

# **Tidioute Community Charter School**

**214 Main Street  
Tidioute, PA 16351**



## **Student Parent Handbook 2017-2018 Grades K4-12**

Under Title IX, The Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act 1973, Americans Disability Act, and the Age Discrimination Act, TCCS does not discriminate in actions or employment and no one shall be denied access to a free and full public education or employment on account of his or her race, color, age, religion, sex, disability, gender preference, gender identity, marital or family status, pregnancy, veterans status, or national origin. . TCCS allows groups to meet without discrimination including the Boy and Girl Scouts of America. 814-484-3550. Contact the Title Nine/ Civil Rights Coordinator, Maggie McMahon.

## Table of Contents

<b>FERPA AND FAPE .....</b>	<b>6</b>
<b>STUDENT SERVICES.....</b>	<b>7</b>
<b>PARENT/STUDENT SCHOOL EXPECTATIONS .....</b>	<b>10</b>
<b>BUILDING PROCEDURES.....</b>	<b>13</b>
<b>BELL SCHEDULE.....</b>	<b>13</b>
<b>TEST SCHEDULES AND DATES .....</b>	<b>15</b>
<b>SCHOOL CALENDAR.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>TWO HOUR DELAY/INCLEMENT WEATHER.....</b>	<b>17</b>
<b>ATTENDANCE REQUIREMENTS.....</b>	<b>19</b>
<b>ACADEMIC POLICIES .....</b>	<b>23</b>
<b>PARENT/GUARDIAN INFORMATION .....</b>	<b>28</b>
<b>STUDENT RIGHTS AND RESPONSIBILITIES .....</b>	<b>31</b>
<b>SCHOOL TRANSPORTATION.....</b>	<b>31</b>
<b>MONEY/PROPERTY .....</b>	<b>33</b>
<b>HEALTH SERVICES .....</b>	<b>34</b>
<b>DISCIPLINE CONSEQUENCES .....</b>	<b>36</b>
<b>DRESS CODE .....</b>	<b>38</b>
<b>EXTRA-CURRICULAR ACTIVITIES .....</b>	<b>38</b>
<b>SCHOOL COMMUNICATION.....</b>	<b>40</b>
<b>TELECOMMUNICATION POLICIES AND PROCEDURES.....</b>	<b>41</b>
<b>CONTROLLED SUBSTANCES (ILLEGAL DRUG AND ALCOHOL POLICY) .....</b>	<b>44</b>
<b>DISCIPLINARY PROCEDURES/POINTS.....</b>	<b>46</b>
<b>APPENDIX.....</b>	<b>61</b>



## **Tidioute Community Charter School**

**Tidioute Community Charter School is a K-12 comprehensive charter school. Parents/Guardians are directed to our school website where they can find important information for their children such as lunch menus, assignments for each class using an assignment page that each teacher updates weekly, grades, and the yearly school/sports calendar. The website also provides some valuable links for Parents/Guardians such as academic information and links to educational websites.**

### **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.

Welcome to TCCS. It is very important for the TCCS family of students, parents and guardians to read and review the information in our Handbook. 814-484-3550. Dr. Doug Allen, CEO/ Principal

## 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.

## EDUCATIONAL PHILOSOPHY / MISSION

### **Mission Statement**

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

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

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

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

## **TIDIOUTE COMMUNITY CHARTER SCHOOL BOARD OF TRUSTEES**

Mr. Albert Haney, President  
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[ahaney@tidioutecharter.com](mailto:ahaney@tidioutecharter.com)

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### **Annual Notice of Parents' Rights under the Family Educational Rights and Privacy Act ("FERPA")**

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; TCCS will charge a copying fee of \$0.25 per page. (This fee may be waived by the CEO).

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

Parents or eligible students may ask 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 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 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, 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 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

### **SUPPORT SERVICES and FAPE**

Tidioute Community Charter School does hereby notify parents and guardians of children with disabilities age 3-21 of the availability of Special Education Services, under the requirements of the Individuals with Disabilities Education Act ("IDEA") and 22 Pa Code Chapter 711, to meet these children's unique educational needs.

Tidioute Community Charter School has a screening and evaluation process to identify students who may require Special Education Services. If parents or guardians think their child might need Special Education Services, they can refer their child by contacting, the Tidioute Community Charter School Special Education Supervisor at 814-484-3550. Screenings and evaluations occur throughout the year and also during registration for Kindergarten.

