



2022-2023 STUDENT HANDBOOK

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

Kelli Trenga, Director
ktrenga@penncrest.org
814-337-1600 Ext. 1605

PENNCREST VISION

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

PENNCREST MISSION

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 lifelong learners.

PENNCREST CYBER ACADEMY MISSION

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.

SHARED VALUES

1. Have the right and equal access to an appropriate education.
2. Learn and achieve success at different rates.
3. Develop skills, knowledge, and attitudes from research-based instruction based on measurable PA Core Academic Standards.
4. Develop 21st Century technology and communication skills.
5. Be self-directed and demonstrate both organizational and higher-order thinking skills.
6. Develop self-discipline to become responsible for their own learning and behavior.
7. Respect cultural and ethnic differences.
8. Develop a positive work ethic and desire to achieve their potential.
9. Develop self-esteem and experience success in learning.
10. Demonstrate respect for themselves and their community.
11. Be provided the opportunity to participate in co-curricular activities.
12. Learn the value of service to others.

PENNCREST SCHOOL BOARD

Mr. Luigi DeFrancesco- President

Mr. Tim Brown- Vice President

Mr. Jeff Brooks- Member

Mrs. Jennifer Davis- Member

Mrs. Theresa Croll- Member

Mr. Robert Johnston- Member

Mr. Brian Lynch- Member

Mr. David Valesky- Member

Mr. Mathew Vogt- Member

CENTRAL OFFICE ADMINISTRATION

18741 State Hwy. 198, Suite 101;

P.O. Box 808 Saegertown, PA 16433

(814) 337-1600 Fax (814) 763-5129

Dr. Timothy Glasspool-Superintendent of Schools

Mr. Kenneth Newman-Assistant Superintendent

Mrs. Patti Fiely-Director of Student Services

Ms. Amanda Porter-Director of Technology

Mr. David Dickson-Supervisor of Plant and Transportation

Ms. Kristen Eckart-Business Manager

Mr. Dana Mason-Athletic Director

PENNCREST CYBER ACADEMY STAFF

<i>Director</i>	Dr. Kelli Trenga	ktrenga@penncrest.org
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Elementary and Special Education Teachers

Mrs. Lisa Brocklehurst	lzirkle@penncrest.org
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Mrs. Patty Hovis	phovis@penncrest.org
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Secondary Core Subject Teachers

ELA	Mrs. Theresa Douglas	tdouglas@penncrest.org
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Math and Science	Mrs. Melissa Statman	mstatman@penncrest.org
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Social Studies	Mrs. Dee Henry	dhenry@penncrest.org
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**PCA also uses several adjunct teachers from among our 6 brick and mortar schools.*

Board Approved March 10, 2022



PENNCREST

EMPOWERING LIFE-LONG LEARNERS

2022-2023 School Calendar

AUGUST 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			

Aug. 5 - Student (7-12) Schedules Released
 Aug. 25 - Elementary Class Lists Released
 Aug. 29 - Professional Development
 Aug. 30 - Teacher Workday
 Orientation (K & 7) 5:00pm
 Open House 6:00pm-7:30pm
 Aug. 31 - First Day of School

SEPTEMBER 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	

Sept. 5 - No School

OCTOBER 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					

Oct. 10 - Professional Development
 County-Wide
 Oct. 28 - Professional Development

NOVEMBER 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			

Nov. 23-28 - Thanksgiving Break

DECEMBER 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

Dec. 22 - Jan. 2 - Christmas Break

JANUARY 2023						
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. 16 - Parent/Teacher Confer. noon-7:25pm
 Jan. 23 - Teacher Workday

FEBRUARY 2023						
S	M	T	W	Th	F	S
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. 17 - No School 1st Snow Day
 Feb. 20 - No School

MARCH 2023						
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	

APRIL 2023						
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 6-10 - Easter Break
 April 6 - No School 3rd Snow Day
 April 10 - No School 4th Snow Day

MAY 2023						
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 29 - Memorial Day
 May 26 - No School 2nd Snow Day

JUNE 2023						
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 9 - Last Day of School (1/2 Day)

No School	
	No School - Teachers & Students
	No School - Teacher Workday
	No School - Professional Development
	No School - Parent/Teacher Conferences

Snow Make Up Days	
1 st Snow Day	February 17
2 nd Snow Day	May 26
3 rd Snow Day	April 6
4 th Snow Day	April 10

PCA students receive a specialized schedule that includes incentive days and a testing calendar.

