave his/her medication with the

nurse or office each day and to report to the office at the appropriate time for him/her to take the ordered medication. When the nurse is unavailable, person designated by the school administration will supervise the administration of this medication. In the case of other medications, such as enzyme therapy or bee sting kits, self-administration will be considered on an individual basis in consultation with the building principal and the above conditions must also be met.

Parents/guardians may directly administer medication to their child at any time with the nurse and/or principal's knowledge without conforming to the requirements of this policy. Students are permitted the use of cough drops at the classroom teacher's discretion and their use is not subject to the requirements of this policy. A variety of antiseptics, ointments and other pharmaceuticals are made available to students in the Nurse's office for minor first aid needs. Parents/guardians should notify the nurse if any limits should be placed on their use for medical and/or other reasons.

Unused medications may be picked up by the parent(s)/guardian(s) or responsible adult designated by the parent/guardian no later than the last day of school. Medication will at no time be sent home with the student, with the exception of eye/ear drops and liquid medications, which require use at home from the same bottle. Any unclaimed medication will be disposed of on the last day of school.

Emergency Medications : Students with a known hypersensitivity that may lead to a severe allergic or anaphylactic reaction should have provisions made in advance when possible in consultation with the parent(s)/guardian(s) and family physician. In case of emergency medications, the previously stated policies with the exception of numbers of dosages, apply. Students are to notify the school nurse immediately following any uses of this medication so that further emergency care can be obtained. In order to make provisions for students with an unknown hypersensitivity that may result in life-threatening symptoms of severe allergy and or impending anaphylaxis, the protocol and standing orders for the administration of epinephrine by injection are reviewed and authorized by the school physicians each school year.

In the event that students exhibit life-threatening symptoms of severe allergy/anaphylaxis, attempts will be made to notify parent(s)/guardian(s) while implementing the treatment as outlined by the protocol. Parents must notify the school in writing of any valid medical reason why their child or children should not receive medication for symptoms of severe allergy or anaphylaxis should this become necessary.

### **Pledge of Allegiance (Policy 807)**

It is the responsibility of every citizen to show proper respect for his/her country and its flag, HB 592 of 2002 amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day and requires a United States flag to be present in each classroom. The legislation allows students to decline reciting the pledge; however, the school district is required to notify parents/guardians in writing of their child's refusal to recite the pledge. Each student shall be required to salute the flag and recite the Pledge of Allegiance

during each day's opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. The classroom teacher will maintain decorum during the exercise.

Parent(s)/guardian(s) of students refusing to salute the flag will be notified by the building principal in writing and the parent(s)/guardian(s) may be required to furnish the school administration with a written statement of the child's conscientious objection.

### **Residency Requirements (Policy 201 & Policy 202)**

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parent Registration Statement, as required by law and regulations. Proof of residency must include one (1) of the following: Mortgage, Deed, Current property tax record, Lease agreement or Rental agreement.

The Legal residence of the parent/guardian will be presumed to be the residence of the student. Any student whose legal residence is not within the geographical boundaries of PENNCREST School District will be considered a non-resident defined in Section 1302 of the Pennsylvania School Code.

A non-resident student as defined in Section 1302 of the Pennsylvania School Code will only be accepted as a student in PENNCREST School District when: The student is residing with a school district resident who has filed a sworn statement (affidavit) that he/she is solely supporting the student gratis, and he/she will assume all personal and legal obligations for the student relative to school requirements, and that he/she intends to keep and support the child continuously and not merely through the school term. The Board of School Directors has agreed to permit a nonresident student to attend on a tuition-paying basis. This permission will be granted at the discretion of the school board subject to the following considerations: The superintendent shall recommend to the Board of School Directors, for its approval, the admission of qualified applicants. The Board shall not be responsible for transportation to or from school for any student residing outside the school district's boundaries. Tuition rates shall be determined in accordance with applicable statutes. Tuition shall be charged monthly in advance of attendance.

### **Search and Seizure (Policy 226)**

The Board acknowledges that students have the right to be secure in their person and property against unreasonable search and seizure. Nonetheless, the Board recognizes the threat to the health and safety of its students which is created when illegal weapons or contraband substances are brought on to school property. Therefore, in order to maintain order and discipline in the schools, and to protect its students, the Board permits school officials to search a student's person, a student's locker or desk, or a student's vehicle and to seize any illegal, unauthorized or contraband materials discovered in the search.

All lockers, desks, iPads, and computers are and shall remain the property of the school district.