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

- Early Intervention - For children ages 3-5 with developmental delays and disabilities provided through Northwest Tri-County Intermediate Unit 5 at 814-734-5610.
- Orthopedic Impairment
- Emotional Disturbance
- Specific Learning Disability
- Autism
- Multiple Disabilities
- Intellectual Disability
- Speech and Language Impairment
- Visual Impairment
- Traumatic Brain Impairment (TBI)
- Deaf-Blindness
- Deafness
- Hearing Impairments
- Other Health Impairments

Parents are also advised that in Pennsylvania, children with disabilities, who do not require special education, are protected by the regulations of Section 504 of the Rehabilitation Act of 1973. Section 504 disabilities are those that substantially limit caring for one's self, performing one's daily tasks, and other major life functions. Parents who feel their child may be a "protected handicapped" student should contact the Tidioute Community Charter School Special Education Supervisor at 814-484-3550 for more information.

For assistance in learning more about your child's rights for a Free Appropriate Public Education (FAPE) call or write: the Tidioute Community Charter School Special Education Supervisor at 814-484-3550.

Notice is also given regarding the Confidentiality requirements that Tidioute Community Charter School must follow in the evaluation, identification, and programming of children who may require IDEA/Chapter 711 or Section 504 services. Records generated by this process, as well as records sought from non-school agencies, are confidential and protected by both Federal and State Legislation. Information to and from outside sources cannot be requested or released without the parent's written consent. Please see the Annual Family Educational Rights and Privacy Act Notice ("FERPA"). Please see Board of Trustee approved Student Records Policy for maintenance and destruction procedures.

## **STUDENT SERVICES**

### **SPECIAL STUDENT ISSUES:**

COPPA- TCCS follows the Child Online Internet Privacy Protection Act and, as a result, there is blocking software protecting the internet sites available to students and staff. Students are prohibited from breaking our

blocking software and would be subject to discipline of 5 days OSS up to expulsion for serious infractions involving hacking of TCCS security software or servers.

#### **SPECIAL DIETARY NEEDS;**

Students with special dietary needs need to discuss needs with the Nurse and Cafeteria Manager. Confidentiality will be maintained.

### **ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, Tidioute Community Charter School will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the students abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for “Protected handicapped Students” are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment into special education programs pursuant to the Individuals with Disabilities Education Act (“IDEA”) and Chapter 711.

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

1. Tidioute Community Charter School conducts identification activities for the purpose of providing a free appropriate education for all children including those that would benefit from special education. We utilize Intermediate Unit (“IU”) #5 to assist in Child Find to screen and evaluate students for purposes of identifying eligible students.
2. Special education refers to specially designed instruction, at no cost to parents or guardians, to meet the unique needs of students with disabilities pursuant to the IDEA and Chapter 711.
3. A continuum of special education services and programs is available to meet the needs of exceptional students.
4. Confidentiality: Tidioute Community Charter School protects the confidentiality of personally identifiable information regarding an exceptional student. Parents have access to the education records of their children pursuant to the Family Education Rights and Privacy Act (“FERPA”).

### **ENGLISH LANGUAGE LEARNER (“ELL”) STUDENTS AND LIMITED ENGLISH PROFICIENT (“LEP”) PARENTS**

In compliance with state and federal law, Tidioute Community Charter School will provide an appropriate planned instructional program for identified students whose language is not English. The School must identify in a timely manner ELL students in need of language assistance services. The Home Language Survey (HLS) is a questionnaire given to parents or guardians that helps schools identify which students are potential ELLs and who will require assessment of their English Language Proficiency (“ELP”) to determine whether they are eligible for language assistance services. Such ELP tests must assess the proficiency of students in all four language domains (i.e., speaking, listening, reading, and writing). After the student completes the assessment, parents or guardians must receive in timely manner information about the student’s ELP level and program options, and an opportunity to opt out of the ELL program or particular ELL services in the program. Translating this information into the family’s home language is critical, and if a written translation is not provided, an oral interpretation should be made available whenever needed.



TCCS guarantees that students enrolled in the ELL program have full access to the school's curriculum both required and elective. IU #5 is our consult on ELL. IU #5 814-734-5610.