INCENTIVE DAYS

Incentive days are offered *about* 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.
- These days may be perfect to also schedule wellness check ups and dentist appointments.

2022-2023 Incentive Days

- September 21, 2022
- October 12, 2022
- November 2, 2022
- November 22, 2022
- December 21, 2022
- January 18, 2023
- February 8, 2023
- March 1, 2023
- March 22, 2023
- April 12, 2023
- May 3, 2023
- May 25, 2023

ACADEMIC INFORMATION

Grading Scale

Grades will be recorded in percentages to better pinpoint a student's progress. These grades may be related to letter grades as follows:

A - 100 % - 90 % B - 89 % - 80 % C - 79 % - 70 % D - 69 % - 60 % F - 59 % - and below

Three types of grades are provided in our virtual platform for students to view and parents to access. It is important for students and parents to understand what all 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.

Relative Grade- This is the grade that a student would receive if they stopped working and received 0% for all un-scored, and un-submitted counted activities. The Relative Grade acts as a harsh penalty for not completing work. The purpose of the Relative Grade is to provide a metric for when a student drops the course.

Grade Reporting

Students take either full year or semester courses. Students receive grades upon the completion of their course(s). Report cards are provided to parents of students in Kindergarten through sixth grade at the conclusion of each semester. Report cards are provided to parents of students in seventh through twelfth grade at the conclusion of the school year. Honor and high honor roll is calculated at the conclusion of each grading period at 3:00 pm. The *Actual Grade* is the grade type that is used for all reporting purposes, unless a student does not complete a course in which the *Relative Grade* is imposed. Students who receive extended time accommodations due to a 504 Plan or IEP, will have their Overall and Actual Grades averaged.

Semester long course grades will close at 3:00 pm on the last day of the semester.

Year long course grades will close at 3:00 pm on June 2, 2023.

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.

High Honor Roll and Honor Roll

To be eligible for high honor roll, a student must have a 90.00 percent average at the end of the term, semester, or school year.

To be eligible for honor roll, a student must have an 80.00 percent average at the end of the term, semester, or school year.

Weighted Courses

Weighted Courses: To recognize their academic degree of difficulty, courses will be identified as “weighted” and a “weighted” grade will be assigned. Weighted Course: Final grade x credit value x 1.10, AP Course: Final grade x credit value x 1.20. Refer to the Program of Study for a list of weighted courses.

Course Selection and Schedule Changes

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/or 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 course 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 five or more students, a near equivalent course or the student's secondary choice will be scheduled.***

Dual Enrollment Options

PENNCREST students in grades 10 - 12 have the option of taking college-level courses from several local universities and colleges. The following is a list of school options that students can access to take college-level courses at a significant reduction in fees. Please see your school counselor for more information. Each school may request any or all of the following documents in order to decide if a student meets the criteria for acceptance: transcript, PSAT/SAT/ACT, Keystone, or PSSA data showing proficiency.

Requirements for Graduation

Graduation is based on the successful completion of the required number of credits and PA state assessments (Keystones). Below you will find the credit requirements set by the PENNCREST School District Board of Education. The Board requires that each candidate for graduation shall have earned credits in accordance with the following chart:

Subject Area	Students Graduating in 2021 & beyond from PCA
Arts and Humanities <i>(may be replaced with other electives dependant upon course availability)</i>	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.

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.

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.

PENNCREST Cyber Academy Credit Pathway Options

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.

	PCA	PCA and CCCTC (Must be Accepted)	CSHS, MHS, or SHS This path will also earn a student a brick and mortar diploma from PCA.
Credit Requirements	21.5 credits (minimum)	21.5 credits (minimum)	25.5 credits
Academic Core	4- ELA 9th-12th 3- Math (Algebra I) 3- Science (Biology) 3- Social Studies (US History, World History, Government) 2- Arts and Humanities	4- ELA 9th-12th 3- Math (Algebra I) 3- Science (Biology) 3- Social Studies (US History, World History, Government) 2- Arts and Humanities	4- ELA 9th-12th 3- Math (Algebra I) 3- Science (Biology) 3- Social Studies (US History, World History, Government) 2- Arts and Humanities
Physical Education and Health	1.5 credit	1.5 credit	1.5 credit
Electives	5 credits	0-3 credits	9 credits (may use CCCTC credits to fulfill requirement)
CCCTC	0	3 credits (each year)	AM- 4 credits / PM- 3 credits

Choose Graduation Option and respective school listed on diploma. If an option is not selected, the student will be considered enrolled in PCA for 25.5 credits.

