

# Tidioute Community Charter School



## Student Handbook 2018-2019 Grades K4-12

# 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 results 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.

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

The TCCS learning environment is one in which students are expected to move from gathering facts to discovering concepts and principles, while demonstrating newly acquired skills. This approach to teaching and learning is well-grounded in educational philosophy and psychology. Through this approach, TCCS graduates seniors who are able to negotiate their place in the world of family, community, education, and work.

Dear Tidioute Community Charter School Students/ Parents/ Guardians:

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

TCCS acknowledges our students' success is a result of a partnership between students, parents, teachers, guardians, administration, and the community. Students must complete the required amount of credits (28) for graduation. Curriculum has been developed according to PA PDE Chapter 4 academic standards. We expect full cooperation and collaboration in regards to learning at our unique charter school. It is our privilege to instruct the students of TCCS. Charter schools are schools of choice.

We look forward to helping your child(ren) succeed.

Sincerely,

Dr. Douglas Allen  
CEO  
Tidioute Community Charter School



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# Tidioute Community Charter School Handbook 2018-2019

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

## TCCS Alma Mater

Alma Mater, Tidioute Charter, long your light has shone.  
From Allegheny’s verdant portal echoes forth your song.  
Proud we stand in strong devotion heralding your worth;  
Ever honor Tidioute Charter, Alma Mater.

2

Those who’ve come and gone before us, faithful in their quest;  
Lifted you to heights unmeasured; generations blessed.  
Now the call goes forth to those, your beauty hearts have stirred:  
Ever honor Tidioute Charter, Alma Mater.

3

Quiet sentinel, ever watchful, faithful to your call.  
Heart unfurled with richest treasure beckoning to all.  
Held in highest admiration, Wisdom’s ancient word;  
Ever honor Tidioute Charter, Alma Mater.

Written by: David G. Bush 2013

## INTRODUCTION

The Tidioute Community Charter School (TCCS) is committed to creating a safe learning environment based on caring and mutual respect. It has established a discipline policy, not as a means of punishment, but rather as a set of consequences to improve a student's behavior.

The following infractions will result in immediate removal from the Tidioute Community Charter School pending a hearing by the TCCS Board of Trustees: assault / physical acts of violence, endangerment, sexual harassment, illegal drugs / alcohol, terroristic threats / terroristic acts and weapons. Other infractions, such as extortion and stealing will be dealt with as the severity dictates. **AS PROVIDED BY SECTION 510 OF THE PENNSYLVANIA PUBLIC SCHOOL CODE, ALL DISCIPLINARY INFRACTIONS APPLY TO STUDENT BEHAVIOR WHEN STUDENTS ARE GOING TO AND RETURNING FROM SCHOOL, AND AT ALL SCHOOL-SPONSORED ACTIVITIES INCLUDING GRADUATION, DANCES, SPORTING EVENTS, FIELD TRIPS, ETC.**

In the event a student commits violations beyond the offenses listed, disciplinary penalties may be increased progressively and may be treated immediately as a second or third offense. In the event that multiple violations are committed during the same incident, discipline will be administered based upon the most serious violation. These measures will not only create and maintain a safe environment within the school building for all students, but will also ensure the safety of students coming to and going from school.

Those infractions which are in violation of the legal codes could result in adjudication by various law enforcement agencies.

Student discipline records will remain a part of the student's permanent files. When a student transfers to the Tidioute Community Charter School, a certified copy of the student's discipline record is requested and obtained from the school entity from which the student is transferring. The same is true when a student transfers out of TCCS. This record shall be maintained as part of the student's permanent discipline record and shall be made available for inspection as required by law.

**School officials have the authority to search a student when they have reasonable suspicion that a particular student has violated or is violating the rules of the Tidioute Community Charter School or the law.**

## **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. (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

## **SCHOOL RULES**

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.

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.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS, AND STAFF**

The rights of students, parents, and staff are those guaranteed to all citizens in accordance with the Constitution of the United States, the laws of the Commonwealth of Pennsylvania, and the rules and regulations of the Pennsylvania Department of Education.

### **RESPONSIBILITIES OF STUDENTS:**

1. Accept each person as an individual human being and promote intercultural and group relations and understanding. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
2. Apply abilities and interests to the improvement of a knowledge base and to the development and application of learning skills.
3. Recognize and function within the policies established by the Board of Trustees and school officials. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
4. Attend school for the purpose of obtaining a quality and meaningful education through regular school attendance and a conscientious effort in classroom work.
5. Attend school daily, except when excused, and be on time to all classes and other school functions.
6. Make all necessary arrangements for making up work when absent from school.
7. Abide by rules and regulations necessary for the orderly conduct of school activities by the administration and faculty. Be aware of and comply with state and local laws.
8. Pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.
9. Assume that until a rule is waived, altered, or repealed, it is in full effect.
10. Assist the school staff in operating a safe school for all students enrolled therein.
11. Exercise proper care when using public facilities and equipment.
12. Implement and abide by rules and regulations developed through the cooperation of student-faculty committees.
13. Contribute cooperatively toward the improvement of the teaching-learning situation and strive for the overall betterment of the total school environment.
14. Maintain respect for school officials and other students and exhibit conduct reflecting self-control, self-regulation, and self-discipline. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
15. 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.

16. 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.
17. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

#### **RESPONSIBILITIES OF PARENTS/GUARDIANS:**

1. Exemplify an enthusiastic and supportive attitude toward work and education.
2. Build a good working relationship between themselves and school personnel.
3. Teach their children self-respect, self-control, respect for the law, respect for others and the property of others, and accountability for their actions.
4. Insist on prompt and regular attendance.
5. Encourage their children to take pride in their appearance.
6. Cooperate with the school in jointly resolving school-related problems.
7. Become involved in the school.
8. Set realistic standards of behavior for their children.
9. Help their children to develop skills to withstand negative peer pressure.
10. Provide a place conducive for study and the completion of homework assignments.
11. Motivate their children to develop a keen interest in learning and exploring multiple fields of knowledge.
12. Review the Discipline Policy as a family, being especially aware of attendance, discipline, and Zero Tolerance policies.
13. Make sure that their children are in good health. Good health is essential to ensure effective classroom performance.
14. Learn all they can about the curriculum and curriculum activities.
15. Attend parent/teacher conferences, Parent Teacher Organization (PTO) meetings, and special events sponsored by the school.
16. Be aware that they are responsible should their children have any financial obligations. These include, but are not limited to: lost books, fines, and damage of property.

#### **RESPONSIBILITIES OF TEACHERS/STAFF:**

1. Promote a climate of mutual respect and dignity which will strengthen the student's self-image.
2. Utilize classroom strategies and techniques that contribute to student success.
3. Teach students the skills to become responsible citizens.
4. Honor "Time on Task." This helps tremendously in preventing most discipline problems.
5. Stay close enough to students so as to know what they are doing.
6. Always stand outside the doors to greet students, and to say goodbye to them.
7. Reflect a personal enthusiasm for teaching and learning as well as a genuine concern for the individual student.
8. Guide classroom activities as students learn to think and reason, to assume responsibility for their actions, and to respect the rights of others.
9. Help students to cope with negative peer pressure.
10. Be sensitive to changing behavioral patterns.
11. Strive for mutually respectful relationships with students.
12. Assist students and administrators in developing a climate in the school that is conducive to wholesome learning and living.
13. Report immediately to the CEO any student who may jeopardize his/her own safety, the safety of other students, the safety of teachers, or who seriously interferes with the instructional program of the classroom as required by the Student Code of Conduct.

14. Serve as surrogate parents/guardians in matters of behavior, discipline, and academics in accordance with Pennsylvania School Law.
15. Interpret and review the discipline policy with students.
16. Be fair, firm, and consistent in enforcing the Discipline Policy in the classroom, in the hallway, in the restrooms, on school transportation, on the school campus, and at all school-sponsored activities.

#### **RESPONSIBILITIES OF ADMINISTRATORS:**

1. Promote a climate of mutual respect and dignity which will strengthen students' self-image.
2. Reflect a personal enthusiasm for teaching and learning as well as a genuine concern for the individual students.
3. Develop procedures which reduce the likelihood of student misconduct.
4. Make sure that all incidents are carefully and thoroughly investigated.
5. Provide the opportunity for students, staff, and parents to approach the administrator directly for redress of grievances.
6. Develop close, cooperative relationships with parents for the educational benefit of students.
7. Utilize all appropriate auxiliary staff and community agencies to help parents and students identify problems and seek solutions.
8. Be fair, firm, and consistent in all decisions affecting students, parents, and staff.
9. Demonstrate, by word and personal example, respect for law and order, self-discipline, and a genuine concern for all persons.
10. Strive for mutually respectful relationships with students.
11. Establish and maintain building security.
12. Assume responsibility for the dissemination and enforcement of the discipline policy.
13. Comply with pertinent laws governing hearings, suspensions, and the rights of students.
14. Support teachers and parents in their effort to enforce the discipline policy.

