

# Tidioute Community Charter School



## Student Handbook 2013-2014 Grades K-12

Dear Tidioute Community Charter School Students/ Parents/Guardians:

Greetings and welcome to the TCCS. Our handbook has information about our policies and school procedures that ensure student success. Please read and keep this book for reference and return the student/parent acknowledgement.

Student success as TCCS envisions it is a partnership between students, parents, teachers, administration and the community. A working knowledge of expectations is important to this goal. Students are required to complete the required amount of credits for graduation. Curriculum has been developed to teach courses that relate to PA Chapter 4 Standards Based Instruction.

We look forward to helping your children succeed.

Sincerely,

Dr. Douglas Allen  
CEO  
Tidioute Community Charter School



## **The Tidioute Community Charter School does**

Hereby notify parents and guardians of children with disabilities age 3-21 of the availability of Special Education Services, under the requirements of Chapter 14 of the School Code, to meet these children's unique educational needs.

Every school has a screening and evaluation process to identify students who may require Special Education Services. If parents or guardians think their child might need Special Education Services, they can refer their child by contacting the principal of the school which the child attends, the school district Central Administration Office, or the Intermediate Unit. Screenings and evaluations occur throughout the year and also during registration for Kindergarten.

Available programs and services, at no costs to parents, include:

Early Intervention - For children ages 3-5 with developmental delays and disabilities.

Learning Support - For students with Learning Disabilities or mild Mental Retardation.

Emotional Support - For students with emotional problems and/or mental health disorders.

Sensory Support - For students who are Deaf, Hard of Hearing, Blind, or Visually Impaired.

Physical Support - For students with Cerebral Palsy, Muscular Dystrophy and other physical disabilities.

Autistic Support - For students with Autism or Pervasive Developmental Disorder.

Multiple Disabilities Support - For students with two or more disabilities, one of which is Mental Retardation.

Life Skills Support - For students with moderate Mental Retardation who require instruction in daily living skills.

Speech and Language Support - For students with speech or language disorders.

Parents are also advised that in Pennsylvania, children with disabilities, who do not require special education, are protected by the regulations of Chapter 15 of the School Code. Parents who feel their child may be a child with a "protected handicapped" should contact the principal of the school their child attends for more information.

For assistance in contacting your school district or for learning more about your child's rights for a Free Appropriate Public Education (FAPE) call or write

Special Education Department

Northwest Tri-County Intermediate Unit

252 Waterford Street

Edinboro, PA 16412

Phone: (814) 734-5610

Toll Free: 1-800-677-5610

Notice is also given regarding the Confidentiality requirements school districts and Intermediate Units must follow in the evaluation, identification, and programming of children who may require Chapter 14 or Chapter 15 services. Records generated by this process, as well as records sought from non-school agencies, are confidential and protected by both Federal and State Legislation.

Information to and from outside sources cannot be requested or released without the parent's written consent. All records are kept under lock and are mechanically destroyed when they no longer have educational relevance. The school does not disclose personally identifiable information. Information about confidentiality will be provided to parents or guardians at the time of the evaluation referral.

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# Tidioute Community Charter School Handbook 2012-2013

School Colors.....**Black & Orange**  
School Mascot..... **“Bulldog”**

## TCCS Alma Mater

Our strong bond can ne-er be broken,  
Once was Tidioute High  
Far surpassing wealth unspoken,  
Sealed by friendship’s tie.

Alma Mater, Alma Mater  
To our hearts so near,  
Our love sought thought the charter  
That we hold so dear.

With the help of our Alumni  
Our new charter was born.  
Without this, our education  
From us would be torn

Alma Mater, Alma Mater  
With the charter we’ve formed,  
We now have new ways of learning  
That have changed us forevermore.

**Tidioute Community Charter School**  
**Tidioute, Pennsylvania**  
**2013-2014 School Calendar**

2013/2014		Staff/ Month		Student/ Month		Act 48 Days
Wed.	Aug. 14 Professional Development Day for Teachers- No School for Students					
Thur.	Aug. 15 Professional Development Day for Teachers -No School for Students					
Fri.	Aug. 16 Professional Development Day for Teachers-No School for Students					
Mon	Aug 19 Professional Development Day for Teachers- No School for Students					
Tues.	Aug 20 <b>First Day of School for Students</b>	13	13	9	9	4
Mon.	Sept 2 Labor Day – No School	20	33	20	29	0
Mon.	Oct. 14 Professional Development Day for Teachers – No School for Students	23	56	22	51	1
Wed.	Nov. 27 Thanksgiving Vacation Begins- No School	18	74	18	69	0
Tues.	Dec. 3 Thanksgiving Break Ends- School Resumes					
Fri	Dec 20 Christmas Vacation Begins – No School	13	87	13	82	0
Thur.	Jan 2 Christmas Vacation Ends – School Resumes					
Tues.	Jan 14 Second Semester Begins					
Mon	Jan 20 Professional Development Day- No School for students	22	109	21	103	1
Mon	Feb 3 Snow Makeup Day – No School					
Mon	Feb 17 Snow Makeup Day- No School	18	127	18	121	0
Mon	Mar. 10 Snow Makeup Day – No School	20	147	20	141	0
Thur.	April 17 Snow Makeup Day – No School					
Fri.	April 18 Easter Vacation Starts – No School					
Tues.	April 22 Easter Vacation Ends – School Resumes	19	166	19	160	0
Fri	May 23 Snow Makeup Day – No School					
Mon	May 26 Memorial Day – No School					
Fri	May 30 Last Day of School./ Commencement	20	186	20	180	0
Student dismissed at 11:00am Staff dismissed at 3:15						
Totals:		186	186	180	180	

Snow Make-up days will occur in the following order:

1. Feb 3
2. Feb 17
3. Mar. 10
4. April 17
5. May 23

## Bell Schedule 2013-2014 Tidioute Community Charter School

Release to Lockers	7:55		
Period 1	8:00	8:49	49 minutes
Period 2	8:52	9:34	42 minute
Period 3	9:37	10:19	42 minutes
Period 4	10:22	10:53	31 minutes
Period 5	10:56	11:38	42 minutes
<b>Elementary Lunch</b>	11:00	11:30	30 minutes
<b>Middle School Lunch</b>	11:41	12:11	30 minutes
Middle School Period 6	12:14	12:56	42 minutes
<b>High School Lunch</b>	12:26	12:56	30 minutes
High School Period 6	11:41	12:23	42 minutes
Period 7	12:59	1:41	42 minutes
Period 8	1:44	2:26	42 minutes
Period 9	2:29	3:11	42 minutes



Test Schedules and Dates

2013 – 2014			
08/20/2013		-	05/30/2014
Semester 1 08/20/13 - 01/11/14		Semester 2 01/15/14 - 05/30/14	
Quarter 1 08/20/13 – 10/23/13	Quarter 2 10/24/13 – 1/13/14	Quarter 3 1/14/14 – 3/21/14	Quarter 4 3/24/14 – 5/30/14

**Progress Reports Due:**

Quarter 1 = Friday September 20

Quarter 2 = Friday November 29

Quarter 3 = Friday February 14

Quarter 4 = Friday April 25

**Grades will be finalized on:**

Quarter 1 = Friday October 25

Quarter 2 = Wednesday January 15

Quarter 3 = Tuesday March 25

Quarter 4 = Monday June 2

**Classroom Diagnostic Tools Exams**

- Test dates to be determined.

**IOWA Test:** Elementary: January 2<sup>rd</sup> and 3<sup>rd</sup>

**SAT 10 Test:** Grades 7-12: January 2<sup>nd</sup> and 3<sup>rd</sup>

**PSSA Test Schedule:**

Writing (grades 5, 8)	March 31 <sup>th</sup> , 2014 – April 4 <sup>th</sup> , 2014
Math and Reading (grades 3-8)	March 17 <sup>th</sup> , 2014 – March 28 <sup>th</sup> , 2014
Make-up for Math and Reading	March 31 <sup>st</sup> , 2014 – April 4 <sup>th</sup> , 2014
Science (grades 4, 8)	April 28, 2014 – May 2 <sup>nd</sup> , 2014
Make-up for Science	May 5 <sup>th</sup> , 2014- May 9 <sup>th</sup> , 2014

**Keystone Test Schedule:** Algebra I, Biology, Literature

Winter:

Wave 1: December 2-13, 2013

Wave 2: January 8-22, 2014

Spring:

May 12-23, 2014

Summer:

July 28- August 1, 2014

# TIDIOUTE COMMUNITY CHARTER SCHOOL

## EDUCATIONAL PHILOSOPHY / MISSION

### Mission Statement

*The mission of the Tidioute community Charter School is the development of the mind, soul, and physical well being of our students through the creation of a safe environment, community involvement, innovative teaching practices, individualized attention and, a mentor program that will result in a world class education in a small town environment.*

The school in Tidioute is the heart of the town. Although a part of the large, sprawling Warren County School District since consolidation in the 1970s, Tidioute has maintained a separate identity. The school district's response to the need to educate children scattered across the rural county has been to transport them to large schools. Tidioute Community Charter School represents a philosophical and pedagogical alternative to school consolidation. TCCS offers a small school in a beautiful natural setting that is embedded in its locale. TCCS will use the environment of a small town on a scenic river that depends substantially for its economy on a seasonal population and businesses addressed to outdoor leisure activities. Instead of removing children and young people from this environment, TCCS will use the community and the environment to teach citizenship, entrepreneurship and resource management-to teach relationships and interdependence. In doing so, TCCS hopes to give its students the independence to leave and the tools to stay, should they desire.

To offer this educational alternative, TCCS will offer a rich curriculum that is rigorous and innovative, rigorous in range and depth of coursework but innovative in the emphasis on projects and mentorships. Students will flourish in the differentiated classroom where their particular learning styles and learning process will emerge in interaction with teachers and peers. Assessment will be ongoing, contextual, and authentic.