- ☐ PCA- 21.5 credits (PENNCREST School District Diploma)
- ☐ PCA and CCCTC- 21.5 credits (PENNCREST School District Diploma)
- ☐ PCA and CCCTC- 25.5 credits (Brick and Mortar Diploma)
- ☐ PCA- 25.5 credits (Brick and Mortar Diploma)

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.

National Honor Society

The National Honor Society (NHS) elevates a school's commitment to the values of scholarship, service, leadership, and character. These four pillars have been associated with membership in the organization since its inception in 1921.

NHS website: <http://www.nhs.us/>

Candidacy for selection and membership in NHS is based upon *the student demonstrating outstanding performance in all four criteria of the National Honor Society*:

- Scholarship - Scholarship is based on a student's cumulative Grade Point Average (GPA). Cumulative GPA refers to the total academic performance as demonstrated by the grades received by the student while in attendance at the school where the NHS chapter is formed. Grades from the ninth grade on will be used to compute the GPA. The minimum GPA is 90%.
- Service - Service is generally considered to be those actions, undertaken by the student, which are done on behalf of others without any direct financial or material compensation.
- Leadership - Leadership includes verifiable elected positions of responsibility such as the number of elected offices a student has held in school or community organizations or elective participation in positions of responsibility in other activities offered on campus such as athletic team captains, section leaders in band and chorus and committee chair positions in student groups.
- Character - Character is defined as possessing the following qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship.

Selection Procedures

1. In the Spring of each year, the Faculty Council will identify sophomores, juniors, and seniors who attend MHS/SHS/CSHS and the Penncrest Cyber Academy whose cumulative Grade Point Average (GPA) is 90% or higher. Furthermore, only students who have attended the school for the equivalent of one semester may be considered for membership. The Faculty Adviser may waive the semester regulations for extenuating circumstances after consultation with the Principal. Only those students who have a cumulative GPA as set by the Faculty Council are then eligible for consideration for membership in the NHS on the basis of service, leadership, and character.

2. The Faculty Council will send a letter to each student who has attained the prerequisite GPA and attendance requirements. These students will be invited to attend an informational meeting to determine the student's interest in membership. The selection process and guidelines of the organization will be distributed and discussed at the informational meeting. Students then can discuss the information with their parents and decide if they would like to be considered for the National Honor Society.

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

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. Students are unable to see the features.***

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.

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.
4. Suggested work schedules are found in the Program of Study.
5. **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.

(continued)

6. **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.
7. **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.
8. **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.
9. **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.

ATTENDANCE POLICIES

Under the Pennsylvania Compulsory School Attendance Laws, a student must remain in school until 18 years of age unless he/she has secured a special employment certificate or has been declared physically unfit by a doctor. Penncrest School District follows pupil accounting procedures established by Pennsylvania Compulsory School Attendance Laws.

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 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.

Procedures for Absences/Excuses

1. Parents/Guardians 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. Parents are allowed 10 parental excuses each year. Any non-medical absences after the 10 days will be considered **ILLEGAL** absences and a citation with the District Magistrate or referral to CYS will occur. Vacations are included in the 10 parental excuses each school year.

(continued)

5. Students who are found to be UNLAWFUL or UNEXCUSED WILL NOT BE PERMITTED TO ATTEND SCHOOL FUNCTIONS.

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 given)- SAIP Plan created with family of student

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

Legality of Absence

Enrolled students are expected to complete cyber work each day that school is in session, except that a principal or designee may excuse a student for urgent conditions which may reasonably cause the student's absence:

- | | |
|--|--|
| 1. Illness | 6. Educational tour/trip (With approval from Director) |
| 2. Death in the immediate family | 7. Quarantine (Medical Documentation Required) |
| 3. Religious holidays | 8. Delay or absence of school bus |
| 4. Impassable roads (Unexpected Internet outage) | 9. Court appearance |
| 5. Emergency - "Urgent reasons" | 10. Medical/Mental health appointment |

Students must make up for all missed work. Excusal from work may be requested by the student and approved by the teacher or Director.