### **STUDENT BEHAVIORAL EXPECTATIONS**

All provisions regarding student behavior are applicable to students while on school property, at any school-sponsored activity (including graduation, dances, field trips, etc.), on any public conveyance providing transportation to a school or a school-sponsored activity, and to students going to and returning from school. Depending on the severity of a student's behavior, any student behavioral offense may be treated as a second or a third offense. Offenses addressing student behavior are as follows:

**ZERO TOLERANCE** - Any violation of the school's policy concerning assault/physical acts of violence, weapons, and terroristic threats/acts as per PA Act 26 regulations will result in the student's immediate suspension from the school. The student will be referred to the Board of Trustees of the Tidioute Community Charter School for discipline up to and including expulsion for a period of not less than one year. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. **Zero Tolerance does not mean immediate removal from school, but it does mean immediate discipline and due process under Act 26.**

## BELL SCHEDULE

<u>Period</u>	<u>Start/End Time</u>	<u>#of Minutes</u>
Dismiss to Homeroom	7:55 am	
Homeroom	8:00- 8:06 am	6
Period 1	8:09- 8:49 am	40
Period 2	8:52- 9:32 am	40
Period 3	9:35- 10:15 am	40
Period 4	10:18- 10:58 am	40
Elementary Lunch	11:01- 11:31 am	30
Period 5	11:01- 11:41 am	40
Middle School Lunch	11:44- 12:14 pm	30
Period 6 Middle School	12:17- 12:57 pm	40
Period 6 High School	11:44- 12:24 pm	40
High School Lunch	12:27- 12:57 pm	30
Period 7	1:00- 1:40 pm	40
Period 8	1:43- 2:23 pm	40
Period 9	2:26- 3:06 pm	40
Homeroom	3:07- 3:11 pm	4

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**360 min. of daily instruction**  
**6 hrs. of daily instruction**  
**1080 hrs. of annual instruction**

**Tidioute Community Charter School  
Tidioute, Pennsylvania  
2018-2019 School Calendars**

2018/2019

Staff                      Student                      In Service  
# Days in Month      # Days in Month      Days

Mon.	Aug. 20	Professional Development Day for Teachers#1- No School for Students					
Tues.	Aug. 21	Professional Development Day for Teachers#2 -No School for Students					
Wed.	Aug. 22	<b>First Day of School for Students</b>	10	10	8	8	<b>2</b>
Mon.	Sept. 03	Labor Day – No School	19	29	19	27	
Fri.	Oct. 05	No School					
Mon.	Oct. 08	Professional Development Day for Teachers#3- No School for Students					
Wed.	Oct. 24	Parent Teacher Conferences 3:20 to 7:00PM					
Fri.	Oct. 26	1 <sup>st</sup> Quarter Ends					
Mon.	Oct. 29	2 <sup>nd</sup> Quarter Starts	22	51	21	48	<b>1</b>
Wed.	Nov 21	First Day of Thanksgiving Break					
Tues.	Nov 27	Thanksgiving Break Ends - School Resumes	18	69	18	66	
Mon.	Dec. 24	No School Christmas Break	15	84	15	81	
Wed.	Jan. 2	School Resumes					
Mon.	Jan. 14	1 <sup>st</sup> Semester/ 2 <sup>nd</sup> Quarter Ends 90 <sup>th</sup> day of School					
Mon.	Jan. 21	No School Snow Day #1 – Martin Luther King Day					
Tues.	Jan. 29	100 <sup>th</sup> day of School	21	105	21	102	
Mon.	Feb. 18	Professional Development Day for Teachers#4- No School for Students	20	125	19	121	<b>1</b>
Wed.	Mar. 20	3 <sup>rd</sup> Quarter Ends					
Thur.	Mar. 21	4 <sup>th</sup> Quarter Starts					
Fri.	Mar. 22	No School Snow Day #2	20	145	20	141	
Fri.	April 5	Professional Development Day for Teachers#5- No School for Students					
Fri..	April 19	Good Friday – No School					
Mon.	April 22	No School Snow Day #4					
Tues.	April 23	No School Snow Day #3	19	164	18	159	<b>1</b>
Fri.	May 10	Professional Development Day for Teachers#6 - No School for Students					
Mon.	May 27	No School Memorial Day					
Fri.	May 31	Semester 2/4 <sup>th</sup> Quarter Ends/ Last Day for Students	22	186	21	180	<b>1</b>
Student dismissed at 11:00 Staff dismissed at 3:15							
Graduation/ Baccalaureates							
Totals:			186	186	180	180	<b>6</b>

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

1. January 21st
2. March 22<sup>nd</sup>
3. April 23rd
4. April 22nd

## TEST SCHEDULES AND DATES

2018-2019			
8/22/2018 – 5/31/19			
Semester 1 08/22/2018 - 01/14/2019		Semester 2 01/15/2019 - 05/31/2019	
Quarter 1 08/22/18 – 10/26/18	Quarter 2 10/29/18 – 1/14/19	Quarter 3 1/15/19 – 3/20/19	Quarter 4 3/21/19 – 5/31/19

**Progress Reports Due:**

- Quarter 1 = Friday, September 21st
- Quarter 2 = Tuesday, December 4th
- Quarter 3 = Friday, February 15th
- Quarter 4 = Friday, April 26th

**Grades will be finalized on:**

- Quarter 1 = Tuesday, October 30th
- Quarter 2 = Wednesday, January 16th
- Quarter 3 = Friday, March 22nd
- Quarter 4 = Tuesday, June 4th

**Measures of Academic Progress (MAPS) – K5-9 grades**

Three times a year (fall, winter, and spring)

<b>PSSA Test Assessments</b>		
Language Arts	April 15-26 , 2019	Grade 3 - 8
Math	April 29-May 3, 2019	Grades 3 - 8
Science	April 29-May 3, 2019	Grades 4 and 8
Makeups	April 29-May 3, 2019	

<b>Keystone Test Window 2018-2019:</b>
Winter: Wave2 - January 7-18, 2019    Spring: May 13-24, 2019    Summer: July 29-August 2, 2019

## **PARENT/TEACHER ORGANIZATION (PTO)/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, Act 114 clearances, and submit a negative TB test.

Volunteers may come from all backgrounds and all age groups and include any person willing to give their time to help students and school staff members. Volunteers may be involved in 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 PTO/CAPTIVATE handbook is available upon request through the PTO Coordinator, Heather Cass.

## **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**

Teachers are pleased to discuss with parents any questions or concerns about their child or educational program. However, the education program functions best with the fewest interruptions. Please avoid disrupting class during instructional times.

We would like to take this opportunity to encourage your cooperation in following a few basic guidelines to effectively communicate with school personnel:

1. Parents/guardians should communicate first with teachers regarding classroom problems.
2. Appointments for private conferences with teachers should be made in advance by contacting the secretary of the building.
3. All visitors to the school are to report to the office to sign-in and obtain a visitors badge.
4. Problems, which cannot be resolved during parent-teacher conferences, should be taken to the CEO.
5. Formal scheduled Parent-Teacher Conferences are conducted by appointment.

## **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. Attendance shall be required of all students enrolled in the school during the days that school is in session, except when the absence is "excused" as set forth below.

### **Attendance Policy # 204**

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 guidance 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.

"Compulsory age" is defined as the time at which a student first enrolls in school (which may be no later than age of 8 years), until the age of 17 or graduation from a high school, whichever comes first.

### **Excused absence**

An "excused absence" includes the absence of a student for any of the following reasons:

1. Illness— if ill, the student must obtain a pass from the teacher to see the nurse. If necessary, a parent will be contacted by the school and the student will be given written permission to be excused to go home. The school administration may require that a student provide a medical statement or excuse from a licensed practitioner of the healing arts for every absence from school, subsequent to that student having accumulated absences of ten (10) school days in any school term. Failure to provide the requested excuse may result in such absence being classified as unexcused and/or illegal depending upon the age of the student.
2. Quarantine
3. Death in immediate family and/or relative residing in the same house.
4. Impassable roads
5. Short-term family emergency
6. Religious holidays and religious instruction (with religious instruction limited to a total of not more than 36 hours per school year)
7. Educational tour/trip that is not school sponsored, approved by CEO
8. School supervised trips or tours



9. If a student is suspended, the absence will be marked as excused
10. Family vacation - Parent/guardian must submit in writing a request two weeks prior to vacationing dates and this request must be approved by school personnel.
11. Dental and Medical Appointments - Students who wish to leave the school for dental or medical appointments are required to bring a note from the parent and an appointment card from the doctor to the school office for approval by the appropriate administrator to be excused from class. This should be done before the homeroom bell on the day of the appointment. Students/Parents are asked to schedule medical appointments after school as much as possible. For early morning appointments, the request from the parent may be brought the day prior to the appointment.
12. Junior/Senior excusal for interviews — When students have a written invitation or appointment to go for a job interview, college admission, nurse's training,, trade or technical school, as well as other post high school plans, they may be excused for a total of three (3) days during their junior/senior year. The student is to obtain a permission slip from the appropriate guidance counselor and have this completed before the day she/he is to be excused. After the appropriate counselor gives permission, the counselor sends a copy of the same to the attendance secretary. For early morning appointments, the request from the parent may be brought the day prior to the appointment.
13. College visitation
14. Death in the family
15. Delay or absence of school bus
16. Court Appearance
17. Home Tutored Instruction - The parent must contact the CEO to make arrangements for Home Tutored Instruction. All home tutored assignments, books, materials, and return of materials must be coordinated through the appropriate counselor, or administrator.

Excused absences are not to be considered perfect attendance. The only exceptions to this policy are: school related field trips, sports, absence from school for religious instruction, and the days when there is severe weather whereby the CEO says to the parents via the media, "Use your discretion in sending your child to school." No other exceptions are made.

Parents are requested to call the office to verify all excused absences or excused tardies. When a student returns to school, she/he presents a written note to the office giving the student's full name, grade, and homeroom, listing the dates of absence, and detailing the reason(s) for the absence. The parent or guardian signs and dates the note and indicates the home phone number.

## **Unexcused Absence**

An "unexcused absence" is the absence of a student who is of compulsory school age for one of the following reasons:

1. Leaving school during school hours without school authorization or absence from school for reasons other than those defined as legally excused
2. Illegal employment
3. Missing the bus
4. Hunting
5. Oversleeping
6. Failure to bring an excuse to school upon return.
7. Parental neglect - parent knows of the absence (examples: unauthorized trips, baby-sitting, errands, housework, oversleeping).

Students who are beyond compulsory education age are not subject to the truancy provisions of the Pennsylvania Public School Code; however, the administrative response to unexcused absences, in addition to the disciplinary consequences outlined above, shall be as follows:

1. After three (3) days of unexcused absences, the school district attendance officer shall notify the parent, in writing, of the unexcused absence. This shall be the first warning.
2. When the next unexcused day of absence occurs, the school district attendance officer shall notify the parent of the unexcused absence and request the parent to attend a conference to discuss the reasons for the absence. The parent, student, and school administrator shall agree on a pattern of regular school attendance. As a result of this conference, the attendance of the student will be monitored for a period of twenty (20) school days.