The TCCS learning environment is one in which students will not be taught facts and rules to apply rotely and to restate on examination; in contrast, students will be expected to move from facts, to concepts, to principles, to attitudes, and then to demonstrate skills. This approach to teaching and learning is well-grounded in educational philosophy and psychology. By adopting this approach, TCCS intends to graduate seniors who are able to negotiate a place in the world of family, community, education, and work.

## **TIDIOUTE COMMUNITY CHARTER SCHOOL**

### **BOARD OF TRUSTEES**

Mr. Albert Haney, President  
McGuire Run Road  
Tidioute, PA 16351  
814-484-7109

Mr. James Guerra  
349 2<sup>nd</sup> Street Box 83  
Pleasantville, Pa 16341  
814-589-7168

Mrs. Julie Lindemuth, Vice President  
310 Main Street  
Tidioute, PA  
814-484-0225

Mr. Mike Heenan  
17 Scott Street  
Tidioute, Pa 16351  
814-484-3899

Mr. Ronnie Weller, Treasure  
723 Whig Hill Road  
Tionesta, Pa. 16353  
814-463-0084

Mr. John Weaver  
116 Valley View Lane  
Tidioute, PA 16351  
814-484-7416

Mrs. Sandra Ringel, Secretary  
2865 Youngsville Road  
Tidioute, PA 16351  
814-688-3410

Mr. Jim Ziegler  
1943 Tidioute Enterprise Road  
Tidioute, Pa 16351  
814-484-3597

Mrs. Ivorie Fors  
1727 Rocky Ridge Road  
Pittsfield, Pa 16340  
814-563-4267

## **Annual Notice of Parents' Rights Under The Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 ("eligible students") certain rights with respect to student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day that TCCS receives a request for access.

Parents or eligible students should submit to the CEO a written request that identifies the record(s) they wish to inspect. The CEO will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

No fee can be charged for the retrieval of education records. Should the parent request a copy of their child's education records; the TCCS will charge a copying fee of \$ 0.25 per page. (This fee may be waived by the CEO).

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the TCCS to amend a record that they believe is inaccurate or misleading. They should write to the CEO, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the TCCS decides not to amend the record as requested by the parent or eligible student, the CEO will notify the parent 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 or eligible student when notified of the right to a hearing.

The parent or eligible student may also write a statement outlining their objection to the record. This statement will be attached to the document in question and will remain in the student's file for the length of time that the document continues to be a part of the student's education record.

3. 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 education interests. A school official is a person employed by the TCCS as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a special task (such as an attorney, auditor, medical consultant, or therapist); a person 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 education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request the TCCS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the TCCS to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

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

## **CAPTIVATE**

### **(Community and Parents Together Involved in Volunteering and Teaching Excellence)**

Services of volunteers may be accepted by the Board, the CEO, the support staff, teachers and coaches. Volunteers will be required to complete a “Volunteer Application Form” and to obtain Act 34, Act 151, and Act 114 clearances.

Volunteers may come from all backgrounds and all age groups and may include any person willing to give their time to help student and school staff members. Volunteers may be involved in virtually every facet of the operation of the school, working with students on a one-to-one basis or performing tasks not involving students. Volunteers are to be used in a manner that supplements the existing programs.

School personnel will identify appropriate tasks for volunteers. Volunteers may not provide transportation to students in their personal automobiles for any school-sponsored activities.

The CEO is responsible for developing procedures for the recruitment of volunteers and establishing guidelines covering their use throughout the school. The CAPTIVATE handbook is available upon request.

#### **\*\*\*\*PRINCIPAL/CEO’S AUTHORITY\*\*\*\***

Section 1317 – Pennsylvania School Code states: Authority of Teachers, Vice Principals, and Principals over Pupils. Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1963, P.L. 315).

#### **\*\*\*\*AUTHORITY OF THE FACULTY\*\*\*\***

The faculty and administration are authorized by the Pennsylvania School Code to exercise the same authority in supervising students as their parents. The faculty may take whatever reasonable action is necessary to maintain a safe, orderly, non-disruptive school environment.

**\*\*\*\*GUIDELINES FOR PARENT-TEACHER CONFERENCES\*\*\*\***

- 1) Teachers are pleased to discuss with parents any questions or concerns about their child or educational program.
- 2) However, the education program functions best with the fewest interruptions. Please avoid disrupting class during instructional times.
- 3) We would like to take this opportunity to encourage your cooperation in following a few basic guidelines to effectively communicate with school personnel:
  - A. Parents/guardians should communicate first with teachers regarding classroom problems.
  - B. Appointments for private conferences with teachers should be made in advance by contacting the secretary of the building.
  - C. All visitors to the school are to report to the office to sign-in and obtain a visitors badge.
  - D. Problems, which cannot be resolved during parent-teacher conferences, should be taken to the CEO.
  - E. Formal scheduled Parent-Teacher Conferences are conducted twice yearly. Please refer to the school calendar for exact dates.

**\*\*\*\*CUSTODIAL RIGHTS\*\*\*\***

The TCCS will direct all communication to the student's natural parents or guardians. When custodial rights are changed from both natural parents to another arrangement of guardianship or custodial care, the school should be presented with legal documentation. Court Orders of this nature should be registered with the CEO. The school may request notarized statements where custodial arrangements are informal.

Legal Parents/Guardians not living at the same address as the student may request school information by contacting the building secretary.

**\*\*\*\*ATTENDANCE REQUIREMENTS\*\*\*\***

Research shows that success in school is highly correlated with regular school Attendance. Missing school or classes at TCCS is discouraged for children's success in life.

See TCCS Attendance Policy contained in the TCCS discipline handbook.

**Policy Statement:** The Board of Trustees of the Tidioute Community Charter School requires that school-aged students enrolled in the school attend school regularly in accordance with the laws of the state. The educational program offered by this school is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. As the Board believes there is an educational nexus between classroom presence and grading and that class attendance is relevant to the pupils' overall performance and grades, it is the policy of the Board that pupils who are "truant" or have missed class due to unexcused or illegal absences will receive a zero for the class for the days which were actually missed by the student. **Furthermore, failure to maintain at least a 90% attendance rate (missing more than 18 days of school without proper documentation or extenuating circumstances) is considered grounds for dismissal of the student from the Tidioute Community Charter School.**

### **Truancy:**

A child is allowed three (3) illegal days of absence during his/her K-12 academic career prior to the age of seventeen (17) at which time compulsory attendance no longer applies.

### **Excused Absence:**

1. Illness of pupil
2. Quarantine
3. Death in immediate family and/or relative residing in the same house.
4. Impassable roads
5. Short-term family emergency
6. Pre-arranged medical or dental appointment
7. Bonafide religious holidays
8. Educational tour/trip not school sponsored, approved by CEO
9. School supervised trips or tours
10. Religious instruction
11. If a student is suspended, the absence will be marked as excused

### **Unexcused Absence:**

1. Reasons not defined in the above list of excused absences
2. Truancy
3. Unapproved trip
4. Illegal employment
5. Missing the bus
6. Hunting
7. Oversleeping
8. Leaving school without office permission
9. Failure to bring an excuse to school upon return.



### **\*\*\*\*APPOINTMENTS\*\*\*\***

Remember that each time a student is absent from class, he or she misses something important. Parents should please try to schedule out of school student appointments (medical, dental, etc.) after school hours. When this is impossible, consult the bell schedule to find the least disruptive time for your child to be absent.

No student will be allowed to leave school or the school grounds for any reason without permission from the office. A student having an appointment with a doctor or dentist during school hours must bring a note to school signed by the parent indicating the date, time, and type of appointment. This note must be presented to the homeroom teacher the morning of the appointment or earlier. Before leaving and when returning, the student must check in and out in the office and a parent or guardian must sign them out. Emergencies are the exception.

### **TARDINESS/LATE ARRIVALS**

8:00 AM – 11:00 AM- Any student arriving during this time is tardy. The student may be marked ½ day absence depending on the time and reason for the late arrival. An accumulation of three (3) tardies will result in the assignment of after school detention.

11:00 AM to 3:11 PM- Any student arriving during this time period will be marked ½ day absent and may be marked absent the entire day depending on the time and reason for the arrival.

### **LEAVING SCHOOL EARLY**

8:00 AM – 11:00 AM AM – Any student leaving during this time period and does not return will be marked absent ½ day absent and may be marked absent the entire day depending on the time and reason for leaving.

11:00 AM – 3:11 PM – Any student leaving after during this time period may be marked ½ day absent depending on the time and reason for leaving.

### **\*\*\*\*EDUCATIONAL TRIPS AND TOURS\*\*\*\***

The TCCS will use the following procedure to authorize legal absences for students who will be on family education tours and trips:

1. The parent must contact the CEO in advance explaining the nature and extent of the tour, trip and /or activity and its expected educational value.
2. This call or visit should state that the child will be under the direct supervision of the parent or guardian.
3. The student is responsible for all work missed and will have the opportunity to make up the work without penalty.
4. Approval is to be requested before leaving on the tour, trip or activity.
5. The CEO is required to maintain a copy of the letter/ visit and approval in the child's file for future reference.

The CEO is authorized to make the decision on approving these requests. Any trip over one (1) week in length must be decided on by the CEO.

**\*\*\*\*EMERGENCY BUILDING EVACUATION\*\*\*\***

**See Critical Incident Plan (a copy will be provided upon request).**

**\*\*\*\*TWO HOUR DELAY / INCLEMENT WEATHER\*\*\*\***

The two-hour delay or school-closing announcement will begin at 6:00 AM and a decision to close school from a two-hour delay will be made by 7:30 AM or earlier. In the event of a delay please follow your home schools schedule. In the event of a school closing please follow Warren County School districts schedule. If you reside in another District outside of Warren County you will follow your home District’s cancellations as well as Warren County.