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

1. Parental neglect-Parent knows of the absences (ex: unauthorized trip, babysitting, errands, oversleeping)
2. Illegal employment
3. Truancy-Absence without parental knowledge
4. Returning from school function late

Students are not permitted to attend school activities, on or off school property, after school or during the evening of a day when they have not completed cyber work. Extenuating circumstances will be determined on a case-by-case basis by the Director.

Unlawful/Truancy

If a student accumulates more than three days of illegal absences, parents will receive a warning letter after each ILLEGAL absence (up to 3). After the warning letter, further illegal absences (whether due to cutting school, illegal reasons, or late excuses) 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 failure to attend the Student Attendance Improvement Conference will be documented in the Student Attendance Improvement Plan.**

Student Vacations

Parents wishing to remove students from the school for trips must make applications with the Director on the form provided by the school district prior to the trip. These must be filled out and turned in to the Director at least one week (5) days prior to the student being absent from school. The student must make up for the work missed. The teacher and Director may adjust this policy on an individual basis. If the district application procedure is not followed, absences for trips will be considered unexcused or unlawful. No provision will be made for makeup work. All student visitation of post-secondary schooling will be approved by the building Director based on recommendations made by the guidance counselor. In addition, a Director's approval of student vacations as "excused absences" will be based upon academic standing, attendance record, and length of proposed vacation. STUDENTS PLACED ON MEDICAL EXCUSE WILL NOT BE EXCUSED FOR FAMILY VACATIONS AND EDUCATION TRIPS. ALL WORK IS REQUIRED TO BE SUBMITTED WITHIN THREE DAYS OF RETURNING. ALL VACATION DAYS EXCUSED ARE STILL PART OF THE 10 PARENTAL EXCUSED DAYS GRANTED TO STUDENTS.

STUDENT SERVICES

School Counselor

School Counselor 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 academic achievement.

Students must schedule an appointment with their school counselor through an app on their iPad and as listed below.

Home School	Guidance Counselor	App Name Found on Student iPad
Cambridge Spring Elementary	Mr. Burick	<i>Check in with Mr. Burick</i>
Cambridge Springs High School	Mrs. Erdmann	<i>Virtual Guidance Office</i>
Maplewood Elementary	TBA	<i>TBA</i>
Maplewood High School	Ms. Allen	<i>Meet with Ms. Allen</i>
Saegertown Elementary	Mr. Shields	<i>I Need to See my School Counselor</i>
Saegertown High School	Mrs. Mogel	<i>Schedule a Meeting with Mrs. Mogel</i>

Enrollment and Withdrawal Periods for PENNCREST Cyber Academy

PENNCREST School District offers an online academy. Students may choose to transfer to PCA during the school year following the guidelines below.

- 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.

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
- 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.

Drop-In Center

Students are encouraged to use the Drop-in Center, located in a wing at Saegertown Elementary School, to receive tutoring, special education services, participate in face-to-face instruction/activities, and/or use the center as an alternate place to complete work that has a collegial feel. Although we are a cyber academy, we value face-to-face interaction.

Appointments are required. Drop in Center times must be approved by the Director for sessions beyond 3 hours.

Mandated Drop in Center appointments may be required at the discretion of the Director.

See Academic Probation.

Students are required to enter through Saegertown Elementary School, sign in through the office, and be escorted to the Drop in Center for security purposes. Students are not permitted to enter or leave the Drop in Center through the exterior door.

Virtual Tutoring

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.

Acceptable Forms 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
- school email within platform- to students' school email or cell phone
- school issued email
- virtual conferencing tool (Google Meet) with audio and video



Communicating with Staff

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.

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. The app appears on the iPad as pictured below.



PSSA

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 PCA on testing dates. Refer to specialized PCA testing calendar. Cyber work will not accumulate on state testing days.

Keystone Exams

High school students will take the Pennsylvania Keystone Exams after completing Biology, ELA 10, and Algebra I trigger courses. Tests are administered at PCA or in the PENNCREST Central Office. Families **must** provide transportation to and from the school on testing dates. Families **must** provide transportation to and from PCA on testing dates. Refer to specialized PCA testing calendar. Cyber work will not accumulate on state testing days.