## **Illegal Absence**

An "illegal absence" is an absence from school for all students of compulsory school age (8 — 17 years) for reasons other than those defined as "legally excused."

## **Truancy**

A student of compulsory school age is "truant" if he/she has three (3) or more school days of unlawful absences during any given school year.

A student becomes "habitually truant" if he/she has six (6) or more school days of unlawful absences during any given school year.

In addition to any disciplinary consequences imposed by the TCCS on students who have acquired illegal absences, compulsory-aged students must comply with the compulsory education/truancy provisions of the Pennsylvania Public School Code. The following procedure will be followed:

1. **First Notice**—A First Notice shall be served to the student's parent(s)/guardian as soon as a student has accumulated three (3) days of illegal absences. It remains a First Notice until three (3) calendar days have elapsed after legal notice has been served on the parent(s)/guardian.
2. **Second Notice**—the next illegal absence after the First Notice is closed becomes a second offense and the appropriate administrator will serve a Second Notice to the student's parent(s)/guardian. Upon serving the second notice on the student's parent(s)/guardian, charges will be filed with the District Judge.
3. **Hearing before District Judge**—after charges are filed with the District Judge, the student's parent(s)/guardian will receive notice of a hearing before the District Judge. The truant child and the parent(s)/guardian must appear at the hearing.
  - (1) Upon conviction of a summary offense for failure to comply with compulsory attendance laws, the truant student's parent(s)/guardian will be sentenced to pay a fine, not to exceed three hundred dollars (\$300.00), *and* must pay court costs, or be sentenced to complete a parenting education program.
  - (2) If the parent(s)/guardian are not convicted, and the child continues to be truant and has reached the age of thirteen (13), and has been convicted of violating the compulsory attendance laws:
    - (a) The child can be fined up to \$300.00 or be assigned to an adjudication alternative program; and
    - (b) The Pennsylvania Department of Transportation (PennDOT) will suspend the child's driving privileges for 90 days.
    - (c) If the child is convicted of a second or subsequent violation, PennDOT will suspend the child's driving privileges for six (6) months.
    - (d) If the child convicted of a violation of compulsory attendance laws is unlicensed, that child will be ineligible to apply for a learner's permit or driver's license for 90 days after a first offense, or for

six months after a second or subsequent offense. If the child is under sixteen years of age when convicted, suspension of operating privileges will commence upon the child's sixteenth birthday.

## **Participation in School Activities**

Any student not in attendance for the full day **WILL NOT BE PERMITTED** to participate in any school activity that day. This rule does not apply to those students who receive pre-approval from the appropriate school administrator for the reasons stated above, or other reasons as determined by the administration. These activities include sports, plays, clubs, etc., which are held after regular school hours.

## **Tardiness**

1. **Homeroom** - The homeroom teacher will document when a student accumulates three (3) unexcused tardies for homeroom (excused/unexcused is verified by giving the student three (3) days to bring in the excuse and determining if the excuse is "excused" or legal"). If you are tardy three days to homeroom without an excuse, you will receive an afterschool detention.
2. **School/Class** - A student who is tardy to school after homeroom must report directly to the Office. If you are tardy three times to the same class without an excuse, you will receive an afterschool detention or a Saturday detention.

## **Withdraw**

If a student is absent from school for ten (10) consecutive days, that student will be removed from the active membership roll unless one of the following occurs:

1. The Charter School has been provided with evidence that the student's absence may be legally excused, or
2. Compulsory attendance prosecution has been or is being pursued.

## **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- The student may be marked ½ day absent depending on the time and reason for the late arrival..

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 for the entire day depending on the time and reason for the arrival.

### **LEAVING SCHOOL EARLY**

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

11:00 AM – 3:11 PM – Any student leaving 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 within a reasonable time frame.
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/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.

## **TCCS HONOR ROLL/MERIT ROLL GUIDELINES**

### **Honor Roll Requirements**

Honor Roll: 93% - 94.9%

Merit Roll: 95% and above

### **Elementary Students (grades 2-6):**

- Honor Roll is awarded to a student after each marking period.
- Because students in grades 2-6 receive a Satisfactory or Unsatisfactory for their Specials, these courses do not count toward the average.
- We do not round grades. Ex: 92.6% does not = 93%
- Students can have no "Ds", "Fs" or "Us" on their report card for that marking period.
- Spanish for 6<sup>th</sup> grade meets 5 days a week and will be graded. This grade will count towards their average. Spanish does not count towards the average for grades 2-5 as it only meets once a week.

### **Middle and High School Students 7-12**

- Honor Roll is awarded to a student after each marking period.
- We do not round grades.
- If a student transfers into to TCCS their transfer grades must meet the TCCS grade requirements.
- Students can have no "Ds" or "Fs" on their report card regardless of their average.
- All courses on a student's schedule count towards Honor/Merit Roll.

## Academic Performance Recognition Trip Guidelines

Students in grades 3-12 who earn grades that qualify them for the Academic Performance Recognition Trip are invited to attend an end of year fieldtrip. A student must be enrolled at TCCS for at least three full quarters in order to be eligible for this trip. Transferring grades for the current year must meet or exceed TCCS requirements for their grade level Honor Roll. If a student has any disciplinary action taken it is up to the administration on a case basis if the student will be allowed to attend this event.

### Elementary trip (grades 3-6) and Middle/High School (grades 7-12)

Students will qualify for this trip if each marking period has been a 93% or above, with no rounding for all 4 marking periods. Students can have no “D”, “F”, or “U”s”

Example:

#### Qualifies

Marking period 1 = 93% or above  
Marking period 2 = 93% or above  
Marking period 3 = 93% or above  
Marking period 4 = 93% or above

#### Does not qualify

marking period 1 = 93%  
marking period 2 = 90%  
marking period 3 = 94%  
marking period 4 = 95%

## Merit Roll

Merit Roll will be distinguished through awards at the end of year Awards’ Day and chords during graduation ceremony instead of a separate trip.

## GRADES

The Tidioute Community Charter School has adopted a percentage grading system for grades 2-12. 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. These are listed in the course guide available to all students in the school office and on page 28 in this handbook.

Dual Enrollment College Courses and Advanced Placement Courses receive one Unit of credit.

## SCHEDULE CHANGES

A student's class schedule may be changed through the Student Success Specialist, Melissa Mahaney. 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.
4. Any course changes will be accomplished within the first five days of school each term. Courses will only be changed due to mistakes in the schedule, educational 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.**

## 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 PA 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. See Graduation Policy 217 for more information.

- A minimum of 28.00 credits earned in grades 9-12 is required for graduation.
- Each student must complete a mentorship program.

Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations – portfolios. Students shall be informed of graduation requirements they are required to complete.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements. A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

A student that has not completed the requirements necessary for graduation from the Tidioute Community Charter School may or may not be permitted to participate in graduation ceremony, but will not receive a diploma until one (1) of the above two (2) requirements is met. The parent/guardian and student will be provided as opportunity to decide whether to participate in graduation ceremonies at the end of his/her twelfth grade year or delay participation until requirements are met, or at the end of the school year in which the student with a disability turns twenty-one (21) years of age.

## **POLICY 217 GRADUATION REQUIREMENTS**

a. English (9-12).....	4.0 credits
b. Math(9-12).....	4.0 credits
c. Social Studies(9-12).....	4.0 credits
d. Science (9-12).....	4.0 credits
e. Language/Music(9-12).....	1.0 credits
f. Physical Education(9-12).....	1.0 credits
g. Electives(9-12).....	5.0 credits
h. Mentorship (11 or 12).....	0.5 credits
i. Career & Financial Planning (11 or 12).....	0.5 credits
j. Philosophy (11-12).....	1.0 credits
k. Writing Skills (10).....	0.5 credits
l. Health 11.....	0.5 credits
m. Computers (9 ).....	1.0 credits
n. Art (9).....	1.0 credits

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28.0 credits

## **ADVANCED PLACEMENT AND DUAL ENROLLMENT**

Advanced Placement (AP) courses are available at TCCS. Students may also take college level courses through Edgenuity or through a Dual Enrollment program. Students must be in good academic standing to enroll in these courses. The TCCS Board of Trustees has determined that each college credit is equivalent to 0.33 high school credit. Therefore a 3 credit college course equals 1 high school credit.

Some high school weighted courses, high school honors courses, AP courses, and college courses are weighted as per the chart below. A list of available courses is listed in the Course Description Guide approved by the TCCS Board of Trustees annually.

### **Weighted Grading Scale**

<b>Regular Course</b>	<b>Weighted HS Course</b>	<b>AP &amp; Honors Course</b>	<b>University Course</b>
<b>A=4</b>	<b>A=5</b>	<b>A=5.5</b>	<b>A=6</b>
<b>B=3</b>	<b>B=4</b>	<b>B=4.5</b>	<b>B=5</b>
<b>C=2</b>	<b>C=3</b>	<b>C=3.5</b>	<b>C=4</b>
<b>D=1</b>	<b>D=1</b>	<b>D=1</b>	<b>D=2</b>
<b>F=0</b>	<b>F=0</b>	<b>F=0</b>	<b>F=0</b>

### **DUAL ENROLLMENT**

Tidioute Community Charter School has several partnerships with universities to offer college credits to high school students through Dual Enrollment. Gannon University (ECUA -Education Consortium of the Upper Alleghenies) courses are offered on premises. This program provides an opportunity for students to take college courses while still in high school. The courses count for both high school graduation credit and college credits and are offered at a discount. Students are encouraged to speak with the Student Success Specialist and/or CEO regarding Dual Enrollment opportunities.