Please listen to:

Warren	WNAE/WRRN/WKND
Corry	WWCB
Kane	WLMI
Erie – TV	WICU TV/ WJET TV/ WSEE TV
Penn State TV	WPSX
Jamestown	WJTN/WHUG/WCOT
Ridgeway / St. Mary’s	WDDH

**Kindergarten is still in session during a two – hour delay.  
Breakfast will not be offered on these days.**

**\*\*\*\*TWO HOUR DELAY\*\*\*\***

In the event that a two hour delay is declared, students will be admitted at 10:00 a.m. with homeroom to begin at 10:05 a.m. Buses will also pick up their riders two hours later than normal.

**\*\*\*\*TRANSPORTATION\*\*\*\***

Safety and the proper social attitude concerning bus transportation as well as in all phases of the school program are of prime concern to us.

.If any changes are made to your child’s pick up local or drop off location TCCS needs to be contacted first. Parents will need to fill out paperwork for the address change. This is imperative in order for your child to continue their education at TCCS. Contact Kari Selfridge in the TCCS Office @ 484-3550.

Transportation of students on a school bus is a *privilege* that may be revoked. Any behavior by a student or a group of students, which infringes upon the rights of other individuals who might be riding on the bus at the same time or which

endangers the lives of all passengers by interfering with the bus driver's ability to maintain control of his vehicle, will not be tolerated.

Parents are asked to review the BUS RULES AND REGULATIONS found in the TCCS student handbook and discipline handbook with their children. A pupil who cannot maintain self-discipline forfeits this privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and school standards on the bus. While on the school bus, the student is under the authority of and directly responsible to the bus driver. THE BUS DRIVER DOES NOT HAVE THE AUTHORITY TO REMOVE A STUDENT FROM THE BUS. If a bus suspension is necessary, you will be contacted by the CEO.

### **BEHAVIOR ON SCHOOL TRANSPORTATION (MINOR OFFENSE)**

Students must sit in assigned seats facing forward; students must follow driver's instruction and must refrain from pushing, hitting, creating unreasonable noise or distractions, opening windows against driver's orders, placing hands or body out of window, harassment of persons outside the vehicle or similar offenses that pose a hazard to the safety/welfare of other students, the driver, or persons outside the vehicle.

**First Offense** – Warning and parent will be notified.

**Second Offense** – 1 week suspension of riding privileges.

**Third Offense** – 1 month suspension of riding privileges.

**Fourth Offense** - Suspension of riding privileges for the balance of the school year. (A review of the case will take place after 30 school days and will include a meeting with the CEO, parents, students, and driver)\*\*

### **BEHAVIOR ON SCHOOL TRANSPORTATION (MAJOR OFFENSE)**

Students shall refrain from fighting, damaging the vehicle, throwing objects out windows, operating any exit doors or similar offenses that pose the threat of serious danger to the safety and welfare of students, the driver or persons outside of the vehicle.

**First Offense - Suspension** of riding privileges for 3 to 30 days.

**Second Offense - Suspension** of riding privileges for a minimum of 30 days. (A review of the case will take place after 10 school days and will include a meeting with the CEO, parents, and driver.)\*\*

**Third Offense - suspension** of riding privileges for the remainder of the school year. (A review of the case will take place after 10 school days and will include a meeting with the Administrator, parents, and driver.)\*\*

**Students will be held responsible for damages to any school bus.**

**\*\*The review meeting will be an opportunity for student, parents, driver, and CEO to discuss the suspension. If the review reveals that the student/parents have developed an understanding of acceptable behavior, reinstatement of bus riding privileges could result. It will be the responsibility of the parent to contact the CEO to schedule the review meeting.**

Change of Bus (one day)

Principal, bus drivers and parents have asked if students are allowed to ride a school bus other than their regular delivery bus. **Students will not be allowed to ride a bus they are not assigned to, even in the case of an emergency.**

**\*\*\*\*VISITORS ON SCHOOL PROPERTY\*\*\*\***

For the safety of our students, all visitors to the school building during normal hours shall be required to register with the office immediately upon arrival at and prior to leaving the school. Visitors will be asked to wear a visitor's badge at all times while in the school.

**\*\*\*VISITORS\*\*\***

Students who wish to bring a visitor to TCCS must secure a “**Visitor Pass**” from the CEO **prior** to the day of the visit and each of her/his teachers must initial or sign the form. The signed “Pass” must then be submitted to the CEO. **Students who are enrolled in TCCS are not permitted to visit other schools in the district when school is in session.**

Student visitors are not permitted on TCCS grounds unless the reason is educationally based, and the visitation approved by the CEO.

**\*\*\*\*HALL PASSES\*\*\*\***

If a student has occasion to leave a classroom he/she must sign out and receive a hall pass from the teacher. Students are reminded that they are to go directly to the destination given the teacher. Failure to do so may result in the restriction of these privileges.

**\*\*\*\*BREAKFAST AND LUNCH PROGRAM\*\*\*\***

The TCCS operates a breakfast and lunch program under the direction of the United States Department of Agriculture. Students have a choice of two menus.

Lunch money is collected daily. Free and reduced price lunch programs are available to families who meet the state guidelines. Applications are sent home at the beginning of the year (if you do not receive one, please contact the school office).

The student's lunch period is thirty minutes. At the beginning of every month, a menu is given to each student. If students have to charge a lunch or breakfast, payment should be made on the next school day. Parents will receive a note if payment is not received.

#### **\*\*\*CAFETERIA RULES\*\*\***

Students are expected to use good manners at all times. Students will remain seated at all times except when getting in line for food or disposing of garbage. Students will clean up any spilled food or garbage. Physical activity will not be tolerated. Students are to travel to and from the cafeteria in a quiet and orderly manner, since other classes are in session. For safety, lunchroom monitors request that students not bring glass containers to school.

#### **\*\*\*STUDENT INSURANCE COVERAGE\*\*\***

TCCS DOES NOT purchase accident/health or hospitalization insurance or ambulance services for any of our students. It is the responsibility of the parents to provide this coverage. It is suggested that you review your insurance coverage in these areas if you have a student participating in athletics and/or extra-curricular activities.

1. Ambulance Service – consider purchasing coverage from an agency in your local area. This is usually provided by a fire dept. /ambulance service or coverage can be provided by local insurance agents as part of a total accident/health package.
2. Accident and Hospitalization Coverage – this can be purchased for a nominal fee from a local insurance agent. Make sure your child's sport and/or activity is included in the coverage.
3. Student Insurance Plan – please review the student accident insurance policy available through a local insurance agency. (This policy does not cover football or wrestling participation.) Insurance is also available through the school (please contact the school for details).

#### **\*\*\*HEALTH SCREENINGS\*\*\***

Screening activities are held on an ongoing basis. The purpose of screening is to identify students who may need further evaluation. Areas screened are as follows:

1. Height and weight – every year.
2. Vision screening –every year.
3. Hearing screening – Grades K, 1,2,3,7, & 11.  
(Screening may be done in other grades if there has been a problem.)
4. Dental examination – Grades K or 1, 3, & 7. (This is an examination only, no

- reconstruction.)
5. Physical examination – Grades K or 1, 6, & 11. (This is an examination only, no treatment.)
  6. Scoliosis screening – Grades 6 & 7. (This exam is done visually.)
  7. Blood Pressure Screening – Grades 8 & 12.
  8. Tuberculosis Test – K or 1 and 9<sup>th</sup> grade. This test shows whether or not TB germs are present. It does not mean your child has active TB.

Physical exams will be given in 1<sup>st</sup> grade if the child never attended kindergarten

**\*\*\*\*EMERGENCY HEALTH RECORD\*\*\*\***

Please assure that the Parent Emergency Consent Form is completed and on file at the school within the first three (3) days of the school year. This information is extremely important in locating parents for student illness, accident or other emergencies. This information will be used in the event of an early dismissal should a major emergency occur.

**\*\*\*\*HEALTH SERVICES\*\*\*\***

Students who become ill during the school day may report to the nurse's office (or the main office if the nurse is not in the building). Students may not leave the building without permission from the nurse or main office and must also have parent or guardian permission before going home. Students leaving the building must sign-out in the office before leaving. Students may not drive themselves home without parental permission.

**PLEASE do not send your children to school  
if they are ill in the morning.**

**\*\*\*\*MEDICATION POLICY\*\*\*\***

This is a review of the TCCS procedures for administering medication at school. Please read carefully.

1. All medications, both prescription and non-prescription, must be brought to school by a parent or guardian. Medication should never be brought to school by a student.
2. Medications must be brought to school in the original pharmaceutically dispensed and properly labeled container.
3. Medication Administration Consent permission forms must be completed by the student's physician and parent or guardian prior to the administration of medications (prescribed and non-prescribed) in school. The only exceptions of this procedure is that students are permitted to carry their inhalers after the permission forms are complete and they are also permitted to carry cough drops without permission forms.

4. Many medication schedules, including antibiotics, can be arranged to avoid administration during school hours. Please consult your physician when medications are prescribed.

5. Medications may only be administered by the Nurse, the CEO or one of their designees.

These procedures may be inconvenient, but they are in place to ensure student safety. TCCS will follow these guidelines carefully. Student safety is always a priority.

#### **\*\*\*\*RUMOR CONTROL\*\*\*\***

Rumors about safety issues and other school events can be disruptive to the education process and can cause undue stress among students, parents and staff.

Parents and students who hear rumors and stories should not spread them to others but instead contact the CEO. School officials can then investigate the rumor and share the facts with the school community.

Teachers and other staff will also work to quiet rumors by reporting them directly to the CEO who will investigate, determine the facts and inform the school community.