Additional High School Assessments

- Armed Services Vocational Aptitude Battery (ASVAB) - 11th grade
 - All Juniors, no cost to student/family
- PSAT NMSQT - 10th and 11th grade
 - All Sophomores, no cost to student/family
 - Juniors may choose to opt-in, no cost to student/family
- Advanced Placement (AP)
 - Summer work may be required as part of the AP curriculum.
 - Students may choose to participate in the end-of-course exam.
 - Students/Families may request the district pay the full cost of AP tests
- High School Civics Test - U.S. Government course

Guidance counselors announce testing.

Student Assistance Program (SAP)

A trained group of school faculty and administration members, known as the Student Assistance Team, provides services to students experiencing emotional and self-management difficulties, including drug or alcohol problems, family crises, and other matters. Teachers, parents, or other students can make referrals to the team. All information is kept confidential and the student's family is closely involved after an initial assessment is done on the referred student. Services that can be provided include personal counseling, family-related counseling, drug/alcohol counseling, topical group sessions, and referral for more intensive services. School co-facilitators work with service providers from outside agencies to provide these services.

Restitution

Students owing money to the school for lost/broken/stolen/damaged items (or for any other school debt) must satisfy this debt before they will be permitted to attend school-sponsored dances and activities, (such as Prom), receive their schedules prior to the 1st day of school, receive their diplomas, or earn/maintain Senior Privilege.

Ipads, as well as, Apple bricks and cords are all due to the school office/PCA prior to receiving a diploma. If any item is missing or damaged, students will be responsible for replacing or paying for them prior to graduation.

Affidavit of Custody

An Affidavit of Custody must be completed for any student who is residing with someone other than his/her parent or legal guardian while attending any PENNCREST school. This is the responsibility of the legal parent/guardian. Please contact the school office with any questions.

Student Computer Usage

Students should use the web for curriculum-related reasons only. Students are reminded that they are held to the standards as defined in the acceptable use policy. (Policy 815)

Video/Audio Surveillance

To maintain proper standards of conduct for the safety of students, the use of video/audio recordings are located within school buildings and the outside grounds. Our utmost concern is the safety and well-being of the students. This is being done also to assist administration, contractors, and drivers for the purpose of observing behavior and preventing violation of rules and regulations.

Work Permits

Students under the age of 18 may not be employed, either part-time or full-time, without a work permit. Work permits are issued through any home school office. Parents must come to the school with a birth certificate or other verification of the student's age and obtain an application for a work permit. The employer must keep a copy of the work permit on file, and the student keeps the original. The Labor Department may assess fines of \$1000.00 per day against employers who hire students without work permits.

Electronic Devices/Technology

Cell Phones (Refer to Policy 237), the Board prohibits the use of personal electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time. Teachers will direct the student to the Director to surrender their cell phone. Failure to surrender the cell phone to an administrator will result in disciplinary action for insubordination. Any student found violating the cell phone policy will have their phone confiscated and returned at the end of the day; to a parent or guardian on any subsequent offenses. Disciplinary action may be taken as well with each offense.

CELL PHONE POLICY

PHOTOS, VIDEOS, AND PHONE CALLS ARE PROHIBITED



NO PHONES IN USE

- LOCKER ROOMS
- RESTROOMS
- OFFICES
- FIRE DRILLS
- LOCKDOWN
- ISS/REFOCUS ROOM
- CLASSROOMS
- HALLWAYS

USE ONLY UNDER TEACHER DIRECTION

MAY USE YOUR PHONE

- To call for a ride from the Drop in Center
- Emergency

ACTIVITIES & ORGANIZATIONS

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. 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. Which are; first, consult with the head coach, second consult the athletic director, and third consult the principal. Please schedule a conference in advance.

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.

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 said program.

PIAA and League Regulations

PENNCREST is a member 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 booing officials or players

Rules Governing Student Eligibility

Residency: Students must be residents of the PENNCREST School District and comply with P.I.A.A. Residency Requirements. Students not residing with natural parent/s (including affidavit students) must notify the athletic director for clarification concerning eligibility.

Age: If the maximum age of nineteen (19) is attained on or after July 1, the student shall be eligible to compete through that school year.

Medical Physicals: Each student-athlete is required to obtain a physical or recertification for each sport. Sport physicals may be obtained after June 1. This examination may be given by the school physician or family physician.