### **POLICY FOR VALEDICTORIAN, SALUATORIAN, AND HISTORIAN AT TCCS**

A student must be enrolled at TCCS for two (2) consecutive years immediately prior to graduation. If there is a tie with Grade Point Average (GPA) for any level there will be Co- titles at that level. The Valedictorian will give the graduation speech, which will be reviewed by administration prior to graduation for final approval. The Salutatorian will give a short introduction of the Valedictorian and a short speech. The Historian will announce the graduates and their future plans at Graduation.

### **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 6:00AM and a decision to close school from a two-hour delay will be made by 7:30AM or earlier. In the event of a delay, please follow your home school's schedule. In the event of a school closing, please follow Warren County School District's schedule. In the case of a two-hour delay, K4 will not have school. Breakfast will not be offered on these days. When 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.

If you reside in another district outside of Warren County, you will follow your home district's cancellations as well as Warren County. We will post all cancellations and delays with our One Call System. This system places a call to parent designated phone numbers. If you do not receive a call, please contact the school office to sign-up for this service. Please check the TCCS website at 6:00AM. This is the fastest way to check for delays or cancellations.

Please listen to:

Warren

Corry

Erie – TV

Jamestown

WNAE/WRRN/WKND

WWCB

WICU TV/ WJET TV/

WSEE TV

WJTN/WHUG/WCOT

## **STUDENT TRANSPORTATION**

The following subsection outlines what is expected of students who ride any school bus to the school:

### **1. Behavior on the bus/vans.**

Because the driver must keep his/her attention upon the street/highway and the operation of the bus, it is necessary for students to be well behaved. Therefore, the following regulations shall be strictly enforced:

- a. No student shall throw any objects or substances in or around the bus.
- b. No student shall use loud or profane language in or around the bus.
- c. No student shall indulge in pushing, fighting, or other unruly behavior in or around the bus.
- d. No student shall deliberately destroy, abuse, or otherwise show disrespect for the driver of the vehicle.
- e. All students shall remain seated at all times while on the bus. Aisles must be kept clear.
- f. No student shall deliberately mar, deface or tamper with any part of the vehicle. Damage will be paid by the individual. The incident may be reported to appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.
- g. There shall be no smoking in or around the vehicle at any time. Lighting of matches or lighter in or around the bus is prohibited.
- h. There shall be no drinking of pop or any other beverage on the bus unless permitted by the driver.
- i. There shall be no littering from the bus.
- j. Students shall be courteous to fellow pupils.

## 2. Behavior at bus stop.

- a. Students shall use good safety practices.
- b. Students shall remain in designated area, arriving no earlier than ten (10) minutes. The rights of property owners in the vicinity must be respected.

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.

If any changes are made to your child's pick up locale 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 TCCS in the TCCS Office @ 484-3550 EXT: 104

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. Administration may alter discipline consequences for serious infractions.

### **(Level 1/2) BEHAVIOR ON SCHOOL TRANSPORTATION**

- **First Offense** – Warning and parent will be notified.
- **Second Offense** 1 – 3 day suspension of riding privileges
- **Third Offense** – 3 to 5 days of suspension of riding privileges
- **Fourth Offense** - 5 to 10 days and/ or possible Suspension of riding privileges for the remainder 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).
- **Fifth Offense** - Suspension of riding privileges for the remainder 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)

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.

Transportation is provided by the home district of each resident. TCCS will comply with home district regulations regarding transportation. Parents or guardians should review their sending district's transportation policies via their websites. The home district reserves the right to handle severe discipline problems if necessary.

### **Change of Bus (one day)**

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.**

## **BREAKFAST AND LUNCH PROGRAM**

It is important to us that all students receive a healthy meal. The TCCS operates a free breakfast and lunch program under the direction of the United States Department of Agriculture. All enrolled students of Tidioute Community Charter School are eligible to receive a nutritional breakfast and lunch every day at the school at no charge to your household. No further action is required of you. **Students will not be allowed to charge.** Parents must use an electronic Nutrition Account in order to purchase additional items. Directions for this process will be mailed home.

## **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 purchase accident/health or hospitalization insurance or ambulance services for any of our students, but is only used as a secondary resource. It is the responsibility of the parents to provide primary 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 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.

## **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.)
5. Physical examination – Grades K or 1, 6, & 11. (This is an examination only.)
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.

## **MEDICATION POLICY**

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

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 exception 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 educational process and can cause undo stress among students, parents and staff. Parents and students who hear rumors and stories are to contact the CEO. School officials can then investigate the rumor and share the facts with the school community.

## **STUDENT DRESS**

No student shall wear any apparel or jewelry that by words, pictures, or any combination thereof advocates or promotes sexual activity, violence, use or sale of alcohol or drugs demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability, and or creates a disruption to teaching and learning environment.

Items not permitted: Tops without straps, hats, open-toed shoes that are not secured around the ankle or back of the heel with a strap. Apparel that reveals or exposes the midriff, cleavage, lower back, chest, sides of the upper body, or undergarments is not permitted. Undergarments must be **fully** covered. Shorts, skirts, and dresses must be of acceptable length. No shirts that have open sides and the arm opening must be at the arm pit. The US Supreme Court has decided that student

dress can be regulated in the sense that dress cannot be distracting to the educational environment. 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.
- If you do not have clothing, check with the school nurse to see if something is available for you to wear
- A phone call home to Parent/Guardian.
- The student will be sent home to change clothing.
- Parent conference
- Detention
- In or out of school suspension

## **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, etc.

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. 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 responsibility of student and/or parents to provide a lock for the student's locker. TCCS cannot be responsible for lost, stolen, or misplaced items. In order to be granted the privilege of having the use of a school locker, the student at the beginning of each school year will be required review this policy with school administrators, sign a locker contract, and have any questions answered. Students are not allowed to share lockers or use lockers not assigned by their advisors. If a lock has to be removed by the custodial staff the student must inform the office.

## **BACKPACKS**

It is the policy of TCCS to limit the use of backpacks during school hours. Students are permitted to bring backpacks to school. Backpacks should be kept in lockers during the school day. A teacher may ask a student to keep their backpack in their locker if it becomes a disruption in 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.

## **SEARCHES**

School authorities may search a student's locker and backpack 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.

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, as school authorities are charged with the health, welfare, and safety of all students under the Fourth Amendment to the Federal Constitution.

## **OPEN CONTAINERS 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 with the exception of water. All open containers other than clear water should be consumed and discarded in the cafeteria. Any open containers other than water found in the halls or lockers after 7:55 A.M. 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)**

Children, at times, bring money to school for different purposes. Often they do not know which amount is for what purpose. Parents should place money in envelopes clearly marked with the child's names, the amount of money enclosed (exact change), and the purpose for which it is intended.

## **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.

Types of proof of age documents 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.

## **POWER SCHOOL LOGIN INFORMATION**

You can access your child's current grades, attendance, correspond with teachers, and more through PowerSchool. You will need the following information:

The website location is: <http://tidioutecharter.powerschool.com/public>, or you can go through the

school website at <https://tidioutecharter.com>. Click on the top right green button (PowerSchool). Click on Parent/Student and log in using the ID and Password provided to you by the school office. Parent login information is different from student login information. Parents need to create an account the first time they login (second tab on the top). You create a user name and password of your choice. Once logged in, use the information provided on your PowerSchool letter to log into your children's accounts. You can view the information on your student at any time. If you do not yet have internet access, you can visit the secretary to receive your student's report. Please keep your passwords confidential so only you can access the information.

## **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/her. An "Event Guest Permission Form" found in the office must be submitted by the sponsoring student to the CEO before the event for authorization to attend. 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, the parent must be notified, and then depart from school property. Re-admittance to a dance is not allowed.
- d) 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 their misconduct warrants it.

### **Guidelines for Prom/Dance Guests Age 21 and older**

Adult guests age 21 and older have legal privileges that conflict with the rights and responsibilities of TCCS students.

1. The adult guest must be hosted by a member of the student body and remain in him/her company throughout the prom/dance. Students will be responsible for their guests.
2. The adult guest agrees to be bound by all aspects of the TCCS discipline codes during the time they attend the prom/dance. The hosting student should provide the adult guest with a copy of the Discipline Code.
3. Violations of the discipline code can lead to criminal charges being filed, if applicable in addition to being removed from the prom/dance.



## **SPECIAL EDUCATION SERVICES**

TCCS provides a full continuum of special education services for exceptional children from K4 through age 21. These services include: autism support, support for developmental delays (IU5 early intervention), emotional support, learning support, hearing support (IU5), multi-handicap support, life skills support, vision support (IU5), speech and language support (IU5) and physical support. The charter school realizes its responsibility to provide each exceptional child with a free appropriate public education (FAPE) to meet his/her unique learning needs in the least restrictive environment possible.

### **Multidisciplinary Evaluation**

Parents may request a multidisciplinary evaluation by contacting the building CEO or the Director of Special Education.

### **Right To Due Process and Confidentiality**

Parents of thought-to-be exceptional children, exceptional children, and eligible young children shall be given the right to due process (in writing), with explanation; and the confidentiality of personally identifiable information on these children will be protected as guaranteed by state and federal law. Parents may request access to educational records through the building CEO.

### **Protected Handicapped Students**

Chapter 15, Protected Handicapped Students, further protects otherwise qualified handicapped students who fall under Section 504 eligibility requirements but are excluded from Chapter 14, Special Education Programs and Services.

Chapter 15 states that, “A school district shall provide each protected handicapped student enrolled in the charter school, without cost to the student or family those related aids, services or accommodation which are needed to afford the student equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities without discrimination and to the maximum extent appropriate to the students’ abilities.”

Under Chapter 15 parents are given the right to initiate an evaluation and provision of services. If the parent wishes to initiate the evaluation process, he/she should contact the CEO or the Director of Special Education.