#### **\*\*\*\*ACT 145\*\*\*\***

##### **School Tobacco Control Act**

It is a summary offense for a pupil ages 6 – 21 who is enrolled in school to possess or use tobacco products or smokeless tobacco in a school building, on a school bus or on school property at any time. Students who are convicted, may be sentenced to pay a fine of not more than \$50.00 and pay court costs.

Act 145 became Pennsylvania Law on February 3, 1997. TCCS Discipline Policy shall also be in effect.

#### **\*\*\*\*ETHNIC INTIMIDATION AND HARASSMENT\*\*\*\***

Any and all types of ethnic or racial intimidation or harassment are considered unacceptable behavior and will not be tolerated. The TCCS has issued a zero tolerance policy for such behavior and offenders, if apprehended, will be dealt with in the harshest possible terms. The issue of ethnic sensitivity and awareness will be discussed with students and reviewed every school year. A frank discussion of this topic in the home might also serve a very useful purpose.

**\*\*\*\*FAMILY AND CONSUMER SCIENCE AND  
INTRODUCTION TO TECHNOLOGY\*\*\*\***

Students may have to pay for some materials used for special projects made in these areas. When completed, these projects become the property of the student and may be taken home. All bills for materials must be paid promptly.

**\*\*\*\*BOY-GIRL RELATIONSHIPS IN SCHOOL\*\*\*\***

**NO** physical contact by students is tolerated. Students violating this regulation will receive appropriate disciplinary action; students will be suspended if this behavior persists.

**\*\*\*\*BACKPACKS\*\*\*\***

It is the policy of TCCS to limit the use of backpacks during school hours. The students will be permitted to bring backpacks to school. If a teacher feels the backpack becomes a disruption to the learning environment they have the right to remove the backpack from the student during the class. If a staff member feels that there may be inappropriate items within the backpack, they have the right to search the backpack with another adult and the backpack owner present. The person carrying the backpack will be responsible for the contents of the backpack.

**\*\*\*\*DRESS\*\*\*\***

Dress reflects the quality of our school, behavior, and the student's school work. Students are expected to dress neatly in clothes suitable for school. Young ladies shirts - tops, have sleeves and must be worn long enough to be tucked in at the waist (if re-quested). Young men's shirt must also have sleeves and capable of being tucked in at the waist. Clothing which may constitute a disturbance or distraction to the learning environment should not be worn and will result in a student required to change. Students will not be permitted to wear clothing that negatively reflects the values of the TCCS discipline code. Examples of such clothing are those that promote the use of tobacco, alcohol, illicit drugs and those that are found to be sexually or socially offensive. Chains and bandannas also may not be worn while in attendance at school or during extra curricular activities.

The following is **not** acceptable dress:

- Halter tops or similar styled tops that expose a bare midriff
- Shorts, skirts, or skorts above mid thigh
- Bare feet, slippers, open toe sandals without a heel or ankle strap or flip flops
- Hats
- Clothing, patches, buttons or jewelry suggesting or depicting obscene gestures and or sayings
- Co-Ed Naked shirts or Big Johnson shirts or similar prints
- Any item or dress that directly or indirectly promotes or references alcohol, drugs, or racial epithet (example of indirect reference would be NASCAR shirt depicting a car advertising beer or cigarettes.)

Students may be required, however, to wear certain types of clothing while participating in physical education classes, or in extra-curricular activities.



### NO B's

Boxers showing  
Bras exposed  
Bare midriff (belly)  
Bare feet  
Bare thighs  
Bosoms/Busts  
Behinds/Buttocks  
Bed clothes  
Bawdry (bad words)

### \*\*\*\*Hair and Dress – School Cannot Regulate\*\*\*\*

- 1) In 1972, the United States Court of Appeals for the Third Circuit (which includes Pennsylvania) ruled that the Board's regulations governing the length of a student's hair were unconstitutional because "the governance of the length and style of one's hair is implicit in the liberty assurance of the Due Process Clause of the Fourteenth Amendment."
- 2) For regulations on hair length to be valid, the Board must show that there is an overriding public purpose to be served by limiting students' rights to appear in school with long hair. Such justification might include evidence that long hair causes an actual disruption or constitutes a health or safety hazard, but only after the fact, and not in the form of prior restraints. Where length of hair is a problem, as in a shop class, some type of hair covering should be considered. The student's right to govern the length of his hair includes facial hair also.
- 3) Students may be required, however, to wear certain types of clothing while participating in physical education classes, or in extra-curricular activities such as band.
- 4) Students have the responsibility to keep themselves, their clothes and hair clean. School Boards may not forbid the "reasonable" use of cosmetics.

Please see the TCCS discipline handbook for clarification.

**Staff discretion determines what is appropriate. Anything deemed inappropriate by staff is unacceptable.**

### **Failure to comply with the TCCS dress code will result in one or more of the following:**

- Student must change clothes.
- A phone call home to Parent/Guardian.
- The student will be sent home to change clothing.
- Parent conference.
- Detention
- Out of school suspension

## **MISCELLANEOUS INAPPROPRIATE BEHAVIOR**

Any student who engages in inappropriate behavior, not otherwise specifically addressed in this code, including but not limited to self-destructive behavior, behavior that may be harmful to other of the property of others, or other behavior which negatively reflects the values of this discipline code or the philosophy, goals, and aims of the District, will be subject to suspension or other disciplinary action. The discipline may include action by the building administrator as as a possible referral to the hearing officer for further discipline.

**\*\*\*ELECTRONIC DEVICES\*\*\***

**TCCS ELECTRONIC DEVICES POLICY**

The Board prohibits during the school day **use of** all electronic devices by students on school property from 7:55 a.m. to 3:11 p.m. and at school-sponsored activities with the exception of use in the classroom or for learning purposes as specified and supervised by an employee of TCCS. An electronic device is defined as any mechanical or electrical contrivance that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of common electronic devices include cell phones, iPods, MP3 players, CD players, media players, PDA's, computers, and calculators. Use deemed inappropriate from 7:30 a.m. to 7:55 a.m. will result in disciplinary consequences.

The Board prohibits **use of** personal communication devices by students during the school day from 7:55 a.m. to 3:11 p.m. in TCCS buildings, on TCCS property, and while students are attending school-sponsored activities during the school day. Use deemed inappropriate from 7:30 a.m. to 7:55 a.m. will result in disciplinary consequences.

**The Board prohibits use of** cellular telephones that have the capability to take photographs or record audio or video **during the school day in TCCS buildings**, on TCCS property **and** while students are engaged in school-sponsored activities.

The Board prohibits **possession of** laser pointers and attachments by students on school property. In addition, the Board prohibits **possession and use** by students of any device that provides for a wireless, unfiltered connection to the Internet.

TCCS shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

The CEO or designee shall annually notify students, parents/guardians and staff about the TCCS's electronic device policy by publishing such policy in the student handbook, newsletters, posted notices, and other efficient methods.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal, CEO or designee, or when use is provided for in a student's individualized education program (IEP).

Violations of this policy by a student shall result in disciplinary action and will result in confiscation of the electronic device.

The confiscated item shall not be returned to the student. The parent or guardian must appear at the school office during regular business hours to retrieve the item.

**Discipline consequences for cellphone and electronic devices**

Students violating the cellphone and electronic communication device policies will result in the following:

- **First offense:** Communication device will be held by the principal until the end of the day (3:10pm) at which time the principal or his designee will review the policy with the student and return the phone.
- **Second offense:** communications devices will be held by the principal until the parent picks the device up and the child will be assigned one hour of after school detention.
- **Third offense.** Communications devices will be held by the principal until the parent picks the device up and the child will receive one point and a one hour of after school detention for the third infraction. The principal reserves this option to ban this student's cellphone for the remainder of the semester or school year.

- **Four offence:** This student is banned from any use of communications devices for the remainder of the school year. The student will receive two points.
- Offences beyond four will be dealt with on a case by case basis.

**The school cannot be responsible for lost, misplaced, or stolen items.**

#### **\*\*\*\*STUDENT LOCKERS\*\*\*\***

All student lockers are and will remain the property of the school. For the safety of the students, employees, and school visitors; it is important that lockers not be used as repositories for controlled or dangerous items such as drugs, alcohol, weapons, and the like. Accordingly, while students are assigned lockers for storing books, belongings, and coats, such assignment does not restrict the right of the school officials to examine the lockers at any time when they believe it necessary to ensure the safe operation of the school.

A student using a locker that is the property of TCCS is presumed to have no expectation of privacy in that locker or its contents. Search of such lockers is permissible by school authorities, without prior warning. In as much as the student is advised not to have an expectation of privacy in such lockers it is suggested that any item in which a student has an expectation of privacy, be maintained upon that student's person or that the student not bring such item upon school premises. It is the students and parents responsibility to provide a lock for the student's locker. The TCCS cannot be responsible for lost, stolen, or misplaced items.

#### **\*\*\*\*SEARCHES\*\*\*\***

- 1) School authorities may search a student's locker and seize any illegal materials. Such material may be used as evidence against the student in disciplinary, juvenile or criminal proceedings. When a student's locker is being searched, the student shall be notified and given an opportunity to be present.
- 2) The courts have upheld the claim that school lockers are school property loaned or rented to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because, standing in loco, school authorities are charged with the safety of all students under the Fourth Amendment to the Federal Constitution, but a reasonable exercise in Board power in the interest of the health, welfare, and safety of all school students. Courts have reasoned that the school extends locker use to students only for legitimate purposes.

#### **\*\*\*\*OPEN CONTAINER IN SCHOOL\*\*\*\***

It is the policy of TCCS to not allow open containers of food and or beverages in the halls of the school during school hours. All open containers should be consumed and discarded in the cafeteria. Any open containers found in the halls or lockers will be confiscated and discarded without reimbursement. Any student who refuses to surrender their open container will be disciplined per the discipline code.