As such, students shall have no expectation of privacy in their lockers, desks, iPads or computers. The Board reserves the right to authorize its employees to inspect a student's locker, desk, iPad, or computer at any time with or without cause for the purpose of determining whether the locker or desk is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of schools. Students are not permitted at any time to exclude authorized school district personnel from entry into a locker. There can be no personal lock or device of any from to prevent entry by school district personnel. Students are hereby placed on notice that all contents of lockers and desks are subject to search, including coats, bags, gym bags, or any containers found therein.

### Personal Searches

Any school official is hereby authorized to conduct a search of a student's person pursuant to the following guidelines:

- When there is reasonable suspicion that a student is carrying any illegal, unauthorized or contraband material, or any article potentially dangerous to the health and welfare of the students or staff on his or her person. Under these circumstances, a student may be asked to voluntarily produce the contents of his or her pockets, pocketbook, handbag, bookbag or other personal articles.
- In the event that a student under suspicion does not comply with a request to produce such items, a school official may cause a pat-down search to be conducted by an adult of the same sex as the student to be performed in the presence of a second adult witness of the same sex as the student.
- In the event that a student under suspicion refuses to submit to a pat-down search, a school official may request the assistance of law enforcement officers. In that event, the student shall be held in the presence of an adult witness until the police officer arrives to conduct the search.
- Search of a student's person or personal belongings may be conducted without prior notice to the student or to the student's parent(s)/guardian(s).

### Student Vehicles

Students are allowed to park their personal vehicles on school property only with the permission of school officials. Parking on school property is a privilege not a right. The district retains the authority to conduct routine patrols of student parking lots and to conduct exterior inspections of student vehicles on school property. School officials may look into student vehicles parked on school property at any time. When the school official has reasonable suspicion that a vehicle contains materials which pose a threat to the health, welfare and safety of students in the school, student vehicles may be searched.

Where a school official has reasonable suspicion, or has made observations in plain view, that student shall be notified and given the opportunity to be present for the inspection of the

interior of the vehicle. However, where there is reason to suspect that the student's vehicle contains materials which pose an immediate threat to the health, safety and welfare of the students or staff, the student's vehicle may be searched without prior warning or presence of the student.

#### Drugs, Dogs and Mechanical Devices (policy 226.1)

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, bomb detection dogs, metal detection units or any device used to protect the health, safety and welfare of the school population. It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal or dangerous substances or devices, subject to the following: The administration shall authorize the search and have a designee on hand while the search is taking place. All school property such as lockers, classrooms, parking areas and storage areas may be searched. Individuals(s) shall not be subject to a search by dogs. Actual times or dates of planned searches by dogs will not be released in advance. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal or dangerous substances(s) or devices on school property.

#### Illegal Items and Contraband

In the event that illegal contraband items are discovered, the school official shall notify the student's parents/guardians that a personal search of the student's possessions, locker and vehicle was conducted as soon as possible after the search has occurred. Any contraband, drugs, controlled substances, weapons, or illegal or unauthorized materials found as a result of searches of the student's person, locker and vehicle may be seized and used as evidence in disciplinary, juvenile or criminal proceedings. Any such materials or weapons will not be returned to the student under any circumstances.

#### **Smoking, Use and/or possession of Tobacco (Policy 222 & Policy 227)**

The Board of Directors recognizes that smoking presents a health hazard which can have serious consequences for both the smoker and the nonsmoker and that tobacco possession and/or use is a violation of law. The board endorses a total smoke-free environment in all buildings and grounds at all times.

Pupil – Person between the ages six (6) and twenty-one (21) years of age who is enrolled in school.

Offense – A situation in which a pupil possesses or used tobacco in a school building, on a school bus or on school property owned by, leased by, or under the control of the school district. This includes, but is not limited to, student lockers and student vehicles on school property.

Tobacco – A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form including dissolvable tobacco such as Ariva, Stonewall, Camel Orbs, Sticks and Strips. This also includes items similar to Tobacco as identified in policy 227 electronic cigarettes, vaping products, or similar devices, and the e-liquid or vaporized chemicals these devices utilize.

In accordance with *Act 145 of 1996*, Pupil who commits a tobacco offense shall be subject to prosecution initiated by the building principal or assistant principal.

*Violations of this policy is a summary offense*, and the pupil will be issued a citation which will result in a fine in accordance with PA law plus court costs for each offense.

Additionally, under certain circumstances at the discretion of the principal or the assistant principal, the pupil may be suspended for up to ten (10) days.

### **Student Attendance (policy 204)**

All pupils are governed by Article XII, “Pupils and Attendance,” of the school laws of Pennsylvania. Parents or guardians of all children between the ages of eight (8) and seventeen (17) are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached seventeen (17) years of age if they are fulfilling their responsibilities as students.