### **TITLE 1 SERVICE K-6**

Title 1 federal funds are available for reading development at TCCS. All elementary students are screened for reading services under Title 1. If you have any questions please call the Title 1 Coordinator at 814-484-3550. Students who can benefit from supplemental instruction in developmental reading are eligible for this program...

### **STUDENT ASSISTANCE PROGRAM ("SAP") - Mental Health assistance**

The Student Assistance Program ("SAP") is available through a combination of the TCCS SAP Staff and a local behavioral agency. The outside agency, Beacon Light, comes into the school bi-monthly to conduct meeting with TCCS SAP Team members and to address student issues in grades 4-12. . The SAP Team helps to identify those students who may be a risk for Mental Health problems, 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. 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, (examples: support groups, counselors, psychologist) or out of school, (i.e. 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 benefit contact the SAP team coordinators for assistance.

### **NON DISCRIMINATION STATEMENT:**

Under Title IX, The Civil Rights Act of 1964, and section 504 of the Rehabilitation Act 1973, American Disabilities Act, Age Discrimination Act, TCCS does not discriminate in actions or employment. No student or employee shall be denied access to a free and full public education or employment on account of his or her race, color, age, religion, sex, disability, gender preference, gender identity, marital or family status, pregnancy, veterans status, or national origin. TCCS follows the right of student groups to meet without discrimination and allows Boy and Girl Scouts of America to use the facilities. Title Nine and Civil Rights Coordinator is Maggie McMahon.

### **TCCS -HOMELESS STUDENT HELP**

TCCS in cooperation with IU5 follows and complies with the McKinney-Vento Homeless Student Act. Students who believe that they qualify for services should contact the TCCS liaison or the Principal. Students deemed in need of shelter or a home base has a right to assistance through the school. 726-1030 (A SAFE PLACE)

STUDENTS forced out of a home or who believe they are in need of HOMELESS RULE assistance need to inform officials promptly. Contact TCCS Homeless Liaison/ Nurse/ Principal/ SAP TEAM.

### **WORKING PAPERS**

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

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

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

### **FREE BREAKFAST LUNCH**

First and foremost, it is important to us that all students receive a healthy meal. TCCS operates a free breakfast and lunch program under the direction of the United States Department of Agriculture. All enrolled students of TCCS 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. Your child (Ren) will be able to participate in these meal programs without having to pay a fee or submitting an Application. Students have a choice of two menus. Free lunch and breakfast programs are available to all families at TCCS. The student's lunch period is thirty minutes. At the beginning of every month, a menu is given to each student

### **PARENT/STUDENT SCHOOL EXPECTATIONS**

1. 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.
2. 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
3. School rules are assumed to be "reasonable" until they are rescinded or waived. Students therefore, should obey school rules while working through channels to help change those which they find unacceptable.

### **ELEMENTARY SCHOOL K-6**

TCCS Teachers in grades K4-6 are considered elementary grade students. Students in these grades participate in recess, holiday parties and events different than those for Middle and High School Students.

TCCS has three primary goals for student in the elementary. We want students to demonstrate a positive attitude to learning, work cooperatively with others and demonstrate progress at current level of instruction. We expect students to demonstrate politeness and respect to others and to keep their hands to themselves.

Teachers work very closely with the director of Special Education to identify unique learning needs. Parents and Guardians are expected to inform teachers of the needs for their students so we can work together.

TCCS is proud to offer a full range of special classes for elementary students with certified teachers including physical education, instrumental music lessons for grades 4, 5 and 6, music classes, art, foreign language, technology classes and library science. Special classes are scheduled one day per week.

## **ELEMENTARY CURRICULUM**

TCCS offers a course outline guide for elementary classes. This guide will give a brief summary of the curriculum taught at each grade level. Students are assessed for reading skills from K4-6<sup>th</sup> using assessment known as Diebels and through material provided by reading curriculum materials. Students in K5-6 are assessed using the Iowa Test of Basic Skills. This is a nationally normed test.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS AND STAFF K-12**

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.

## **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 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. Food selections are made according to Government regulations.

## **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.
5. Student responsibilities include regular school attendance, conscientious effort in classroom work.
6. Attend school daily, except when excused and be on time at all classes and other school functions.
7. Make all necessary arrangements for making up work when absent from school.
8. 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.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
10. Assume that until a rule is waived, altered, or repealed, it is in full effect.
11. Assist the school staff in operating a safe school for all students enrolled therein.
12. Exercise proper care when using public facilities and equipment.