**\*\*\*\*SENDING MONEY TO SCHOOL (Elementary)\*\*\*\***

Many times we have confusion in the lower grades because of the money situation. Children, at times, bring money to school for different purposes. Often they do not know which amount is for what purpose. They sometimes lose the money before they arrive. Parents can help teachers by placing money in envelopes clearly marked with the child's names, the amount of money enclosed, and the purpose for which it is intended. It is also a great help to teachers if they do not have to make change.

**\*\*\*\*MONEY AND VALUABLES\*\*\*\***

Students are asked not to bring in large sums of money or their valuables to school and place them in their hall or gym lockers. If a student has occasion to do so, he or she is strongly urged to leave the money-valuables in the office. The school is not responsible for theft or loss of any item. However, if something is lost or stolen, report the incident to the office.

**\*\*\*\*WORKING PAPERS\*\*\*\***

Working papers are issued in the office. Applications may be picked up from the mentorship coordinator. You must be accompanied by parent or guardian, along with evidence of age, when picking up your application for work permit.

Proof of age accepted when a student applies for working papers:

- 1) Birth Certificate
- 2) Baptismal Certificate
- 3) Other documentary evidence such as driver's license or permit.
- 4) An affidavit of a parent or guardian accompanied by a physician's opinion as to the age of the minor.

**\*\*\*\*ASSEMBLY PROGRAMS\*\*\*\***

Assembly programs are scheduled for the enjoyment and cultural enrichment of the student body; hence behavior during the assembly program should reflect the interest, courtesy and attention for which TCCS students are noted. Distractive and disruptive behavior will not be tolerated and may result in the immediate removal of the offender(s) or termination of the program. In addition, disciplinary measures may be pursued if the offense warrants further action.

**\*\*\*\*DANCES\*\*\*\***

Dances are conducted to enrich the social atmosphere for students attending this school. The success of the dances is contingent upon students following the guidelines listed below.

a) Students or guests who are not enrolled at TCCS may attend a dance if the TCCS student sponsors him or her. An "Event Guest Permission Form" must be submitted by the sponsoring students to the CEO in advance of the event for authorization to attend. A form for

this purpose may be obtained from the office. All approvals of an outside guest are at the discretion of the CEO. If a student brings a guest to a dance and did not have an "Event Guest Permission Form" signed by the CEO in advance, the guest is not permitted to attend the dance.

b) A TCCS student may sponsor only one student per dance and is expected to accompany the sponsored student for the entire evening.

c) Students and their guest must sign in at the dance. Once at the school dance, students should remain until the dance is over; however, if a student must leave early, he or she must sign out and note the time and the parent must be notified, and then depart from school property. Re-admittance to a dance is not allowed.

d) Any excessive display of affection by students will necessitate their being asked to leave the dance, and they may not be permitted to attend another dance for the remainder of the school year.

e) Any student or guest that behaves in such a manner as to be in violation of TCCS Discipline Code will be removed from the dance and asked to leave school property. Students of TCCS will be held accountable for their behavior and appropriate disciplinary actions will take place as stipulated in the Discipline Code. Students and guests may be referred to local or state police agencies by school administration if it is felt their misconduct warrants it.

#### **\*\*\*\*ANNUAL NOTICE TO PARENTS (CHAPTER 15 PROCEDURES)\*\*\*\***

In compliance with state and federal law the Tidioute Community Charter School 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 students abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "Protected handicapped Students" are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment into special education programs.

#### **\*\*SPECIAL EDUCATION PROGRAM CHILD IDENTIFICATION ACTIVITIES**

1. The Tidioute Community Charter School conducts identification activities for the purpose of providing a free appropriate education for all children including those that would benefit from special education.
2. Special education refers to specially designed instruction, at no cost to parents or guardians, to meet the unique needs of students with disabilities and the needs of students who are gifted.
3. A continuum of special education services and programs is available to meet the needs of exceptional students.
4. Confidentiality: The Tidioute Community Charter School protects the confidentiality of personally identifiable information regarding an exceptional student. Parents have access to the education records of their children.

**\*\*\*\*SPECIAL NEEDS OF PARENTS\*\*\*\***

Parents needing school-home information in large print, on audio tape, in another language etc. should ask the CEO to make arrangements to accommodate their needs. The same procedure applies if a parent requires TTY capabilities when communicating by phone, the services of a translator, the assistance of an interpreter, or any other special accommodations.

**\*\*\*\*ENGLISH AS A SECOND LANGUAGE\*\*\*\***

In compliance with state and federal law, the Tidioute Community Charter School will provide an appropriate planned instructional program for identified students whose language is not English. In order to qualify, the student must have a dominant language other than English. That language must substantially limit progress in the schools academic program.

The TCCS guarantees that students enrolled in the ESL program full access to the schools curriculum both required and elective.

**\*\*\*\*COUNSELING SERVICES\*\*\*\***

TCCS believes that a successful guidance program must address the educational, personal, social and career developmental needs of all students.

The mentor coordinators responsibilities encompass but are not limited to the following roles: maintain student records; counsel students in regard to class schedules and graduation requirements; assist students with college/career decisions; provide financial aide information through materials, awareness of scholarship availability and/or workshops; provide supportive counseling for students with their personal problems; consult with parents, community agencies, administrators, and/ or staff regarding students' individual needs; act as a liaison to help parents obtain viable community/school services; facilitate at meetings with the primary emphasis being placed on the individual students needs. The mentor coordinator will at all times maintain the confidentiality of all information regarding students and families. The exception to this rule is where a condition or situation suggests that anyone is in imminent danger.

**\*\*\*\*STUDENT RIGHTS AND RESPONSIBILITIES\*\*\*\***

**Free Education and Attendance**

- a) All persons residing in the Commonwealth between the ages of six and twenty-one years are entitled to a free and full education at the TCCS. This right extends to migratory children and pregnant or married students. Students with disabilities also are entitled to a free and appropriate public education.
- b) Parents or guardians of all children between the ages of eight and seventeen are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.
- c) Students actively pursuing graduation requirements may attend school until the age of twenty-one if they are fulfilling their responsibilities as students, as defined hereafter. A student may not be excluded from TCCS or from extra-curricular activities because of being married or pregnant.
- d) In cases of pregnancy, participation in extra-curricular activities in physical education shall be based on the health and welfare of the student. In matters of question, a physical examination shall be required.

**Discrimination**

- a) No student shall be denied access to a free and full public education on account of race, religion, sex, or national origin.

**School Rules**

- a) TCCS has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited: it must operate within statutory and constitutional restraints. TCCS has only those powers which are enumerated in the laws of the state, or which may reasonably be implied or necessary for the orderly operation of the school.
- b) TCCS may not make rules which 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
- c) School rules are assumed to be “reasonable” until they are rescinded or waived. Students therefore, should obey school rules while working through channels to help change those which they find unacceptable.



## Student Responsibilities

- a) 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.
- b) 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 other who are involved in the educational process.
- c) Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
  - 1) Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
  - 2) Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
  - 3) Dress and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational processes.
  - 4) Assume that until a rule is waived, altered, or repealed, it is in full effect.
  - 5) Assist the school staff in operating a safe school for all students enrolled therein.
  - 6) Be aware of and comply with state and local laws.
  - 7) Exercise proper care when using public facilities and equipment.
  - 8) Attend school daily, except when excused and be on time at all classes and other school functions.
  - 9) Make all necessary arrangements for making up work when absent from school.
  - 10) Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.

## \*\*\*\*SUSPENSIONS AND EXPULSIONS\*\*\*\*

- a) Reasons for exclusion from school shall include items such as, but not limited to: persistent disruption of classes; insubordination; violence; smoking or other use of tobacco; assault; vandalism; disruption on school buses or at school activities; dangerous or illegal acts; violation of the rights of others; possession, use or involvement with alcohol or drugs including marijuana on school property or at school activities or on the way to and from school under Section 1317 of the School Laws of Pennsylvania; willful violation of Student Responsibilities as defined by the State Board of Education, September 13, 1974.

A temporary suspension shall be defined as “not more than three (3) consecutive school days.”

The CEO making the suspension shall:

- a) Hold a preliminary hearing with the student.
- b) Confirm notification to parent or guardian in writing, stating the reason for suspension and the date of re-admittance for the suspended pupil
- c) Furnish the Board a complete anecdotal record of the incident.

No temporarily suspended pupil shall be removed from the rolls unless permanently expelled as prescribed in Section 1318 of the School Laws of Pennsylvania.

Three (3) suspensions of any individual pupil in a single school term shall result in an automatic recommendation by the CEO to the Board for expulsion of said pupil. However, this shall not defer the CEO from recommending the expulsion of pupil on first offense. The judgment of the CEO in weighing the gravity of the offense shall accompany the recommendation for either suspension or expulsion.

“Full Suspension” shall mean exclusion from school for an offense for a period of up to ten (10) school days. A temporary suspension may be followed by a full suspension for the same offense, provided that the ten (10) school day limitation is not exceeded. Temporary or full suspensions may not be cumulated or made to run consecutively beyond this ten (10) school day limitation.

The maximum period a student may be suspended for an offense shall not exceed ten (10) school days.

In the case of recalcitrant pupil(s) whose behavior is a hindrance to the proper conduct of the school, and wherein the CEO has exhausted all possible means of improving the conduct and attitude of said pupil(s), it shall be the responsibility of the CEO to recommend to the Board that said pupil(s) be expelled.