A parental excuse will be accepted for any day’s absence to a total of ten (10) days throughout the school year. A doctor’s excuse will be accepted for any absence during the year and will not be counted toward the ten (10) day maximum on parental excuses.

Following the accumulation of seven (7) days parental excuses, parents will be sent a written notice advising them of the accumulation of the seven (7) days of excuses together with a copy of the district truancy plan.

Following the accumulation of ten (10) days parental excuses, parents will be notified in writing that the district may require a written doctor’s excuse for each day’s absence from the time of the notice until the end of the school year.

Students are not permitted to attend school activities on or off school property after school or during the evening of the day when they are not in attendance at school. Suspended students may not attend after school or evening activities at any time during the period of suspension.

A student may be excused from school for observance of bona fide religious holidays by particular groups in accordance with the policies of the district’s board of school directors. A pupil’s absence from school on a bona fide religious holiday will be recorded as an excused absence. There shall be no penalty attached to such an absence.

In the event that a female student becomes pregnant, the building principal in consultation with the school nurse and guidance counselor, are empowered to develop an academic program to fulfill the needs of the pregnant female. Exclusion from school or extracurricular activity will only be permitted if it becomes apparent that the pregnant female's health and/or her safety is/are in jeopardy.

The district reserves the right to charge an unlawful absence against a student when the reason given in a written excuse is either implausible or unbelievable.

If the school does not receive a written excuse within three (3) days of any absence, the absence will be recorded as unexcused or unlawful. Students who are legally absent have an opportunity to make up work.

Crawford County Truancy Protocol - An unlawful absence is defined as:

An absence for which the school district has not received a timely, authentic, valid written excuse; or After ten (10) days of cumulative lawful absences, an absence for which no physician's excuse is timely received by the school. The school district shall immediately inform the parents/guardians in writing upon each incident of unlawful absence.

After the third (3rd) unlawful absence: The school shall send a letter and Children and Youth Services (CYS) will be notified. If the child is open to the Juvenile Probation Office (JPO), the school will notify JPO. The school shall schedule as promptly as possible a school/family conference to discuss the causes of truancy and develop a Student Attendance Improvement Plan (SAIP). A SAIP meeting should occur within three (3) days of the notice by the school scheduling the meeting. The plan shall incorporate strategies to avoid further absences. The plan will be in writing.

Three (3) outcomes can occur after the SAIP meeting:

1. The child has no further unlawful absences this school year (the matter is concluded) or
2. The school is unable to complete the SAIP. If a plan is not obtained, and one additional unlawful day occurs, then the school will: Send a letter; File a citation with the District Judge. Copy CYS with the letter to the parents, a copy of the citation and a copy of the SAIP, or
3. If the SAIP is completed, but the child has further unlawful absences: After each absence, the school will send a notice when the child is absent to the parent/guardian and to CYS and JPO, as appropriate.

On the fourth (4th) unlawful absence or first (1st) unlawful absence following the development of the SAIP, the school will file a citation for original truancy hearing with the District Judge and copy CYS, or JPO as appropriate with the citation. The school will also, if it has not therefore done so, send CYS a copy of the TEP. A school representative will attend and may testify at the hearing before the District Judge. The child will fully participate as a witness in the hearing before the District Judge.

Unlawful absences occurring in subsequent year in a PENNCREST school building. *First unlawful absence* – Principal sends a letter and the school shall schedule a SAIP meeting.

Act 29 of Special Session #1 of 1995 extensively revises provisions for truancy. The law raises the fine placed on parents for truancy to three hundred dollars (\$300) and requires parents to pay court costs or be sentenced to complete a parenting education program. Under the act, both the truant child and the parents/guardians would have to appear at a hearing by the district justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offence. If the parents are not convicted and the child continues to be truant, the child will be fined up to three hundred dollars (\$300) or be assigned to an adjudication alternative program. Other provisions allow a district justice to suspend a sentence given to the parent/guardian or child if the child is no longer habitually truant. A district justice may order the parents/guardians to perform community service for up to six (6) months. The new law also grants to state,

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municipal, port authority, transit authority, housing authority or school police officers the same arrest power as attendance officers and home and school visitors. In addition, Act 29 removes from truant juveniles their vehicle operating privileges for ninety (90) days for the first (1st) offence and six (6) months for the second (2nd), while juveniles who are unlicensed are prohibited from applying for the learner's permit for ninety (90) days for their first offense and six (6) months for their second offense, commencing upon their sixteenth (16th) birthday. Finally, students and parents/guardians involved with home education programs are exempt from the provisions of the act.