13. Implement and abide by rules and regulations developed through the cooperation of student-faculty committees.
14. Contribute cooperatively toward the improvement of the teaching-learning situation and strive for the overall betterment of the total school environment.
15. 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.
16. Dress and groom them so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational processes.
17. 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.
18. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all other who are involved in the educational process.

### **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 principal 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 in class/advisory period/homeroom.
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 the 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.

### **BUILDING PROCEDURES**

#### **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.

## **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.

The interest that parents and guardians often have in visiting classrooms and program sites must, However, be weighed against the disruption and distraction that often accompanies such visitations. Therefore, a parent or guardian, or a person with appropriate professional expertise designated by a parent or guardian, may visit a classroom or program site when (a) the Charter School has specifically Recommended that classroom or program for their child; (b) the Charter School has assigned the child to that classroom or program; or (c) the child is currently placed in that classroom or program. The Provisions of this policy shall apply to all programs and activities including those located in off-site Locations or before or after school hours if at a school-sponsored event or activity.

Students who wish to bring a visitor to TCCS must secure a **“Visitor Pass”** from the CEO **prior** the day of the visit. Visitors to TCCS are expected to sign-in and sign-out when they arrive or leave from the building in the school office.

## **SAFETY DRILLS**

Safety drills are held at TCCS according to Pennsylvania Department of Education and Federal regulations. TCCS staff performs interior and exterior threat drills, fire drills and weather drills. Refer to the TCCS Critical Incident Plan for more details on these plans and safety procedures. **SCHOOL DOORS ARE TO BE LOCKED DURING THE SCHOOL DAY.**

## **PEST MANAGEMENT**

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

**HALL PASSES**

If a student has occasion to leave a classroom he/she must sign out and receive a hall pass from the teacher. Students are reminded that they are to go directly to the destination given to the teacher.

Failure to do so may result in the restriction of these privileges. **USE HALL PASSES**

**APPROPRIATELY.** A hall pass is for one student and it must be signed by the teacher. A forged pass will result in In School Suspension.

**BELL SCHEDULE**

<b>Period</b>	<b>Start/End Time</b>	<b>#of Minutes</b>
<b>Dismiss to Homeroom</b>	<b>7:55 am</b>	
<b>Homeroom</b>	<b>8:00- 8:06 am</b>	<b>5</b>
<b>Period 1</b>	<b>8:09- 8:49 am</b>	<b>42</b>
<b>Period 2</b>	<b>8:52- 9:32 am</b>	<b>42</b>
<b>Period 3</b>	<b>9:35- 10:15 am</b>	<b>42</b>
<b>Period 4</b>	<b>10:18- 10:58 am</b>	<b>42</b>
<b>Elementary Lunch</b>	<b>11:01 -11:31 am</b>	<b>30</b>
<b>Period 5</b>	<b>11:01- 11:41 am</b>	<b>42</b>
<b>Middle School Lunch</b>	<b>11:44- 12:14 pm</b>	<b>30</b>
<b>Period 6 Middle School</b>	<b>12:17- 12:57 pm</b>	<b>42</b>
<b>Period 6 High School</b>	<b>11:44- 12:24 pm</b>	<b>42</b>
<b>High School Lunch</b>	<b>12:27-12:57 pm</b>	<b>30</b>
<b>Period 7</b>	<b>1:00- 1:40 pm</b>	<b>42</b>
<b>Period 8</b>	<b>1:43- 2:23 pm</b>	<b>42</b>
<b>Period 9</b>	<b>2:26- 3:07 pm</b>	<b>31</b>
<b>Homeroom</b>	<b>3:07- 3:11 pm</b>	<b>5</b>

**367 minutes of daily instruction**  
**6.12 Hrs. of daily instruction**  
**1101.60 Hrs. of annual instruction**

**DATES FOR EACH TERM**

<b>8/23/2017-6/1/2018</b>			
<b>Semester 1</b>		<b>Semester 2</b>	
<b>08/23/2017 - 01/16/2018</b>		<b>01/17/2018 - 06/1/2018</b>	
<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
<b>08/23/2017 – 10/27/2017</b>	<b>10/30/2017 – 1/16/2018</b>	<b>1/17/2018-3/22/2018</b>	<b>3/23/2018-6/1/2018</b>