Student Handbook: Each student-athlete must return a signed parent/student acknowledgment form (last page of student handbook) to the coach prior to participation in any competition.

Attendance: Any student who is absent from school all or part of the school day without urgent reason, doctor or dental excuse, will not be permitted to practice or participate in any sport on that day.

(continued)

The principal will make the final determination as to the acceptability of an excuse. In addition, the principal will make the final decision as to a student athlete's eligibility for a particular day when the student is tardy.

Academic Eligibility: If a student earns one (1) "F," the student is eligible at the discretion of the **coach**. If a student earns two (2) or more "Fs," the student is ineligible for competition but may practice at the discretion of the **coach**. An ineligible student may not dress for any competition, sit with the team or travel to away events on school transportation. Eligibility shall be cumulative from the beginning of a grading period and be reported on a weekly basis. This policy shall be in effect for all athletic competitions including postseason competitions and/or playoffs.

*The student's *Actual Grade* in each course is used to determine Academic Eligibility.

PIAA Constitution/By-Laws, Article X Curriculum Section 1 Weekly Academic Eligibility

Weekly grades are closed on Thursday and academic eligibility is calculated every Friday. A student-athlete's ineligibility begins immediately following Sunday through Saturday. Students with two failing grades will not be given permission to participate in the following week, even if they have raised their grades to passing.

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).

(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 another 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. Before/after 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, tryout, 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 form from a principal or athletic director. These forms are available in the office 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 principals and/or athletic director will make the final determination when students do not travel from events with the team.

School Dances

All rules followed during the brick and mortar school day apply to dances held after school hours and dances held in other locations. Student behavior is expected to be maintained at all times. Furthermore, the principal reserves the right to forbid a student from entering a dance and asking a student to leave prior to the conclusion of the dance. Students must sign in any visitors to a school dance before the end of the school day on which the dance is held. They must also provide the name and phone number for the school which the guest is currently attending. Any guest between the ages of 18 - 20 years of age must meet with the principal or designee. Anyone 21 or over will not be permitted to enter. Failure to follow these procedures will result in the visitor being turned away at the doors. There will be no exceptions made for guests.

*PCA students are permitted to attend home school dances without being signed up by another student.

**MHS, CSHS, or SHS students signing in guests will be held responsible for all behavior of that guest while on school property.

SCHOOL POLICIES & PRACTICES

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 2 weeks.
 - If the student meets the goals within the *PCA Success Plan*, the student is released from the plan. The Director may permit a student to have a *PCA Success Plan* longer than 2 weeks given the student is making meaningful progress.
 - 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 or cell phone policy, 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.

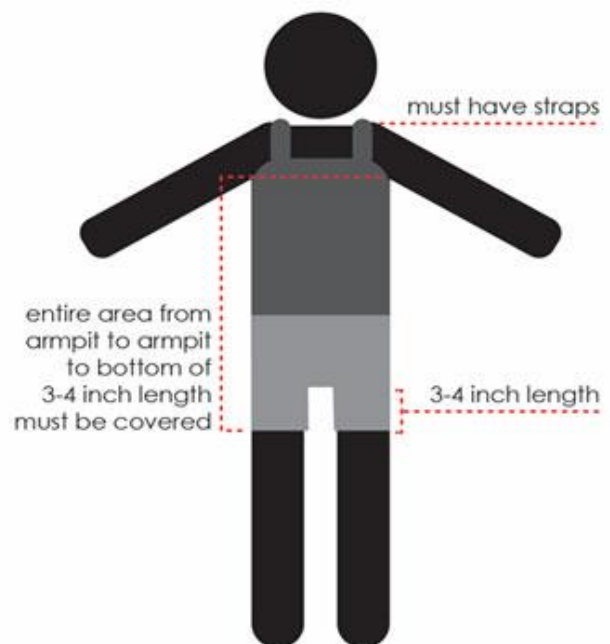
Dress Code

While student and teacher dress is to a degree a matter of personal expression and choice, PENNCREST strives to promote a businesslike atmosphere and encourages all to “dress for success.” Commonly accepted workplace standards will be the guideline for dress and appearance while students utilize the Drop-In Center.