### **Student Accident Insurance (policy 211)**

PENNCREST School District generally does not provide primary medical/accident insurance for students who attend district schools. Each student's parent(s)/guardian(s) are responsible for providing the primary insurance coverage they believe is appropriate to provide medical care in the event the student becomes ill or is injured while attending school.

The district does, however, provide a secondary insurance policy (called a "\$100 excess policy") for students who participate in interscholastic athletic activities. This policy is generally designed to cover out-of-pocket expenses that are not otherwise covered by the parent(s)/guardian(s) primary insurance policy. The district's policy will pay the first one hundred dollars (\$100) of covered expenses without regard to any other insurance. The parent(s)/guardian(s) primary insurance will pay expenses in excess of one hundred dollars (\$100). The parent(s)/guardian(s) may subsequently submit a claim to the district's carrier for out-of-pocket amounts such as deductibles, co-payments and co-insurance.

PENNCREST School District has also made arrangements for parents/guardians to optionally purchase inexpensive insurance coverage for students. The carrier offers one plan with 24hr coverage and another plan with school time only coverage.

## **Student Discipline (policy 218)**

Detention : For an offense, the building administrator may require a student to report prior to school or remain after school hours. The maximum time to report early or remain after school is one (1) hour per day. Detention is not to exceed five (5) school days for any single offense. In all cases of detention, the building administrator or his/her appointee shall notify the offending student's parents/guardian prior to the designated dates of detention.

### **Suspension:**

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall contact the parent/guardian when a student is suspended.

In-School Suspension : The student will not attend regular classes; but will attend school and be assigned to a designated area such as the Refocus Room for directed study. No student may receive an in-school suspension unless the student has been informed of the reasons for the in-school suspension and has been given an opportunity to respond before the in-school suspension becomes effective. Communication to the parents/guardians shall occur regarding the in-school suspension action taken by the school. The school

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district has the responsibility to make some provision for the student's education during the period of the in-school suspension. However, it becomes the student's responsibility to complete all assignments in a reasonable length of time established by the school officials for this purpose. When the in-school suspension exceeds ten (10) consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parents/guardians prior to the eleventh (11th) school day in accordance with the procedures in this handbook relating to hearings.

Out-of-School Suspension : Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days. Suspension from school includes suspension from all school related activities whether co-curricular or extracurricular. The length of suspension shall be decided by the principal or his/her appointee in accordance with the specifications set-forth herein. Suspensions may be given by the principal or person in charge of the public school. No student shall be suspended until the student has been informed of the reason for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened. ***The parent(s)/guardian(s) shall be notified in writing when the student is suspended, and administration will make every attempt to contact the family prior to the suspension.*** The Pennsylvania School Code requires that when a suspension exceeds three (3) school days, the student and parent(s)/guardian(s) shall be given the opportunity for an informal hearing. This informal hearing will be held before the fourth (4<sup>th</sup>) day of the suspension to determine the guilt of the accused student or mitigating circumstances surrounding his/her violation of the Code of Student Conduct.

Suspensions may not run consecutively beyond ten (10) school days.

Suspended students will not be permitted to be on school grounds and/or participate in school sanctioned athletics, extra-curricular activities, events, dances or field trips during their time of suspension. Suspended students shall have the responsibility to make up exams and work missed while being disciplined by suspension, and shall be permitted to complete these assignments within guidelines established by the building regulations. A student suspended during examinations or near the end of the school year or at any other period of time critical to his/her educational future may request an immediate hearing even though the suspension is for a short term.

Bus Suspension : **Riding the bus is a privilege not a right.** The school principal may remove a student from the bus for a period of one (1) to one hundred and seventy nine (179) days. Other consequences may include a verbal warning, written warning, call home, loss of privileges, seating arrangement changes, detention, or suspension.

[PENNCREST Elementary Student Discipline Matrix](#)

[PENNCREST Secondary Student Discipline Matrix](#)

### **Student Expression (policy 220)**

The right of public school students to freedom of speech was affirmed by the United States Supreme Court in 1969. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and other means of common communications, provided that the use of public school facilities shall be in accordance with the regulations of 28 the authority in charge of those facilities. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Identification of the individual student to at least one responsible person in a student group shall be required on any posted or distributed materials. School principals shall require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all

others who are involved in the educational process. Students must express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform with the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
  - Assist the school staff in operating a safe school for all students enrolled therein.
  - Comply with Commonwealth and local laws.
  - Exercise proper care when using public facilities and equipment.
  - Attend school daily and be on time at all classes and other school functions.
  - Make up all work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities. Report accurately and not use indecent or obscene language in student newspapers or publications.
- Students have the responsibility to check and be aware of the contents of items such as pockets, wallets, book bags, purses and gym bags prior to coming to school. From time to time a student is reported and found to be in possession of contraband such as a knife. When “caught”, the student tries to avoid disciplinary action by responding, “I used the knife for hunting yesterday and did not know that I left it in my pocket.” This is not an acceptable excuse after the fact. Once a student realizes that he/she has contraband in his/her possession, it is the student’s responsibility to immediately report the situation to school administrators who will assess the situation and take the appropriate action.