**Progress Reports Due:**

Quarter 1 = Monday, September 25th

Quarter 2 = Tuesday, December 5th

Quarter 3 = Friday, February 16<sup>th</sup>

Quarter 4 = Monday, April 30th

**Grades will be finalized on:**

Quarter 1 = Tuesday, October 31<sup>st</sup>, 2017

Quarter 2 = Thursday, January 18<sup>th</sup>, 2018

Quarter 3 = Tuesday, March 27<sup>th</sup>, 2018

Quarter 4 = Tuesday, June 5<sup>th</sup>, 2018

**Classroom Diagnostic Tools Exams**

Test dates to be determined.

<b>PSSA Test Assessments</b>	
Language Arts Grades 3 - 8	April 3-7 , 2017
Math Grades 3 - 8	April 24-28, 2017
Science Grades 4 and 8	May 1 & 5, 2017
Makeups	May 3 -5, 2017

<b>Keystone Test Window 2016-2017:</b>
Algebra I 5/17&18, Biology 5/22&23, Literature 5/ 15&16
Winter: Wave 1 - December 2-16, 2015 & Wave 2 - December 6-20, 2016 Spring: May 15-26, 2016



**Tidioute Community Charter School  
Tidioute, Pennsylvania  
2017-2018 School Calendars**

2017/2018

		Staff		Student		Act
		# Days in Month		# Days in Month		48 Days
Mon.	Aug. 21 Professional Development Day for Teachers- No School for Students					
Tues.	Aug. 22 Professional Development Day for Teachers -No School for Students					
Wed.	Aug. 23 <b>First Day of School for Students</b>	9	9	7	7	2
Mon.	Sept. 04 Labor Day – No School	20	29	20	27	
Mon.	Oct. 09 No School Columbus Day					
Tues.	Oct 10 Professional Development Day for Teachers- Not School for Students					
Fri.	Oct 27 1 <sup>st</sup> Quarter Ends	21	50	20	47	1
Wed.	Nov 1 Parent Teacher Conferences 3:20 to 7:00PM					
Wed.	Nov 22 First Day of Thanksgiving Break					
Tues.	Nov. 28 Thanksgiving Break Ends - School Resumes	18	68	18	65	
Mon.	Dec. 25 No School Christmas Break	16	84	16	81	
Wed.	Jan. 3 School Resumes					
Mon.	Jan 15 No School Snow Day #1 – Martin Luther King Day					
Tues.	Jan. 16 1 <sup>st</sup> Semester/ 2 <sup>nd</sup> Quarter Ends 90 <sup>th</sup> day of School					
Tues.	Jan 30 100 <sup>th</sup> day of school	20	104	20	101	
Mon.	Feb. 05 No School Snow Day #2					
Mon	Feb. 19 Professional Development Day for Teachers- Not School for Students	19	123	18	119	1
Thur.	Mar. 22 3 <sup>rd</sup> Quarter Ends					
Thur.	Mar. 29 Professional Development Day for Teachers- Not School for Students					
Fri.	Mar. 30 No School/ Good Friday	21	144	20	139	1
Mon.	April 2 No School Snow Day #4					
Mon.	April 30 Professional Development Day for Teachers- Not School for Students	20	164	19	158	1
Fri.	May 25 No School Snow Day #3					
Mon.	May 28 No School Memorial Day	21	185	21	179	
Fri.	June 01 Semester 2/4 <sup>th</sup> Quarter Ends/ Last Day for Students	1	186	1	180	
Student dismissed at 11:00 Staff dismissed at 3:15						
Graduation/ Baccalaureates						
Totals:		186	188	180	180	6

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

1. January 15<sup>th</sup>, 2018
2. February 5<sup>th</sup>
3. May 25<sup>th</sup>
4. April 2<sup>nd</sup>

### Two Hour Delay/Inclement Weather

The two-hour delay or school-closing announcement will begin at 6:00 AM and a decision to close school from a two-hour delay will be made by 7:30 AM or earlier. In the event of a delay please follow your home school's schedule. In the event of a school closing please follow Warren County School district's schedule.