#### **\*\*\*\*FREEDOM OF EXPRESSION\*\*\*\***

##### Policy Statement on Freedom of Expression

- 1) The right of public school students to freedom of speech was affirmed by the United States Supreme Court in the case of *Tinker vs. Des Moines Community School District*, 393 U.S. 503 (1969), where the court said:

“It can hardly be argued that students or teachers shed their constitutional rights to freedom of speech or expression at the school house gate. Students in school as well as out of school are “persons” under the Constitution possessed of fundamental rights, which the State must respect, just as they themselves must respect their obligations to the State. In our system, students may not be regarded as closed-circuit recipients of only what the State chooses to communicate. They may not be confined to the expression of those sentiments that are officially approved. In the absence of a specific showing of constitutionally valid reasons to regulate their speech students are entitled, to freedom of expression of their views.”

This right is qualified however. The U.S. Supreme Court stated that:  
“But conduct by the student, in class or out of it, which for any reason – whether it stems from time, place, or type of behavior – materially disrupts class work or involves substantial disorder or invasion of the rights of other is, of course, not immunized by the constitutional guaranty of freedom of speech.”

- 2) Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community or encourages unlawful activity, or interferes with another individual's rights.
- 3) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication facilities shall be in accordance with the regulation 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 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.

**\*\*\*\*BULLETIN BOARD(S)\*\*\*\***

- 1) Bulletin board(s) at TCCS are for use of students and student organizations. Student notices shall not be placed at any other locations in the school.
- 2) The following general limitations on posting shall be applied:
  - a) School officials shall prohibit material which is obscene according to current legal definitions; which is libelous; or which inflames or incites students so as to create a clear and present danger of the commission of unlawful acts or of physical disruption of the orderly operation of the school.
  - b) Identification on any posted notice shall be required of student or student group, including the name of at least one person of the group posting such notice.
  - c) The school officials shall require that notices or other communications be officially dated before posting and that such material be removed after five (5) school days in order to assure full access to the bulletin board(s).

**\*\*\*\*SCHOOL NEWSPAPERS AND PUBLICATIONS\*\*\*\***

- 1) Students have the responsibility to refrain from libel and obscenity and to observe the rules for responsible journalism. Within these bounds, students have a right and are as free as editors or other newspapers to report the news and to editorialize.
- 2) The CEO may set forth the time and place of distribution so that distribution would not materially and substantially interfere with the requirements of appropriate discipline in the operation of the school. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- 3) All printed matter and petitions distributed on school property shall bear the name of the sponsoring organization and the name of one individual of such organization.

### **\*\*\*HOMEWORK\*\*\***

“Practice makes perfect” is an expression many of us have heard. It means the more we practice or do something, the better we get at it. Homework is assigned to reinforce classroom instruction. If a student chooses not to do it or to copy someone else’s work, he or she forfeits the opportunity to get the needed practice.

Written work and studying constitute homework. One objective in education is to teach students proper study habits. Students should do their homework whenever possible in an appropriate location – a place free from distractions, with proper lighting, and with necessary supplies (reference books, pencils, pens, paper, desk, etc.). Students are encouraged to take pride in their field of knowledge and for enjoyment.

### **\*\*\*HOMEWORK REQUESTS\*\*\***

A note for parents

It takes a great deal of time for each of your child’s teachers to prepare work to be sent home when a student misses school. We ask your kind cooperation in the following manner:

For a prearranged absence: If you know ahead of time that your child is going to be missing school due to surgery, hospitalization, or if you are taking your child out of school for an educational trip, (you must receive permission for the trip in advance) Please contact the office or CEO.

**For an absence of one or two days:** We suggest asking a friend in the same room for the assignment and/or check with the teacher upon return to school to make up assignments.

#### **For a longer absence:**

1. Request work on the third day your child is out of school. Call the school office in the morning (best between 8:00 and 8:30, but no request will be honored after 11:00 a.m.) to allow teachers time to put work together.
2. **Please pick up the work promptly at the arranged time.**
3. When you request the work to be sent home with another student, you are asked to:
  - a. select a responsible student
  - b. speak with that student personally so the student agrees to the arrangement and is aware of the responsibility
  - c. Remember, it is asking a great deal of a student to carry all his/her textbooks as well as your child’s. Please avoid this whenever possible.
4. See that your son or daughter does indeed take the time to do the work you requested. If your child does not do these assignments while at home, we will not be able to send work the next time it is requested.
5. It is still your child’s responsibility to see each teacher when returning to school to:
  - a. turn in completed work to the teachers
  - b. ask if there are other things of which he/she needs to be aware of.

**\*\*\*\*GRADES\*\*\*\***

The Tidioute Community Charter School has adopted a percentage grading system for grades 9-12. The grading system for the students at TCCS is as follows:

93 to 100	A	65 to 74	D
85 to 92	B	0 to 64	F
75 to 84	C	Incomplete	I

TCCS has established a series of “weighted” courses for determination of grade point averages.

They include:

Academic English – Grades 10,11,12, Advanced Placement English or Literature, Spanish 3 and Spanish 4, Chemistry, Anatomy/Physiology, Advanced Biology, Organic Chemistry and Physics, Advanced Placement Art, Advanced Placement History, Trigonometry 1 and 2, Senior High Band, Senior High Choir for grades 10-12 if student attends all evening concert events, town parades, Baccalaureate and Graduation ceremonies.

- Dual Enrollment College Courses receive one Unit of credit.

**\*\*\*\*\*Graduation Requirements\*\*\*\*\***

Graduation Requirements:

The Tidioute Community Charter School has established requirements for graduation that include course completion and grades, completion of a culminating project, and results of local assessments which are aligned with the P.A. Academic Standards. In addition, children with disabilities who satisfactorily complete a special education program developed by an Individualized Education Program team under the Individuals With Disabilities Education Act shall be granted and issued a regular high school diploma.

**4 Year Graduation Sequence**

- Language Arts – 4
- History – 4
- Mathematics – 4
- Science – 4
- Health - .5
- Physical Education – 0.25 x 4 = 1.0
- Media – 1
- Art – 1
- Family and Consumer Science- 1
- Humanities (Philosophy)- 1
- Technology Education - .50
- Business- .5
- Music- .5
- Service Learning – 1

- A minimum of 28.00 credits is required for graduation.
- In addition to these credits each student must complete the graduation project and be proficient or advanced on the PSSA Math and Reading test.
- The graduation project consists of several cross curricular projects that are accomplished via expeditionary learning. Each student tracks there projects and keeps evidence of them in a binder that is stored in the school and travels with the student beginning in grade seven. The students that are not proficient on the PSSA test are given an alternative assessment.

**\*\*\*\*HONOR ROLL\*\*\*\***

An average of 93% (no rounding up). All courses are to be included in the average for grades 7 thru 12. Grades 2 thru 6 are calculated on their core curriculum.

**\*\*\*\*SCHEDULE CHANGES\*\*\*\***

A student's class schedule may never be changed by anyone except the CEO or Mentor Coordinator. Any student who needs a change of schedule must first speak with the Mentor Coordinator. Changes are subject to the following policies:

1. Requested changes within the same course simply to be assigned a different teacher ARE NOT PERMITTED.
2. If a student enters a new course late, the teacher may, if he or she considers it appropriate, require that a student make up the work that was missed.
3. Any Student who withdraws from a course after the first marking period will receive a grade of WP (withdraw-passing) or WF (withdraw-failing). A WF eliminates a student from the honor roll for that nine-week marking period and a student may not attend a remedial summer school to make up class.
4. Any course changes will be accomplished within the first five days of school. Courses will only be changed due to mistakes in the schedule, education reasons or because courses are not able to be scheduled due to conflicts. If you're signed up for a course, and it is on your schedule it will NOT be dropped or changed except for educational reasons or at the discretion of the CEO.

**\*\*\*\*TCCS TELECOMMUNICATIONS PROCEDURES FOR STUDENTS\*\*\*\***

**Purpose**

The purpose of this procedure is to assist TCCS employees and students in the implementation of the Telecommunication Policy.

1. The use of the Internet is limited to educational, career, and high quality self-discovery under the supervision of a certified instructor or administrator. The supervising instructor will decide how much time,

when and how often a student may divulge in high quality self-discovery. The subject matter of this self-discovery must be approved by the supervising instructor and can only be done when the equipment is not being used for curriculum related assignments.

**\*\*\*INSTRUCTION REQUIREMENTS FOR STUDENTS\*\*\***

Students must have training by a certified instructor assigned by the building administrator, prior to having access to the Internet. The content should include, but not be limited to policy, procedure, acceptable use, safety, search, search strategy, and access to information resources made available through the Internet. Parents may specifically request that their child not be provided such access by notifying the building administrator in writing.

**\*\*\*EQUIPMENT USED TO ACCESS THE INTERNET\*\*\***

Library: Students may use this equipment only in relationship to their educational studies, career exploration or high quality self-discovery. Priority for computer time must be given to the student who has educational assignments supporting his or her class studies.

Computer Labs: Carts and the computer lab will primarily be used for basic instruction of the Internet. Students may access the Internet in the computer lab only if a subject area class has reserved the lab or cart for the purpose of seeking information for an assignment. These students may only use the lab if Internet instruction has been given prior to the research. Students may only use the web sites the subject area instructor has designated by previewing sights prior to coming to the lab or reserving the cart.

**\*\*\*MAILING LISTS (LISTSERVS)\*\*\***

Students will be able to subscribe to mailing lists only as part of a curriculum related project and only for the period of time that the project is active with approval by the building administrator. Students participating in mailing lists must register with the building administrator or designee. Existing instructions must be left on file with the building administrator or his or her designee for each mailing list to which subscribed.

**\*\*\*COPYRIGHT and PLAGIARISM\*\*\***

TCCS policies on copyright will govern the use of material accessed through the school system. Because the extent of copyright protection of certain works found on the Internet is unclear, instructors will make a standard practice of requesting permission from the holder of the work if their use of the materials has the potential of being considered an infringement. Proper citation of electronic resources will be taught to students who use computers and telecommunications to gather information for research. Plagiarism will be discouraged as it is with all other research projects and will be subject to possible disciplinary action.