### **Discipline of Exceptional Students**

Discipline of exceptional students at TCCS follows existing charter school policy except where Pennsylvania Special Education Standards and Regulations concerning use of aversive and suspension/expulsion, etc., are in question. In those situations, TCCS follows procedures outlined in Chapter 14.35 of the State Regulations and Standards. A Behavior Management Policy that emphasizes positive techniques and parent involvement has been developed and may be accessed upon request.

## **Child Find**

### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedure in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter schools of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit and charter schools shall publish written information in the handbook and on the website. Children ages 3-21 can be eligible for special education programs and services.

If parents believe that the child may be eligible for special education, the parent should contact the school district where the child attends or the Director of Special Education for the NW Tri-County Intermediate Unit identified at the end of this public notice. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Department at the Intermediate Unit. (See Evaluation Process below for contact info.)

### **Evaluation Process**

Each school district, intermediate unit and charter schools have a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Supervisor, NW Tri-County Intermediate Unit #5, 252 Waterford St., Edinboro, PA 16412 or call 1-800-677-8461.

## **Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the school district, intermediate unit, charter schools, or PRRIs will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

## **Program Development**

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

## **Confidentiality of Information**

The school districts, intermediate units, charter schools and PRRIs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the FERPA at the following URL: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

This notice is only a summary of the special education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a preschool or school aged child, public or private, contact the school or district where your child attends. Additionally one may contact the name and number or e-mail listed below:

Christine Carucci  
Director of Special Education  
Northwest Tri-County Intermediate Unit #5  
252 Waterford Street Edinboro, PA 16412  
1-800-677-5610 christine\_carucci@iu5.org

The school district, intermediate unit and charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

## **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 LEARNERS**

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 school's academic program.

The TCCS guarantees that students enrolled in the EL (English Language) program full access to the school's 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.

Responsibilities encompass, but are not limited to, the following roles: 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 parents/community 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.

## **SAP (STUDENT ASSISTANT PROGRAM)**

The Student Assistant Program is available through a local behavioral agency. The outside agency comes into the school bi-monthly to conduct meeting with TCCS SAP Team members and to address student issues in grades 3-12. The SAP Team is a viable resource at our school. The SAP Team helps identify those students who may be a risk for Mental Health, academic, difficulties, and/or drug & alcohol problems.

Identification begins when a student demonstrates through his/her school behavior or academic performance that he/she is experiencing difficulties. The Sap Team then “red flags” the student and begins to work with him/her. Data is gathered, using behavior checklists, assessments forms, and personal interviews with the student and his/her parents. Decisions are then based on the seriousness of the behavior, the patterns of behavior that are observed, and the degree of parental support. Appropriate referral resources are located either or out of school, (i.e. counselors, support groups, treatment via the outpatient/inpatient Mental Health and/ or Drug & Alcohol programs). Follow-up is provided to support the referral, which includes both support from SAP Team members, faculty, and SAP Agency Counselors.

If you know an at-risk student who could possibly benefit from a program like SAP, please contact our office for assistance.

## **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**

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

## **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 other than designated areas.
- 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 are 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).
  - d) All posted materials for clubs must be approved by the appointed faculty advisor or administration.

## **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.

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**

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.

## SUMMER HOMEWORK

**All** students who enter grades Kindergarten through 12<sup>th</sup> grade are **required** to complete math and reading assignments over the summer.

Your children have been informed by their teachers as to the requirements of the summer reading and math work. Students that enrolled over the summer were given work to complete before the start of the school year. These requirements will be sent home with each student. Extra copies of the requirements will be available in the office during regular business hours. Your child's summer work will be assessed at the beginning of the school year, and the score of their assessment will count for 25% of their first marking period grade.

## 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, please contact the office.

**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
- c. It is the responsibility of the student to turn in all work one week or less from the time the teacher assigns the work. Extended deadlines must be discussed with the teacher that assigned the work.

## **ELECTRONIC DEVICE POLICY 237**

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. The Board prohibits during the school day use of all electronic devices by students on school from 7:55 a.m. to 3:11 p.m. and at school-sponsored activities at the discretion of their advisor, with the exception of use in the classroom or for learning purposes as specified and supervised by an employee of TCCS. Students are permitted to use their approved electronic devices during their designated lunch period and between classes. Phones cannot be in use once the bell rings for class. Students are not to take photos or use the devices to records audio or video during this time. Use deemed inappropriate from 7:30 a.m. to 7:55 a.m. will result in disciplinary consequences.

The Board prohibits use of the camera or recording capabilities of a cellular telephone to take photographs or record audio or video during the school day in TCCS buildings. 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.

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 (3:11pm) at which time the principal or his designee will review the policy with the student and return the phone.

**Second offense:** Communication devices will be held by the principal until the parent or adult relative picks up the device.

**Third offense:** Communication devices will be held by the principal until the parent picks the device up and the child will receive one point for the third infraction. The principal reserves this option to ban this student's cellphone for the remainder of the semester or school year.



**Fourth offense:** This student is banned from any use of communication devices for the remainder of the school year. See point schedule on last page.

Offenses beyond four will be dealt with on a case by case basis.

### **Computer Misuse**

A student's use of the Tidioute Community Charter School's computers and Internet resources is a privilege, not a right. In addition to the following requirements, students are required to abide by the rules and regulations set forth in policy #237, titled: "Computer Use/Internet Policy". Students, and their parents/guardians, are notified of the contents of the "Computer Use/Internet Policy" at the start of each school year and its contents are hereby incorporated by reference in this Discipline Policy. The disciplinary consequences for a violation of the "Computer Use/Internet Policy" are as follows:

1. Students will be notified of each alleged violation of the Computer Use/Internet Policy.
2. Depending on the severity of the violation of the Computer Use/Internet Policy, students face disciplinary consequences ranging from a warning, to loss of privileges to use the school's computers, or in some cases, suspension or expulsion.
3. Suspicion of a student's illegal use of the Internet or school computers, such as copyright violations, theft of services, using the system to publish defamatory statements, may be reported to the appropriate legal authorities for possible prosecution.
4. Students are responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

## **TELECOMMUNICATIONS POLICY FOR STUDENTS**

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. The school maintains blocking software to monitor to restrict access to certain sites. See Board policy #815.

## **INTERNET 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.

### **Computers (cart) and Chromebooks:**

Computer carts and Chromebooks will primarily be used for basic instruction of the Internet. Students may access the Internet on the computer only if a subject area class has reserved the cart for the purpose of seeking information for an assignment. Students may only use the websites the subject area instructor has designated for the assignment on Chromebooks and computers.

See the “Computer Use/Internet Policy” signature page for information on misuse/unacceptable use of technology and information about their Chromebook.

### **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. Existing instructions must be left on file with the administrator for each mailing list to which subscribed.

### **Invasion of Privacy**

Student should refrain from unreasonable intrusions concerning the privacy of school employees, other students, or third parties. Invasions of privacy can include, but are not limited to casting another in a false light, creating unwarranted publicity about another, obtaining information about or images of another via inappropriate means, or tampering with information concerning another.

### **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.

Cheat - to deceive, deprive by fraud, pretense obtain property by distortion of the truth, swindle, or all of the above.

Plagiarize - to steal and pass off as one's own the ideas or words of another, to present as one's own idea or product an article derived from an existing source.

Students caught cheating or plagiarizing will be given a zero (0) on the assignment/test with NO chance to make up the work. They may also receive a verbal warning or an In-School Suspension.

### **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 to 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 website 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 laws. 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/her designee, and the web manager prior to becoming a link from the school website. With such approval, 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.

## **ASSEMBLY PROGRAMS**

Assembly programs are scheduled for the enjoyment and cultural enrichment of the student body. 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.

## **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.

Faculty or advisors are expected to inform parent/guardian and student of consequences of missed mandatory attendance days of classes through a class syllabus or letter home requiring a parent/guardian and student signature.

## **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 a player or a spectator, 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.

### **ATHLETIC POLICY #123**

#### **Academic Eligibility**

In addition to the athletic eligibility standards set by the Pennsylvania Interscholastic Athletic Association (PIAA), TCCS Student-Athletes are expected to

maintain appropriate performance in the classroom at all times. Participation in athletics is a privilege, not a right, and students should remember that their academic performance is vital to their future success. In order to assist the student in meeting his/her academic obligations, teachers and coaches are encouraged to engage in a free-sharing of information. The ultimate responsibility, however, rests with the student, who must meet the academic standards discussed below:

- Students who meet PIAA eligibility rules and hold at least a 65% in all of their courses will be initially eligible at the beginning of each athletic season.
- Any student failing a class on the report card prior to the athletic season will be suspended the first game of the season. Student-Athletes are expected to maintain their grades at all times, not just during the sport season.
- One week into the season, the Athletic Director will check the grades of all student athletes. At this time, student-athletes must possess a cumulative GPA of 72% or higher to remain eligible. If an individual does not have the required GPA, he/she will be ineligible for the following game. Student-Athletes failing (grades below 65%) one course, but still meeting Academic Eligibility standards, will be placed on probation. Those Student Athletes failing more than one course will be ineligible until those course grades improve to meet the Academic Eligibility standards. The Student-Athlete may continue to practice with the team, but is encouraged to attend after-school help sessions to improve academic performance.
- Any student who is found to be academically ineligible will be placed on progress reports immediately. It is the student's responsibility to have the progress report filled out weekly by all teachers and present the progress report to the Athletic Director. Satisfactory progress in a student's coursework will result in the reinstatement of his/her eligibility. If a student fails to follow these procedures until the end of the season, he/she will continue to be ineligible.
- If a student-athlete is ineligible for three consecutive weeks, that student-athlete will be removed from the team. This will also cause the student-athlete to become ineligible for the following athletic season they plan to participate in during the current school year.

### **Conduct Unbecoming of a Student Athlete**

This conduct includes, but is not limited to: disrespect by a Student-Athlete to another player, coach, official, spectator, faculty, or staff, use of obscene or offensive language, and any rude or improper gestures.