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  
Warren  
Corry  
Erie – TV

WQFX the Fox  
WNAE/WRRN/WKNB  
WWCB  
Channel 12 WICU TV/ Channel 24WJET TV/  
Channel 35 WSEE TV/ Fox 66 TV

**Kindergarten 5 is still in session during a two – hour delay. K4 is NOT in session.  
Breakfast will be offered on these days.**

### TWO HOUR DELAY

In the event that a two hour delay is declared, students will be admitted between 9:30 -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. Student will be served breakfast from 9:45a.m. Until 10:00 a.m.

### Two Hour Delay - Bell Schedule

Period	Start/End Time	#of Minutes
Dismiss to Homeroom	9:55 am	
Homeroom	10:00 -10:05 am	5
Period 1	10:08 -10:34 am	26
Period 2	10:37- 11:03 am	26
Period 3	11:06 -11:32 am	26
<i>Elementary Lunch</i>	11:05 -11:35 am	30
Period 4	11:35- 11:59 am	24
HS 6 <sup>th</sup> Period/MS Lunch	12:03- 12:33 pm	30
MS 6 <sup>th</sup> Period/HS Lunch	12:36- 1:06 pm	30
Period 5	1:09- 1:37 pm	28
Period 7	1:40- 2:08 pm	28
Period 8	2:11- 2:39 pm	28
Period 9	2:42- 3:11 pm	29

### One-Call Alert Service- PLEASE GIVE US YOUR CELL NUMBERS FOR EMERGENCIES ONLY

To receive alerts and other important information from TCCS, please sign up for the one-call blast at the office. Annually many notices are sent via phone as reminders or alerts.

## CAMERAS ON PROPERTY

Thirty cameras are on property for the safety of everyone, students, employees, and visitors at TCCS. Hallways, stairwells, doors may be taped and viewed 24 /7.

## ATTENDANCE REQUIREMENTS

Missing school or classes at TCCS is discouraged for children's success in life. "Attendance" is the presence of a student on days school is in session. "Absence" is the failure of a student to attend school on those days, half days, and hour's school is in session. Attendance shall be required of all students enrolled in the school during the days and hours that school is in session, except when the absence is "excused" as set forth below.

**Policy Statement:** The Board of Trustees of Tidioute Community Charter School requires that school-aged students enrolled in the school attend school regularly in accordance with the laws of the state. The educational program offered by this school is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. As the Board believes there is an educational nexus between classroom presence and grading and that class attendance is relevant to the pupils' overall performance and grades, it is the policy of the Board that pupils who are "truant" or have missed class due to unexcused or illegal absences will receive a zero for the class for the days which were actually missed by the student. **Furthermore, a student may be referred to the Office of Children and Youth per PDE regulations if found habitually truant( 2016,PDE).**

### **Truancy:**

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

### Medical Excuse

The school administration MAY require that a student provide a medical excuse from licensed practitioners if the student has missed ten (10) or more 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.

**EXCUSED ABSENCE** – An excused absence is any of the following reasons:

1. Quarantine
2. Death
3. Impassable roads
4. Short-term family emergency
5. Religious holidays
6. Educational tour/trip not school sponsored, approved by CEO
7. School supervised trips or tours
8. Religious instruction
9. Religious holidays and religious instruction (with religious instruction limited to a total of not more than 36 hours per school year)
10. If a student is suspended, the absence will be marked as excused
11. Family/Educational Vacation

12. Dental and Medical Appointments
13. Junior/Senior excusal for interviews
14. College visitation (if applicable)
15. Delay or absence of school bus
16. Court Appearance

**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 tardiest. When a student returns to school, she/he presents a written note to the office not their homeroom teacher 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 not beyond compulsory school age (17 years or older) for one of the following reasons:

1. Truancy 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. Oversleeping
5. Leaving school without office permission
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**- In addition to any disciplinary consequences imposed by the Charter School on students who have acquired illegal absences, compulsory aged students (8-17 years) 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 on 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 on 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 – the students District of Residence will decide if a student is referred to a district court for Truancy.

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.