### **\*\*\*\*PUBLISHING ON THE WEB\*\*\*\***

All web pages to be created through the use of TCCS equipment or representing the school or a school supported group must be linked through the TCCS Home Page.

No pictures or personal information about employees or students may be posted on the Internet without permission of the person or in the case of persons under the age of 18, the parent or guardian.

All web pages must be approved by the CEO or his or her designee prior to being mounted, or linked off the TCCS Home Page.

Classes may establish Web pages that present information about the school or class activities.

Students may establish personal Web pages with the approval of the building administrator and in conjunction with a school assignment. Material presented in the student's Web site must be related to the student's educational activity. All Web page work must be free of spelling and grammatical errors. All graphics must follow guidelines set forth by copyright, these can be designed by the computer, scanned, taken with a digital camera or from public domain. Only when necessary for a curriculum oriented project may a graphic file be downloaded from the Internet. Permission to post the graphic should be sought from the creator of the graphic file. Graphics should be identified with originator or document from which it was extracted. These types of projects will be removed from the individual building home page at the end of the school year in which the project was created. Documents may not contain objectionable material or link directly to objectionable material. Student Web pages must have a notice

that indicates the Web site was designed by a student, and that the opinions expressed are not attributed to school. All Student Web Pages must be approved by the CEO; his or her designee, and the Web manager prior to becoming a link from the school Web site.

With the approval of the CEO or his or her designee extracurricular organizations may establish Web pages with links. Material presented on the organizational Web page must relate specifically to the organization and that the opinions expressed are not attributed to the School.

### **\*\*\*\*SANCTIONS\*\*\*\***

In the event there is an allegation that a user has violated the school Telecommunication Policy, the user will be provided with a written notice of the alleged violation and an opportunity to present an explanation before the CEO.

Violations may result in loss of access to the school system and further disciplinary action determined on an individual basis in accordance with the school disciplinary code.

The TCCS will cooperate fully with local, state, or federal officials in any investigation concerning or related to any illegal activities conducted through the School system.



**\*\*\*MANDATORY PARTICIPATION AT EVENING PERFORMANCES\*\*\***

The Board of Trustees recognizes the value to students in sharing their talents and skills with the community through their participation in performances for the public. The Board feels that public performances are an integral part of the course work for students enrolled in courses relating to the performing arts.

The Board endorses such mandatory performances by students when such performances contribute to or are a natural culmination of work in the classroom. These mandatory performances are an integral part of the course requirements.

The Board shall develop procedures to implement this policy that includes the following:

- Students and parents must be informed in writing and in a timely manner of the time and place of the mandatory performance.
- If a student is absent from a mandatory performance due to an unexcused or illegal reason, the student will be penalized as follows:
- Reduction of the nine-week grade to an incomplete. The student must complete the work missed due to his/her absence from the mandatory performance. Once the work is completed, the student will receive a grade of 60% for the nine weeks.

The student and/or his parent/guardian may appeal a decision made on the declaration of an unexcused or illegal excuse under this policy to the CEO for his/her review.

- If the student has a school-related conflict of vital importance, the teachers and/or sponsor/coach involved and the principal will determine the event of participation.
- Students in grades 7 – 12 will be covered under this policy.
- Students who are excused from a mandatory performance will have an opportunity to make up the work missed without jeopardizing their grade in the course.

**\*\*\*FLAG SALUTE AND PLEDGE OF ALLEGIANCE\*\*\***

It is the responsibility of every citizen to show proper respect for his or her country and its flag. However, students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. This right has been affirmed by the United States Supreme Court in the case of *West Virginia State Board of Education vs. Barnett*, 319 U.S. 6324 (1934). Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate in a meaningful ceremony. A student who chooses not to participate may either stand or sit, remaining respectfully silent.

**\*\*\*EXTRA-CURRICULAR ACTIVITIES\*\*\***

TCCS will have a list of activities that students may choose to participate in. Any student desiring information about one particular activity should contact the advisor, coach, or office for details.

**\*\*\*ATHLETICS\*\*\***

**\*\*\*ATHLETIC COURTESY AND SPORTSMANSHIP\*\*\***

All students, whether players or spectators, should observe the rules of good sportsmanship and fair play. All students are expected to act in such a manner that they must be a credit to themselves, their school, and their community.

The following guidelines are taken from the PIAA Constitution and By-Laws, Article XIX, Section I. "Athletics should foster clean sports. It is a privilege and duty of every person connected with athletics to exemplify their principles in his or her own actions and earnestly advocate them before other."

1. The rules of the game are to be regarded as mutual agreements, the spirit of letter of which no honorable person could break.
2. No advantages are to be sought over others except those in which the game is understood to show superiority.
3. Unsportsmanlike or unfair means are not to be used even when they are used by opponents.
4. Visiting teams are to be honored guests of the home team, and should be treated as such.
5. No action is to be taken nor course of conduct pursued which would seem unsportsmanlike or dishonorable if known by one's opponent or the public.
6. Remember that a student spectator represents his or her school the same as the athlete.
7. Any spectator who continually shows poor sportsmanship will be requested not to attend further contests.
8. Decisions of officials are to be abided by, even when they seem unfair.
9. Officers and opponents are to be regarded and treated as honest in intention. In games when opponents conduct themselves in an unbecoming manner, and when officers are manifestly dishonest or incompetent, future relationships with them should be avoided.
10. Good points in others should be appreciated and suitable recognition given.
11. The practice of "booing" is regarded as discourteous and unsportsmanlike.

**\*\*\*REGULATIONS\*\*\***

School Code  
PA Code Title 22  
Federal

**\*\*\*\*GUIDELINES GOVERNING CONDUCT\*\*\*\***

1. School and Game Officials reserve the right to refuse admissions to school property and to remove from school property any person or persons who violate rule of good conduct.
2. Alcoholic beverages are prohibited on school property.
3. Obscene cheers or gestures, erratic behavior, and unsportsmanlike conduct will not be tolerated. This includes outlandish dress, hair, and face paint.
4. Artificial noisemakers (bells, horns, wood clackers, etc.) are not permitted in the gym.
5. Home and visiting cheerleaders may use megaphones and pom-poms but must keep them in their possession at all times.

**\*\*\*\*STUDENT ATHLETIC ELIGIBILITY REQUIREMENTS\*\*\*\***

The following is the student athletic eligibility requirements for athletic participation in the Tidioute Community Charter School:

- A weekly checklist be placed in the teachers' mailboxes on Monday morning.
- Teachers return checklist no later than Wednesday morning.
- The CEO or his or her designee reviews the checklist.
- A list of "no" along with the teacher's name will be given to the head coach on Thursday or Friday. The coach will be encouraged to discuss these "no's" with the student athletes.
- Students receiving more than one "no" in any given week will be called in by an administrator or designee to discuss his or her academic or conduct problem.
- "No's" in conduct will be subject to review by the administration. Ineligibility based upon these "no's" will be completely at the discretion of the CEO.
- Those students who are declared ineligible will be ineligible to participate in athletic practices and events for the period of one week, beginning the following Monday through Saturday. After ineligibility is determined, the head coach, student athletic, and parents will be notified of the proposed action by the administration.
- Academic eligibility will be made in accordance with the school, head coach and CEO. A student must pass all courses to be eligible.
- Athletic eligibility questions not covered in the above items will be determined by the PIAA Constitution and By-Laws.

**\*\*\*\*ATHLETIC PHYSICALS\*\*\*\***

All athletic physicals are to be paid for by the parent and or guardian unless otherwise notified by T.C.C.S.

**\*\*\*\*ATTENDANCE AT HOME EVENTS\*\*\*\***

1. Students attending home events, athletic or otherwise, should remain within the gated or used areas at all times.
2. Students leaving an event will not be permitted to re-enter and will forfeit any entrance fee collected.

**\*\*\*CO-CURRICULAR ACTIVITIES / TCCS\*\*\***

**Purpose**

The Board of Trustees believes that the goals and objectives of this school are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curriculum program of the school. All learning experiences offered by the school, curricular and co-curricular, should be planned and integrated toward the attainment of the school's objectives with the mission in mind.

**Definition**

For the purpose of this policy, "co-curricular activities" shall be those activities which are sponsored or approved by the Board but are not offered for credit toward student participation in the processes of initiation, planning, organizing, and execution; by being available to all students who voluntarily elect to participate except that where eligibility requirements are necessary or desirable, the CEO shall be so informed and must approve the establishment of eligibility standards before they may be operable, and shall ordinarily include: intramural sports, band, chorus, and clubs.

**Philosophy**

Participation in co-curricular activities is a privilege afforded to students that carries with it the responsibility of good behavior. Students have no absolute rights or property interest in participation in co-curricular activities. The TCCS recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the effective school programs. Positive behavior is based on respect for one's self and for the worth and dignity of others. The TCCS has a legitimate and substantial community interest in promoting respect for authority and traditional values and in developing positive behavior.

It is the intention of the CEO that the school's programs help students achieve maximum development of individual knowledge, skills and competence; and that they provide behavior patterns which will enable students to be responsible, contributing members of society.

The CEO will periodically review and approve rules of conduct for students. The basis for these rules are that such rules:

1. Honor the inherent right of parents
2. Will not infringe on constitutionally protected rights
3. Will be printed in a manner to be made available to students and parents
4. Will be applicable on the school grounds during and immediately before or after school hours
5. On the school grounds at any other time when the school is being used by any school group
6. Off the school grounds at a school activity, function, or event, or
7. On and during district provided transportation

The CEO or designee(s) will develop specific rules of conduct which will reflect the schools philosophy and intent regarding participation, in co-curricular activities.