In the case of a report that a student-athlete at TCCS has committed any form of conduct unbecoming of a student-athlete either inside or outside of school, the incident will be investigated. If enough evidence is found to prove that the original report was true, the acting Athletic Director shall decide the disciplinary action to be taken.

## **Discipline**

Student-Athletes that receive discipline referrals during an athletic season will automatically be subject to the following action plan:

- **First Referral-** One game suspension from the next scheduled game after the referral has been processed.
- **Second Referral-** One to three game suspension(s) from the next scheduled game(s) depending on the severity of the student-athlete's infraction after the referral has been processed.
- **Third Referral-** Termination of the student's privilege to be a Student-Athlete for the remainder of the present athletic season of which they are involved.

## **School Day Attendance**

- In the case of late arrivals during an athletic season, Student-Athletes must be signed in at the office before 11:00 a.m. If a student signs in after 11:00 a.m., they will not be eligible to participate in the day's practice/game.
- If a Student-Athlete is absent part of the school day due to a medical reason or family emergency, he/she may provide an excuse from the doctor for medical reasons or parent/guardian for a family emergency validating the absence to still be eligible to participate in that day's practice/game.
- In the case that Student-Athletes are part of school club or organization that has an activity requiring absence during the school day, the absence will be excused and he/she will be eligible for the day's practice/game.
- Attendance shall be tracked by the coaching staff and/or Athletic Director.

## **Tobacco, Alcohol, or Drug Use**

Use of tobacco, alcohol, or illicit drugs by Student-Athletes at TCCS will not be tolerated. In the case of a report that a Student-Athlete at TCCS has been using tobacco, alcohol, or illicit drugs, either inside or outside of school, the incident will be investigated. If enough evidence is found to prove that the original report was true, the student will have their privilege to be a Student-Athlete terminated for the remainder of the present athletic season of which they are involved.

## **Transportation**

- There will be no school provided transportation for student-athletes in relation to practices with the exception of the activity bus that will transport student-athletes to and from Trap team practices at the Tidioute Bucktails Gun Club.
- Student-athletes must have approval from the head coach as well as a signed note from their parent/guardian before they are excused from riding the bus home with the team.
- In the case that a parent/guardian requests that their son/daughter be excused from using the provided transportation the acting Athletic Director will decide if it is a reasonable request and grant or deny permission. This request must be written and signed by the parent/guardian and received at least one day in advance.

## **Injuries**

- Any student that has been deemed ineligible to play by medical note, will not be permitted to dress for practice, but are still required to attend practice.
- Any athlete that does not abide by doctor's orders will be suspended 2 games upon medical release per the Athletic Director.
- No athlete will be permitted to participate until the coach and Athletic Director have a signed note releasing the athlete. The note must say the athlete is permitted to return to competition.

## **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.

## **ATHLETIC PHYSICALS**

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

## **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**

### **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. They are available to all students who voluntarily elect to participate. When eligibility requirements are necessary or desirable, the CEO shall be 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. 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, 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 the following rules of conduct for students:

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

## **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 those listed as per the Board's policy on regular school supplies. 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
- 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.
- Club By-Laws will outline specific expectations.

A club or activity advisor reserves the right to remove a student from the activity or club if the student is not following the expectations of the TCCS Board in regard to activities.

### **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 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.

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.

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 that is 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.

### **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. This 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 pest 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.

## **HOMEROOM**

Arrive to school and classes on time. Homeroom is very important. It is in homeroom where information is shared with students and staff, and attendance accounting is initiated.

- a. Each student and staff stands to pledge allegiance to the flag of the United States of America.
- b. Listen to all announcements and respect the rights of others to listen. Review the weekly schedule.
- c. Follow the rules of conduct posted in each homeroom/classroom.

## **CLASSROOM/LABORATORY/SCHOOL SAFETY**

Violation of classroom/laboratory/school safety practices shall include any actions which endanger oneself or others through the use or misuse of classroom and/or laboratory equipment. If a violation is very serious, causing damage or injury, the student will be removed from the laboratory and the incident will be treated as either a second or third offense.

## **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. See Board Policy #250 and 907.

## **HALL PASSES**

If a student has 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 by the teacher. Failure to do so may result in the restriction of these privileges.

## **DISCIPLINE**

### **INSUBORDINATION/DISRUPTION OF LEARNING ENVIRONMENT**

**Insubordination-** Outright refusal to obey a directive from any staff member, after more than one attempt has been made to encourage the student to comply without disciplinary action being initiated. Or, any behavior that is not in direct compliance with the expectations and/or guidelines set forth by the administration, faculty, and staff.

**Disruption of Learning Environment-** Student behavior, including verbal, physical, and/or written actions, which is distracting, detrimental, or not conducive to the learning environment of other students while on school grounds and/or property (office areas, classrooms, hallways, cafeteria, parking lot, school bus, etc.).

#### **Examples include but are not limited to:**

1. Inappropriate/uncontrollable laughing and giggling
2. Chasing other students and/or running around
3. Hitting other students and/or play fighting
4. Throwing objects of any kind
5. Refusal to do schoolwork as directed
6. Refusal to participate in educational activities as directed.
7. Name-calling, ripping, ranking, etc. aimed at students, teachers or staff.
8. Talking out of turn, yelling out, making loud noises.

### **(Level 3) SMOKING/TOBACCO USE**

#### **School Tobacco Control (ACT 145)**

It is a summary offense for a pupil ages 6 – 21 who is enrolled in school to possess or use tobacco products, smokeless tobacco and e-cigarettes 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.

TCCS is a tobacco free zone at all times. Students, teachers, staff, families, community members and guests are to refrain from any and all use of tobacco on all school grounds.

The use or possession of tobacco products is prohibited in a school building, a school bus or on school property owned by, leased by or under the control of the school district (Smoking on school property is also prohibited under Section 283 of the Fire Code.) Pursuant to 18 Pa. C.S.A. 6306.1 of the Pennsylvania Crimes Code, a pupil convicted of the summary offense of using or possessing tobacco in a school building, a school bus or on school property owned by, leased by or under the control of the school, shall be sentenced to pay a fine plus court costs.

Any student who serves as a "look-out" will be treated as if smoking.

## **(Level 2) 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.

## **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 TCCS, will be subject to suspension or other disciplinary action. The discipline may include action by the building administrator as a possible referral to the hearing officer for further discipline.

## **(Level 2) STUDENT RELATIONSHIPS IN SCHOOL**

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

**DISORDERLY CONDUCT** - Fighting, threatening, and engaging in violent behavior, making unreasonable noise, using obscene language or gestures, creating a hazardous or physically offensive condition for no legitimate reason, or for the purpose of creating public inconvenience, annoyance, or alarm.

**First Offense** - Minimum three (3) days Out-of-School Suspension (O.S.S.) for all involved. The incident may be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. Depending on the severity of the behavior, the student may be referred to the Board of Trustees for discipline up to and including expulsion.

**Second Offense** - Five (5) days Out-of-School Suspension (O.S.S.) for all involved. A conference will be held with parent, student, and appropriate staff. The incident may be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. Referral to the Alternative Education Program.

**Third Offense** - Ten (10) days Out-of-School Suspension (O.S.S.). The incident may be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. Depending on the severity of the behavior, the student may be referred to the Board of Directors for discipline up to and including expulsion.

**ENDANGERMENT (ARSON, BOMB THREAT, RIOT, AND OTHER RELATED ACTIONS)** - Deliberate conduct which recklessly causes another person to be placed at risk of death or serious injury.

### **TERRORISTIC THREATS/TERRORISTIC ACTS**

The following definitions apply as used in this section:

**Terroristic threats** - Are threats to commit any crime of violence to another or to cause evacuation of a building, place of assembly, or facility, or to cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience.

**Terrorist acts** - Are offenses against property or involving danger to another person. Any student who communicates a terroristic threat to or about or commits a terroristic act directed at any student, teacher, administrator, volunteer, or any other employee or affiliate of the school, Board member, community member, or toward any school building shall be given Out-of-School Suspension (O.S.S.) and referred to the Board of Directors of the Tidioute Community Charter School for discipline up to and including expulsion. The student's violation of this policy will immediately be reported to his or her parent/guardian. A conference will be held with the student's parents. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**TRESPASSING** – To enter or remain in or on school property, knowing or having reason to know that one is not permitted to enter or remain. A student found trespassing will be given three (3) to ten (10) days of Out-of-School Suspension (O.S.S.). The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. A conference will be held with the parent, student, and appropriate staff.

**WEAPONS**- Shall include, but not be limited to any of the following or any replica or look-alike of the following: guns, firearms, knives, metal knuckles, straight razors and razor blades, noxious, irritating or poisonous gases, including mace and pepper spray, poisons, explosive materials, bombs, missiles, chains, metal objects or any other object designed for protection or designed to harm others; or any object intended by the student to do bodily injury or threat of bodily injury to another.

Students are strictly prohibited from bringing, carrying, using, concealing, or possessing weapons or any replica or look alike object thereof on school property, at any school sponsored activity, or on any public conveyance providing transportation to a school or school sponsored activity. Any student found in possession of or bringing, carrying, using or concealing a weapon or any replica or look alike thereof, on school property, at any school sponsored activity or on any public conveyance

providing transportation to a school or school sponsored activity will be given ten (10) days Out of School Suspension (O.S.S.) and referred to the Board of Trustees of the Tidioute Community Charter School for immediate expulsion for a period of not less than one (1) year. However, the Chief Educational Officer may recommend modifications of this expulsion requirement for a student on a case by case basis.

The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. A conference will be held with the parent, student, and appropriate staff. The CEO shall report the discovery of possession of any weapon on school property, at school sponsored activities, or on public conveyance providing transportation to a school or school sponsored activity to the Department of Education.

The CEO shall in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq.