Minimum Requirements

- See image below for top and bottom requirements.
- Shoes must be worn at all times and should be safe for the school environment, (bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.)
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headwear including hats, hoodies, bandanas, and caps are not allowed unless permitted for cultural, religious, medical, or other reasons by school administration.
- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any protected classification.
- Sunglasses may not be worn inside the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

*Students who are not in compliance with the dress code will be asked to remedy the situation. This may result in a phone call to parents, or the student may be provided clothing from the nurse, gym, or office. Students may also be required to tie loose fitting pants. Blatant or repeated violations may result in disciplinary actions.



**RESOLUTION BY THE PENNCREST BOARD OF DIRECTORS TO ENSURE EQUAL ACCESS
TO ALL AND ENSURE PROTECTION OF ALL STUDENTS**

WHEREAS, the School District Board of Directors desires to record in the minutes of its Regular Business Meeting a Resolution of respect for all school district staff, students and visitors; and

WHEREAS, Board of Directors desires to make a formal declaration to the Parents of the students of the School District to protect their minor children;

WHEREAS, the PENNCREST School District does not discriminate and will not tolerate hate on the basis of race, color, national origin, ethnicity, sex, disability, age or religious belief in its programs and activities and provides equal access to all;

WHEREAS, the School District Board of Directors does not tolerate any kind of bigotry real or manufactured;

WHEREAS, all the students of the PENNCREST School District are minors protected to the full extent of the law;

BE IT RESOLVED, THE PENNCREST School District Board of Directors will support the fundamental conviction that all individuals are entitled to equal protection under the law and in particular all minors who are the most vulnerable. The Board of School Directors firmly believe that the District's students are the most valuable assets to the parents and to the District. Therefore, any act that would go against the equal protection under the law and would harm the District's students will be aggressively investigated and the guilty will be punished in accordance with the District's policies and the Laws of the Commonwealth.

Adopted this tenth day of February 2022.



PENNCREST
EMPOWERING LIFE-LONG LEARNERS

Student Rights and Responsibilities

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Parent/Student Annual Notices & Student Code of Conduct 2022-2023

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 14, 2022)

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.

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 130 Steele Street Cambridge Springs, PA 16403	814-398-4636
Maplewood Elementary School 32695 State Hwy 408 Townville, PA 16360	814-337-1659
Saegertown Elementary School 18741 State Hwy 198, Suite 102 Saegertown, PA 16433	814-763-2314

SECONDARY SCHOOLS

Cambridge Springs Junior Senior High School 641 Venango Avenue Cambridge Springs, PA 16403	814-398-4631
Maplewood Junior Senior High School 30383 Guys Mills Road	814-337-1673

Guys Mills, PA 16327

Saegertown Junior Senior High School
18079 Mook Road
Saegertown, PA 16433

814-763-2615

2022-2023 Annual Notices

- I. **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 under the Student Services section.
- II. **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.

- III. **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 under the Student Services section.
- IV. **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 under the Student Services section.
- V. **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 advanced 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.

- VI. **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
- VII. **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.
- VIII. **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.
- IX. **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.

- X. [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.
- XI. **Covid-19** - For the health and safety of the PENNCREST Community, students and families must follow the PENNCREST Health & Safety Plan and established Covid-19 protocols.
- 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.

2022-2023 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)

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 infringing 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 (4th) 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 Hearings: 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. 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:

<https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx>

- 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.

School Safety and Security

Please visit <https://www.penncrest.org/departments/school-safety> for the comprehensive All Hazards & Emergency Operations Plan.

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, 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 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 (4th) 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 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.



PENNCREST
EMPOWERING LIFE-LONG LEARNERS

**Student Rights and Responsibilities Signatures
Parent/Student Annual Notices & Student Code of Conduct
2022-2023**

1. I confirm that I have received and reviewed an electronic copy of the 2022-2023 PENNCREST Student Rights and Responsibilities, Student Code of Conduct and Annual Notices.
2. I understand my rights and the consequences that will occur should I choose not to follow the school and District rules, procedures, policies and the Crawford County Truancy Protocol (Student Attendance).
3. 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. 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 filing a complaint with the local magistrate. Students are 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.
4. Opt-out use of student image or likeness:

I do not give permission to the PENNCREST SD to use or publish the photograph and/or work of the student listed below to official PENNCREST webpages, social media outlets, etc.

Initial here if desired: _____

Student Signature: _____ Date: _____

Print Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____