The purpose of establishing common co-curricular rules and regulations is to promote, protect, and conserve the health and physical welfare of the student who participates in any sanctioned co-curricular activity. The rules and regulations are also designed to help safeguard and enhance the educational values for our students and to cultivate active participation, good sportsmanship, and the enrichment of each participant through the development of skills, health, strength, self-reliance, emotional maturity, and social growth. The Tidioute Community Charter School strives to attain the ideal of total student growth; physical, social, and intellectual.

### **Authority**

The CEO shall make school facilities, supplies, and equipment available and shall assign staff members for the support of a program of co-curricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.

Any co-curricular activity will be considered to be under the sponsorship of the school when it has been approved by the CEO.

The Board will maintain the program of co-curricular activities at no cost to the participating students, except that the Board's responsibility for provisions of supplies will carry the same exemptions as listed in the Board's policy on regular school supplies, and students may assume all or part of the costs of travel and attendance at co-curricular events and tips.

### **Delegation**

The CEO shall prepare Procedures of Responsibility to implement a co-curricular program that shall:

- Access the needs and interest of the students of The Tidioute Community Charter School
- Invite the participation of parents and community in the development of a program of co-curricular activities. Such participation shall be in accordance with the Equal Access Act.
- Involve students in the planning of co-curricular activities
- Be responsive to the articulated needs of students
- Ensure the provision of competent guidance and supervision of staff
- Guard against the exploitation of students
- Provide for a variety of experiences and a diversity of organizational models
- Provide for the continuing evaluation of the co-curricular program; and
- Ensure that all co-curricular activities are open to all students and that all students are fully informed of the co-curricular opportunities open to them.

### **Equal Access Act**

TCCS shall provide the opportunity for one or more non-curriculum related secondary student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum on the basis of the religious, political,

philosophical, or other content of the speech at the meetings. Such meetings must be voluntary, student initiated, and not sponsored in any way by the school, its agents or employees. Non-instructional time is the time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

The meetings cannot materially and substantially interfere with the orderly conduct of educational activities in school. The CEO or his or her designee shall establish the length of sessions, number per week, and other such limitations as may be reasonably necessary.

The school retains the authority to maintain order and discipline on the school premises to protect the well being of students. Such meetings are on a voluntary basis.

#### Guidelines to Co-Curricular Activities

- Any action relative to the activity
  - During normal school hours
  - On school property
  - On all TCCS provided transportation
  - In transit to and from a co-curricular activity
  - During the hours a co-curricular activity is taking place (includes overnight trips)
  - While serving as an official representative to the co-curricular activity
- The student participants represent the Tidioute Community Charter School as well as their families and their community.

Student participants should be exemplars of good behavior. It is the intent of the co-curricular policy to complement and coincide with the athletic policy. To achieve this it is necessary to define for the purpose of this policy the term: season.

The fall season extends from the second week in August until the second Friday in November.

The winter season begins the following Monday in November and ends the last Friday of February.

This is followed immediately by the spring season which ends the last day of school.

Club organization advisors, with the approval of the CEO, may establish rules within their constitution of by-laws that are more stringent than the adopted rules of the co-curricular policy. Students violating any co-curricular regulation while participating in a club organization activity will be subjected to disciplinary action as defined in the specific rules section.

#### Specific Rules

The following separate and distinct co-curricular rules and regulations are promulgated by the Board of Directors of the Tidioute Community Charter School as follows:

1. The use and or possession of illegal drugs or alcoholic beverages by a student shall result in exclusion from all co-curricular activities for the remainder of that season. The rule effecting tobacco will be applicable.
  - a) On school grounds during and immediately before or after school hours

- b) On school grounds at any other time when the school is being used by any school group
  - c) Off the school grounds at a school activity, function or event, or
  - d) On and during TCCS provided transportation
2. Distribution or sale of alcoholic beverages, drugs, or substances falsely represented as illegal drugs shall result in exclusion from all co-curricular activities for the remainder of the year.
  3. Stealing of equipment or supplies on school property, on school buses, or at school functions shall result in exclusion from participation in all co-curricular activities for the same period.
  4. Any student who uses obscene language, gestures, is insubordinate, misbehaves, or commits other acts reflecting poorly upon the philosophy, goals, and aims of the Tidioute Community Charter School property, on school buses, or at school functions shall be referred by the advisor-sponsor to the building administration for disciplinary action.
  5. A student who has been absent from school during a semester for a total of twelve days (12) or more schooldays shall not be eligible to participate in any co-curricular activity until the student has been in attendance for a total of sixty (60) days following his or her twelfth (12) day of absence, excepting absences certified by a physician as due to illness, injury or quarantine.
  6. Permanent removal from an activity shall result in the sacrifice of awards for recognition in that particular activity.

The discipline set forth in the above specific rules is intended to establish only a minimum discipline. Greater discipline may be imposed depending upon the circumstances of the infraction.

**\*\*\*\*Non-School Sponsored Organizations\*\*\*\***

The Board of Trustees takes the following position on these organizations.

A. All non-school sponsored organizations, e.g., fraternities, sororities, and other so-called organizations shall be regarded as within parental authority, and entirely apart from school responsibility, except as noted in "B" of this section.

B. The CEO shall take whatever measures necessary to exclude from the school building, premises or environs an activity or devices tending to promote such secret organizations. The CEO is empowered to take such disciplinary action as may be necessary to enforce this position, including suspensions of offenders.

**Procedures and Responses to Rule Violation**

For the purpose of excluding or disciplining a student due to an infraction of one or more

of the above stated rules, the

CEO shall employ the following procedure:

1. A student to be excluded from an activity or to be otherwise disciplined during or for a period of ten days or less shall be informed of the reasons for the exclusion or discipline and given an opportunity to respond. Prior notice and the presence of the student's parents shall not be required; however, the parents shall be notified of the exclusion or discipline imposed. No appeal shall be permitted and the exclusion or discipline shall be within the sole and exclusive discretion of the school administration.

2. A student to be otherwise excluded or disciplined shall be informed of the reasons and the discipline or exclusion to be imposed. The student shall further be informed that an appeal hearing may be held on such exclusion or discipline with the student and parents upon their written request to appeal a suspension. The said hearing shall be conducted by the Board. Notice of the time and place shall be provided to the student and parents, and written notice of the hearing examiner's decision shall be given to the student and parents.

### **School Suspension or Expulsion and Academic Requirements**

The following discipline will be imposed automatically without hearing or appeal:

1. Any student suspended or expelled from school shall also be automatically suspended from participation in all school or co-curricular activities for the duration of the suspension or expulsion.

2. Students must maintain passing in all subjects every nine (9) weeks in order to be eligible. Students not meeting academic standards will be ineligible to participate in co-curricular activities for one (1) week. The athletic director or his/her designee will notify the parent and the student of his or her ineligibility.

### **Administration of Co-Curricular Policy**

The CEO and athletic director or his/her designee of The Tidioute Community Charter School shall be responsible for the administration of Co-curricular Rules and Regulations. The CEO shall be responsible for the implementation and enforcement of the rules and regulations.

The administration, sponsors, and advisors shall be responsible to inform student participants and parents of the rules and regulations.

TCCS shall notify parents and students in the following manner:

1. Each sponsor-advisor of a co-curricular activity shall inform the student participants at the start of each activity.

### **\*\*\*\*PEST MANAGEMENT\*\*\*\***

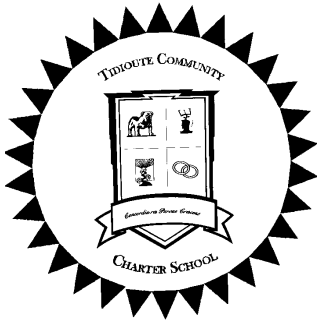
TCCS uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present. The pests monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings need reported to our Head Janitor who evaluates the "pest problem" and determines the appropriate pest



management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these area(s) prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the school in writing. Please include your e-mail address if you would like to be notified electronically. If a pesticide application must be made to control and emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids. Each year the school will prepare a new notification registry.



# Tidioute Community Charter School

*Providing a World Class Education in a Small Town Environment*


2013/2014 TCCS School Year

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

**Dear Parents – Please fill out this form COMPLETELY. It is the only update we have for your child's demographic information. It is important that the school has the most current address and phone numbers in case of an emergency.**

## Handbook

I verify that I have received the 2013-2014 Handbook and will adhere to the policies and procedures as addressed. **BOTH STUDENT AND PARENT MUST SIGN BELOW!**

 Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency Card Information Update for 2013-2014

Fill out completely

Home Phone Number: \_\_\_\_\_  
Last Name First Name Middle Name DOB

Student Lives With: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Address City State Zip Code

Township: \_\_\_\_\_ Bus# \_\_\_\_\_ Email Address \_\_\_\_\_ Student Grade: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Cell# \_\_\_\_\_ Employment: \_\_\_\_\_ Work Phone# \_\_\_\_\_

Mother: \_\_\_\_\_ Cell# \_\_\_\_\_ Employment: \_\_\_\_\_ Work Phone# \_\_\_\_\_

Guardian: \_\_\_\_\_ Cell# \_\_\_\_\_ Employment: \_\_\_\_\_ Work Phone# \_\_\_\_\_

### In Case of Illness, Whom Shall We Contact If Parents Cannot Be Reached?

Name: \_\_\_\_\_ Relationship to Student \_\_\_\_\_ Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Student \_\_\_\_\_ Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

Babysitter/Daycare: \_\_\_\_\_ Phone: \_\_\_\_\_

**241 Main Street \* Tidioute, Pa 16351**  
**Phone (814)484-3550 Fax (814)484-3977**  
**www. Tidioutecharter.com**

**241 Main Street \* Tidioute, Pa 16351**  
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