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:

- The child can be fined up to \$300.00 or be assigned to an adjudication alternative program; and
- The Pennsylvania Department of Transportation (Penn DOT) will suspend the child's driving privileges for 90 days.
- If the child is convicted of a second or subsequent violation, Penn DOT will suspend the child's driving privileges for six months.
- 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 by 11:00a.m. For the full day **WILL NOT IS PERMITTED** to participate in any school activity that day. Exceptions can be made by the CEO/Principal, athletic director, and director of special education under extenuating circumstances. 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**

**Homeroom** - The homeroom teacher will document when a student accumulates three (3) unexcused tardies for homeroom.

**Late School Arrival** – a student who arrives late to school after 8:00 a.m. must sign in to the office.

## **APPOINTMENTS**

Remember that each time a student is absent from class, he or she misses something important. Parents should please try to schedule out of school student appointments (medical, dental, etc.) after school hours. When this is impossible, consult the bell schedule to find the least disruptive time for your child to be absent. No student will be allowed to leave school or the school grounds for any reason without permission from the office. A student having an appointment with a doctor or dentist during school hours must bring a note to school signed by the parent indicating the date, time, and type of appointment. This note must be presented to the homeroom teacher the morning of the appointment or earlier. Before leaving and when returning, the student must check in and out in the office and a parent or guardian must sign them out. Emergencies are the exception.

**TARDINESS/LATE ARRIVALS**

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

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

**TARDINESS BETWEEN CLASSES**

If a student accumulates 3 or more unexcused tardies, he/she will be given after school detention for one (1) hour which will be held from 3:15 PM until 4:15 PM on the following Wednesday. An unexcused tardy is coming to class late without a note from a teacher or the office.

**LEAVING SCHOOL EARLY**

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

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

**REPORT TO CLASS WITH NECESSARY BOOKS, MATERIALS, SUPPLIES, AND ASSIGNMENTS.**

Sit in seat immediately and prepare for the course work.

- a. The teacher acknowledges all administrators and visitors when they enter the classroom.
- b. Refrain from sleeping in class. This is unacceptable.
- c. Refrain from putting feet on the desks and chairs.
- d. **REFRAIN FROM EATING AND DRINKING IN CLASS. THERE IS TO BE NO FOOD OR DRINK IN THE COMPUTER LAB OR LIBRARY AT ANY TIME.**
- e. Stay on academic tasks until the end of the class period. **NO ONE SHOULD BE IN THE DOORWAY WAITING FOR THE BELL TO RING.**

**EDUCATIONAL TRIPS AND TOURS**

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/ visit and approval in the child's file for future reference.

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

## ACADEMICS POLICIES

### 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 making 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 (Grades 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 Trip (Grades 7-12)

Students will qualify for this trip if each marking period has been a 93% or above for all 4 marking periods.

Students can have no “D”, “F” or “U”.

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

Tidioute Community Charter School has adopted a percentage grading system for grades 1-12. The grading system for the students at TCCS is as follows:

93 to 100	A	Incomplete	I
85 to 92	B	Unsatisfactory	U
75 to 84	C	Satisfactory	S
65 to 74	D	Excellent	E
0 to 64	F		

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.

## SCHEDULE CHANGES – Grades 7 -12

A student's class schedule will be changed only at the discretion of the CEO/Principal. Any student who needs a change of schedule must first speak with the CEO. Changes are subject to the following policies:

1. Requested changes within the same course simply to be assigned a different teacher **ARE NOT PERMITTED**. TCCS often has only one teacher assigned to a subject.
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 six days of school each term. Courses will only be changed due to mistakes in the schedule, education reasons or because courses are not able to be scheduled due to conflicts. **If you're signed up for a course, and it is on your schedule it will NOT be dropped or changed except for educational reasons or at the discretion of the CEO.**

## 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.



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.

### **Guidelines for Prom/Dance Guests**

The purpose of the Prom/ Homecoming Dances is to provide a wholesome, fun social activity for the enjoyment of our students. Guests must be approved by the TCCS CEO/Principal. In general, guests are of high school age.

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 hosting guest 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.

## **GRADUATION REQUIREMENTS**

Tidioute Community Charter School has established requirements for graduation that include course completion and grades, completion of a mentor project. 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 (“IDEA”) shall be granted and issued a regular high school diploma.

### **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
	28.0 credits (grades 9-12)

## **217 GRADUATION REQUIREMENTS**

**Special Education Students.** Children with disabilities who satisfactorily complete a special education program developed by an Individualized Education Program team under the Individuals with Disabilities Education Act and this section shall be granted and issued a regular high school diploma. This subsection applies if the special education program of a child with a disability does not otherwise meet the requirements of Sections I, II, III, and IV.