### **Terroristic Threats/Acts (Policy 218.2)**

The Board prohibits any district student from communicating terroristic threats or committing terrorist acts directed at any student, employee, Board member, community member or school building.

Terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act shall mean an offense against property or involving danger to another person.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terrorist threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a



terrorist act, the following guidelines shall be applied: Immediately suspend the student for three (3) days; conduct an informal hearing to consider a full suspension; and report the student to law enforcement officials.

### **Unlawful Harassment (Nondiscrimination in School and Classroom Practices Policy 103)**

The School Board prohibits all forms of unlawful harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy, or handicap/disability. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. Such employees include the Title IX coordinator, teachers, counselors, nurses and principals. All employees who receive harassment complaints from a student shall report such to the building principal. The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the districts' legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational environment; has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or otherwise adversely affects an individual's learning opportunities. Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

### **Violations of Conduct**

The Board of School Directors hereby determines that the following types of offenses may lead to suspension or permanent expulsion from school:

- Cheating
- Commission of an immoral act
- Contributing to and encouraging disruptive behavior including, but not limited to, fighting
- Creating a disturbance
- Defiant trespassing
- Gambling
- Inattention in class, study halls, and assemblies

- Intentional or negligent defacing or damaging of school property by any means including the use of graffiti (institutional vandalism)
- Intentional disrespect, disobedience and/or insubordination to faculty, staff and other employees of the district and visitors to the district
- Intentionally giving incorrect information to faculty, staff or other employees of the district
- Leaving school property or assigned educational location prior to specified dismissal time without permission
- Persistent and willful violation of school rules and regulations
- Plagiarism
- Possession and/or use of alcohol and/or drugs (See Drug and Alcohol Policy included herein)
- Possession and/or use of tobacco in any form
- Possession and/or use of or threatened use of a weapon as defined by the weapons policy
- Tardiness
- Terroristic Threats/Acts
- The unauthorized throwing of any object including snowballs
- Theft of property and/or extortion
- Throwing food, liquids or any other article in the cafeteria
- Truancy
- Unlawful Harassment
- Using profane or vulgar language or gesture to faculty, staff, employees or other students
- Violation of School District Policies
- Violations of Federal or State Statutes
- Willful violation of the student responsibilities as established by the PENNCREST Board of Education

### **Weapons (policy 218.1)**

PENNCREST School District shall expel, for a period of not less than one (1) year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

Expulsions shall be conducted pursuant to all applicable state regulations and to all policies of PENNCREST School District. The Superintendent of PENNCREST School District may recommend discipline short of expulsion on a case-by-case basis. The Superintendent, in the case of an exceptional student, shall take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U.S.C. § 14 et seq.)

The provisions of this section shall not apply to the following:

- A weapon being used as part of a program approved by a school, by an individual who is participating in the program; or
- A weapon that is unloaded and is possessed by an individual while traversing school

property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

Nothing in this section shall be construed as limiting the PENNCREST School District to make an alternative assignment or provide alternative educational services during the period of expulsion.

PENNCREST School District will report all incidents involving possession of a weapon prohibited by this section as follows:

- Weapon – As used in this section, the term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.
- Possession – Possession of a weapon, replica of a weapon, or toy weapon on school property, at a school sponsored activity or on school transportation is prohibited. If a student is found in possession of a weapon the matter will be reported to the student’s parents/guardians and to the police. The student will be suspended and a recommendation will be made that the student be processed for expulsion. Under Pennsylvania law, any student who is determined to have brought onto or is in possession of a weapon on school property, at a school sponsored activity or on school transportation must be expelled for a period of not less than one (1) calendar year.
- A student is responsible to check and know the content of his/her pockets, wallet, purse book bag, gym bag, backpack and car/truck before coming onto school property or before using school transportation. Once a student is discovered to be in possession of a weapon on school property or on school transportation, excuses such as “I used the knife for hunting yesterday and forgot to take it out of my pocket” will not be accepted.