**THEFT/STEALING-** The intentional, unlawful taking, concealing and/or carrying away of property valued at \$100.00 or more belonging to, or in the lawful possession or custody of another.

**ROBBERY-** The taking of money or property from the person or custody of another by force, violence, or assault.

**BURGLARY OF SCHOOL PROPERTY-** Entering or remaining in a structure or conveyance with the intent to remove property, money, or other valuables from the premises.

Depending on the severity of the incident, any student found stealing, robbing, or burglarizing school property, shall be given a minimum of three (3) days of Out-of-School Suspension (O.S.S.). During this time arrangements must be made for the student to pay restitution for the property, or replace the property. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. A conference will be held with the parent, student, and appropriate staff. Depending on the severity of the incident the student may be referred to the Board of Trustees of the Tidioute Community Charter School for discipline up to and including expulsion.

**VANDALISM-** Deliberate, or reckless destruction, damage, or defacement of Charter School property or property under the control of the Tidioute Community Charter School.

Depending on the severity of the incident, any student found defacing or destroying school or personal property shall be given a minimum of three (3) days of Out-of-School Suspension (O.S.S.). During this time arrangements must be made for the student to pay restitution for repairs, or repair the damages. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. A conference will be held with the parent, student, and appropriate staff. Depending on the severity of the incident the student may be referred to the Board of Trustees of the Tidioute Community Charter School for discipline up to and including expulsion.

**ARSON-** The deliberate starting of a fire or explosion, or helping, asking, or telling another person to start a fire or explosion, which could or does place property in danger of being damaged or a person (including a firefighter) in danger of injury.



Any student found guilty of setting a fire or assisting in setting a fire on school property will receive ten (10) days of Out-of-School Suspension (O.S.S.) and arson charges will be filed with the appropriate law enforcement agencies against him/her by the Tidioute Community Charter School. The student will be referred to the Board of Directors of the Tidioute Community Charter School for discipline up to and including expulsion. Restitution must be made.

**BOMB THREAT-** A threat to detonate an explosive device or a statement that such a device is located in a place where an explosion may cause injury to people or damage to property, made to public or school authorities, regardless of whether such an explosive device exists. NOTE: This does NOT include informing public or school authorities of such threats or statements made by another person for the purpose of allowing such authorities to take appropriate safety precautions.

Any student found guilty of making a bomb threat will be referred to the Board of Directors of the Tidioute Community Charter School for discipline up to and including expulsion. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**RIOT-** Disorderly conduct by three or more persons for the purpose of committing or facilitating the commission of a crime, for the purpose of preventing or coercing official actions, or when the actor knows a firearm or deadly weapon will be used.

Any student found guilty of inciting or participating in a riot will receive ten (10) days of Out-of-School Suspension (O.S.S.) and may be referred to the Board of Directors of the Tidioute Community Charter School for discipline up to and including expulsion. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. Restitution must be made.

### **SETTING OFF FALSE FIRE ALARMS**

Any student found guilty of setting off a false fire alarm will receive ten (10) days of Out-of-School Suspension (O.S.S.) or will be referred to the Board of Directors of the Tidioute Community Charter School for discipline up to and including expulsion. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

### **TAMPERING WITH FIRE EXTINGUISHERS**

Any student found guilty of tampering with a fire extinguisher will receive a minimum of ten (10) days of Out-of-School Suspension (O.S.S.) and may be referred to the Board of Directors of the Tidioute Community Charter School for discipline up to and including expulsion. The student will be required to pay the cost of refilling the fire extinguisher. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**EXTORTION-** To obtain money, property, or articles by threat or force. Depending on the severity of the incident, extortion will result in a penalty which will receive a minimum of five (5) days of Out-of-School Suspension (O.S.S.) to be referred to the Board of Directors of the Tidioute Community Charter School for discipline up to and including expulsion. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**FALSE ID.**— intending to deceive by giving wrong identification. Penalties could range from detention to prosecution by law officials.

**FORGERY-** Falsely and fraudulently making or altering writing or another document. Penalties could range from detention to prosecution by law officials.

**GAMBLING-** The making of any bet or wager and/or the organizing of or participation in any lottery, numbers game, pool, or bookmaking for money or property. The use of dice or other gambling paraphernalia is not appropriate in the school environment. Penalties could range from detention to prosecution by law officials.

**ASSAULT/PHYSICAL ACTS OF VIOLENCE (ZERO TOLERANCE)-** The deliberate or reckless attempt to cause or the actual causing of physical pain or injury to another or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury.

A student who assaults or commits a physical act of violence on another student or any school personnel will be given ten (10) days of out-of-school suspension (O.S.S.) and will be referred to the Board of Trustees of the Tidioute Community Charter School for discipline up to and including expulsion. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. A conference will be held with the parents, students, and appropriate staff. The student who is expelled may not participate in any school events including proms and graduation.

**FIGHTING-** Any physical conflict between two or more people.

**FIRST OFFENSE** - Minimum of three (3) days Out-of-School Suspension (O.S.S.). The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**SECOND OFFENSE** - Minimum of five (5) days of Out-of-School Suspension (O.S.S.) for all involved. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**THIRD OFFENSE** - Ten (10) days of Out-of-School Suspension (O.S.S.) for all involved and referral to the Board of Trustees of the Tidioute Community Charter School for discipline up to and including expulsion. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**Interference** - Any student who interferes with a staff member trying to stop a fight will be treated as if fighting. The incident may be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**Agitate, Instigate, Intimidate, Rumor, Threaten** - Any student provoking a fight - that is agitating, instigating, intimidating, or spreading rumors so as to cause a fight, or threatening another student or any school personnel, will be dealt with in a similar manner as if fighting. The incident may be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**HARASSMENT**- Harassment is a form of discrimination prohibited by federal and state law. Harassment includes, but is not limited to: unwelcome and offensive slurs, jokes or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, national origin, age or handicap/disability, which are so severe or pervasive in nature that they create, or pose a realistic threat of creating an intimidating, hostile, disruptive or offensive educational environment. Harassment of and by students is not tolerated within the Tidioute Community Charter School (sexual harassment is further defined below).

**FIRST OFFENSE** – Detention or In-School Suspension (I.S.S.) will be assigned. Parent contact will be made.

**SECOND OFFENSE** - Minimum of three (3) days of Out-of-School Suspension (O.S.S.) for all involved except for the victim(s). A conference will be held with the parent, student, and appropriate staff. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**THIRD OFFENSE** - Minimum of Five (5) days of Out-of-School Suspension (O.S.S.) for all involved except for the victim(s) and referral to the Board of Directors of the Tidioute Community Charter School for discipline up to and including expulsion. A conference will be held with the parent, student, and appropriate staff. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

**SEXUAL HARASSMENT**- Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purposes of this policy:

- (1) Unwelcome sexual advances, or
- (2) Requests for sexual favors, or
- (3) Other unwelcome verbal or physical conduct of a sexual nature, where
  - (a) Submission to such conduct is explicitly or implicitly required of the recipient; or
  - (b) Submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or
  - (c) Such conduct has the purpose or effect of unreasonably interfering with the recipient's work or school performance or of creating an intimidating, hostile, or offensive working or learning environment.

Complaint Procedure:

Any student, who believes that he or she has been subjected to discrimination or harassment, should report the conduct to a teacher, nurse, other employee, or School Administrator. Any teacher /staff who becomes aware of possible sexual or other unlawful harassment should promptly advise the CEO. Students can raise concerns and make reports without fear of reprisal.

Following the report of misconduct, an investigation of the complaint will be undertaken immediately, maintaining confidentiality to the extent possible. Response to the

investigation results will be timely and communicated to the involved parties. If the investigation finds merit in the complaint, appropriate disciplinary action designed to remedy the problem will be taken against the offending party. Appeals to the CEO's response may be made to the TCCS Board Personnel Committee in accordance with Tidioute Community Charter School's existing grievance procedure.

### **Implementation Principles and Guidelines and Strategies**

Any student who believes that he/she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of her/his complaint. In all phases of the complaint resolution process, every reasonable effort shall be made to maintain the confidentiality and protect the privacy of all parties, consistent with TCCS' responsibility to investigate and address such complaints.

Any TCCS student who believes that he/she has been subjected to sexual harassment should report such conduct promptly orally or in writing, to school personnel, or in a case involving an employee, directly to the CEO. The employee/principal will report to the EEO officer or Title IX compliance officer, any complaint received regarding sexual harassment involving employees.

The Nurse and CEO will begin an investigation and ask the students to describe details orally and most likely in writing to preserve prospective details.

The full circumstances of the situation will be considered in the investigation of possible harassment incidents. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to totality of the circumstances, including the context in which the alleged incidents occurred. Employees and students should be aware that they are responsible for their conduct even if the conduct was not specifically intended to harass.

Retaliation against an individual who either orally reports or files a written complaint regarding sexual harassment or who participates in or cooperates with an investigation is prohibited. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws and TCCS' responsibility to investigate and address such complaints.

Records will be maintained with the upmost confidentiality at TCCS relative to investigations.

### **Consequences of Violation of Sexual Harassment Policy**

Any student in the school who is found to have engaged in conduct constituting sexual harassment may be subject to discipline ranging from a minimum of five (5) day O.S.S. and up to and including expulsion. The incident will be reported to appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. In addition, any student found to have violated this policy may be required to participate in educational activities related to sexual harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, after considering the following factors among others:

1. Severity of the misconduct
2. Pervasiveness or persistence of the misconduct
3. Effect on the victim or victims.
4. Intent of the perpetrator.

**PROFANE, VULGAR LANGUAGE OR GESTURES-** Language used on school grounds/or property, including the office areas, classrooms, hallways, cafeteria, parking lot, school bus, etc. that is detrimental to the learning environment and offensive to others is not permitted at the TCCS. Profanity will be defined as language or gestures that are crude, obscene, vulgar, demeaning, and inappropriate for the educational setting.

**LOITERING**—to hang around, to lag behind, to aimlessly stop or pause without legitimate purposes, to remain on school property after repeated requests to vacate premises by school personnel. First offense is a detention. Subsequent offences will result in progressive disciplinary measures.

All students must leave the building at the end of their session unless supervised by a member of the staff.

### **Unauthorized Substances (Illegal drug policy)**

#### **1. Definitions:**

- a. **Illegal alcohol** - any malt, brewed, or distilled beverage, the purchase or possession of which by a person less than twenty-one years of age is prohibited by Pennsylvania State Law.
- b. **Illegal Drug** -
  - (1) Any substance (other than food) which affects the structure or function of the human body when introduced into the body by ingestion, injection, inhalation, or any other means; the possession, delivery, or use of which is prohibited by Pennsylvania and/or Federal Law, unless prescribed by a physician or licensed by the state or federal government to possess, deliver, or use such substances.
  - (2) Any legal substance not intended for introduction into the human body, but which when introduced into the body affects the structure or function of the human body; which is possessed for the purpose of introduction into the body; and the introduction into the body of such substance is prohibited by Pennsylvania or Federal Law (such as solvents).
- c. **'Look-alike' drugs/substances** - Any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substance.
- d. **Misrepresentation** - any attempt to distribute a substance which has been inaccurately described or implied to the receiver as an unauthorized substance.
- e. **Paraphernalia** - Tools or equipment whose function is to aid a user in consuming or selling any type of drug, controlled substance, alcohol or any other unauthorized substance.

- f. **Possession**- Student in possession of unauthorized substances found on the person of the student, in the student's locker, and under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.
- g. **Use of an unauthorized substance** - Either the actual use during school hours or at school-sponsored activities either during or after school hours; or the use prior to arrival at school or school-sponsored activities which evidences itself by strong odor or any unusual behavior.
- h. **Unauthorized substances** - Shall include but are not limited to alcohol, illegal drugs, controlled substances, prescription drugs, non-prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended or prescribed, anabolic steroids, look-alike drugs/substances, and any substance which is intended to alter mood.

### **Disciplinary consequences for violating Unauthorized Substances provisions**

#### **Possession and/or Use of an Unauthorized Substance-**

(1) **First Offense** - required notification of parent/guardian and an Informal hearing held. In case of a violation involving a controlled or illegal substance, the police shall be notified within 24 hours. Out of school suspension for up to ten (10) school days. Student must have a Drug/Alcohol assessment and follow recommendations until discharged. Required referral to Student Assistance Team and possible referral to alternative education or to the Board of Trustees for discipline up to and including expulsion.

(2) **Second and Subsequent Offenses** - Required notification of Parent/guardian. In the case of a violation involving a controlled or illegal substance, the police shall be notified within 24 hours. Ten days out of school suspension. Referral to alternative education and possible referral to the Board of Trustees for discipline up to and including expulsion.

#### **Possession of an Unauthorized Substance with the Intent to Deliver-**

- (1) **Any Offense** - Required notification of parent/guardian. In the case of a violation involving a controlled or illegal substance, the police shall be notified within 24 hours. Ten days out of school suspension. Referral to alternative education and possible referral to the Board of Trustees for discipline up to and including expulsion.

#### **Misrepresentation of an Unauthorized Substance-**

- (1) **First Offense** - Required notification of parent/guardian and an informal hearing held. Suspension for up to ten (10) days. Required referral to Student Assistance Team. Possible referral to the Board of Trustees for expulsion.
- (2) **Second and Subsequent Offenses** - required notification of parent/guardian. Ten days out of school suspension. Possible referral to the Board Trustees for discipline up to and including expulsion.

## Possession of paraphernalia-

- (1) **First Offense** - Required notification of parent/guardian and an informal hearing held. In the case of a violation involving -a controlled or illegal substance, the police shall be notified within 24 hours. Suspension for (10) school days. Possible referral to the SAP program.
- (2) **Second and Subsequent Offenses** - Required notification of parent/guardian. In the case of a violation involving -a controlled or illegal substance, the police shall be notified within 24 hours. Ten days out of school suspension. Referral to the Board of Trustees for discipline up to and including expulsion.

**NOTE:** Nothing in this provision relating to the prohibition of using, possessing, delivering or misrepresenting unauthorized substances is intended to nullify the procedures followed by the Charter School regarding student use of medication

The Board of School Directors and/or the administration retain the discretion to waive or amend the penalties associated with violation of the Unauthorized Substance provisions of this policy on a case by case basis.

**A. Suspension.** Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days.

1. No student shall be suspended (one to ten days) until the student has been informed of the reasons for the suspension and given an opportunity to respond. However, prior notice (same day) notice of the intended suspension to the parent/ guardian need not be given when it is clear that the health, safety, or welfare of the school community is threatened and immediate action is necessary by the administration. Calls home will be made.
2. The student's parents/guardians shall be notified of suspension(s) by phone within 24 hours with a written letter to follow. Parents will be informed in writing when the student is suspended. Every effort will be made to call/contact parents or guardians when a suspension is going to be made on the day of the infraction.
3. When the suspension exceeds three (3) school days, the student and Parent/guardian shall be given the opportunity for an **informal hearing**. The purpose of the informal hearing is to enable the student and/or parents/guardians to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The student has the following due process rights in regard to the informal hearing:
  - a. Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
  - b. At least 48 hours' notice of the time and place of the informal hearing shall be given.
  - c. A student has the right to question any witnesses present at the hearing.
  - d. A student has the right to speak and produce witnesses on his/her own behalf
  - e. The Charter School shall offer to hold the informal hearing within the first three days of the suspension.

- B. Expulsion:** Expulsion is exclusion from school for a period exceeding (10) school days and may be permanent expulsion from the school rolls.
1. Students referred to the Board of Directors for expulsion are entitled to a **formal hearing**.
  2. Formal hearings may be held before the entire Board of Directors, or before a committee of the Board.
  3. The following due process requirements shall be observed with regard to formal hearings:
    - Notification of the charges shall be sent to the student's parents/guardians by certified mail.
    - 48 hours' notice of the time and place of the hearing must be given. The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
    - The student has the right to be represented by counsel. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
    - The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
    - The student has the right to testify and present witnesses on his/her own behalf.
    - A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.

## **BULLYING/CYBERBULLYING**

The TCCS Board of Trustees is committed to providing a safe, positive learning environment for Charter School students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the board prohibits bullying by Charter School students. Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school. The Board prohibits all forms of bullying by Charter School students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. See Board Policy #219.



## **DISCIPLINARY PROCEDURES**

Categories of **disciplinary action** could include any of the following:

Discipline procedures will generally follow a continuum of consequences for students who exhibit negative behaviors. Discipline will be administered according to the continuum unless the severity of the incidents dictates increased disciplinary penalties, or if chronic behavior problems exist after attempts have been made to correct infractions.

**Lunch Detention** – Student will be assigned a place to eat lunch other than the cafeteria.

**In School Suspension**- Student will be assigned to the I.S.S. Room with the time span to be determined by administration. They will need to complete an I.S.S. packet before they can work on any other work. If they do not complete the packet they will receive an additional day of I.S.S.

**Out of School Suspension (O.S.S.)** - student is suspended from school for a period of one (1) to ten (10) days or other recommendations as per the administrator, and is in the custody of the parent/guardian. During the school day, the appropriate staff will arrange for classroom assignments to be picked up by the parents at the school office. Teachers must be given one day to prepare assignments. Students are not permitted on school grounds during the suspension and are excluded from participation in all school-sponsored activities including, but not limited to: sports events, band activities, academic challenges, and cooperative work experience. A conference will be held with the parent, student, and appropriate staff.

**Expulsion** - Expulsion is the consequence of a violent act, including carrying or concealing a weapon on any school property, at any school-sponsored activity, or on any public conveyance providing transportation to a school or school-sponsored activity. The act is investigated by the Board of Trustees. A formal hearing will be conducted by members of the Board of Trustees to decide on a student's status. Students who are expelled may not attend or participate in any school activities/events including graduation and proms.

**Charges Filed with the Police Department**- any behavior which is in violation of criminal law will be dealt with as the law permits. The Charter School will report incidents to law enforcement officials who may, after investigating the incident, file criminal charges against the student when warranted.

**Referrals** - Certain referrals may be made to assist in changing inappropriate behaviors.

**Community Service** - Students may be assigned to accomplish community service hours in a controlled setting.

**Make-up Hours** - Students may be required to attend additional hours to makeup missed class time, or lost time due to misbehavior.

**Remove Privileges**- certain privileges may be revoked due to inappropriate behaviors.

**Behavior Contracts**- Mutually agreed upon goals and objectives of improved behavior are written and signed by involved parties which can include but are not limited to students, teachers, administrators, parents and other appropriate staff. Non-compliance with the contract will lead to the next level of discipline.

## **STUDENT / PARENT'S DUE PROCESS RIGHTS**

All students in Pennsylvania are subject to disciplinary actions per the Pennsylvania School Code. (22 PA Code; section 14-711). Students eligible for Special Education IEP's may be eligible for Special Due Process Disciplinary Considerations. Suspensions or exclusion of all students from classes may be for one to ten days as per school code in PA. Exclusions beyond (ten) 10 consecutive days could be considered a change of placement for IEP students.

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies. (Chapter 14 of State regulations and part 300 of IDEA).

## **DISCIPLINE CHART**

The following is the chart that students follow while they are in the school, at any school sponsored event, or on their way to or from school. Each infraction is equated to a point value. These points are in effect for the entire academic year. When a student has received five points, a letter will be sent to the parent / guardian explaining the policy and letting them know that their student is halfway to the ten-point maximum. At seven points, a meeting is requested with the parent, student, and any concerned member of the TCCS professional staff. At ten points, the student is recommended to the TCCS Board of Trustees for expulsion, depending on the recommendations made by the school's hearing officer. The form below is also reproduced and contained in the middle and high school agenda books.