Per PA School Code: An IEP student may graduate on IEP Goals if that is determined to be appropriate in the IEP student's senior year. The IEP needs to reflect the graduation per IEP Goals and a NOREP issued and agreed to by Parent(s) of eligible Student(s).

A student with a disability will be granted a high school diploma upon successful completion of school district requirements of graduation established by this Board or by the successful completion of the goals and objectives of his/her Individualized Education Program (IEP). The Board recognizes that for some students with disabilities, the meeting of graduation requirements or the goals and objectives of the IEP may occur several years past the twelfth year of school. Oftentimes students with a disability continue to receive an appropriate education, after the twelfth year through job training, attending additional academic courses to prepare them to attend postsecondary institutions, and to gain necessary apprentice skills or work on other life skills. All of these examples on continued public school education with hopefully result in these students earning high school diplomas, albeit perhaps several years later. However, the opportunity to participate in graduation ceremonies at the completion of the twelfth grade year is diminished when not shared with age appropriate classmates with whom the student has spent his/her school career.

A student with a disability in Tidioute Community Charter School will have the opportunity to be recognized as a senior during the twelfth year of his/her education. During that year she/he will be eligible to participate in all senior activities (senior trip, senior graduation, senior banquet, senior group photo, yearbook listing as a senior, etc.) The student will be permitted to participate in graduation ceremonies during his/her twelfth grade year. For each year beyond his/her twelfth grade year, the student with a disability will be listed in the yearbook as continuing education student. Upon successful completion of the requirements of graduation established by this Board or by the successful completion of the goals and objectives of his/her Individualized Education Program (IEP), a private ceremony with the student's immediate family will be arranged during which a diploma will be issued.

### **Policy for Advanced Placement Classes**

Advanced Placement courses are available. 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.

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-CLASS OF 2018**

<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>

**WEIGHTED GRADING SCALE FOR 2019 AND FUTURE CLASSES AT TCCS**

Advanced Placement courses re available through approved Online Learning and AP classes at TCCS, and Dual Enrollment courses are available through board-approved university programs. Students must be in good academic standing to enroll in these courses. There may be an application process for each program. The TCCS Board of Trustees has determined that each college credit is equivalent to 0.33 high school credit. Therefore, a three (3) credit college course equals one (1) high school credit. Advanced placement classes and Dual Enrollment courses will receive higher weighting, as indicated below, with a passing grade upon course completion.

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

**POLICY FOR VALEDICTORIAN, SALUTATORIAN AND HISTORIAN AT TCCS**

A student must be enrolled at TCCS for 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.

**HOMEWORK REQUESTS**

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

For a prearranged absence: If you know ahead of time that your child is going to be missing school due to surgery, hospitalization, or if you are taking your child out of school for an educational trip, (you must receive permission for the trip in advance) Please contact the office or CEO **for an absence of one or two days:** We suggest asking a friend in the same room for the assignment and/or check with the teacher upon return to school to make up assignments.

**For a longer absence:**

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

## **Parent/Guardian Information**

### **CUSTODIAL RIGHTS**

TCCS will direct all communication to the student's natural parents or guardians or others if outlined in custody agreements. When custodial rights are changed from both natural parents to another arrangement of guardianship or custodial care, the school requires signed and dated court orders clarifying same. Court Orders of this nature shall be provided to the CEO. The school may request notarized statements where or if custodial arrangements are more informal.

### **POWER SCHOOL LOG-IN INFORMATION**

Parents can access your child's current grades, attendance, correspond with teachers and much more through PowerSchool. Parents 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 Log-In information is different from student Log-In information. Parents need to create an account the first time they log-in (second tab on the top). You create a user name and password of your choice. Once you are logged in. You use the information provided to you on your PowerSchool letter to log into your children's accounts. If you have internet access at home or at work 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.

## **PTO/CAPTIVATE**

### **Tidioute Community Charter School Parent Teacher Organization (“PTO”) Community and Parents Together Involved in Volunteering and Teaching Excellence (“CAPTIVATE”)**

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

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

## **GUIDELINES FOR PARENT-TEACHER CONFERENCES**

1. Teachers are pleased to discuss with parents any questions or concerns about their child or educational program.
2. However, the education program functions best with the fewest interruptions. Please avoid disrupting class during instructional times.
3. We would like to take this opportunity to encourage your cooperation in following a few basic guidelines to effectively communicate with school personnel:
  - a. Parents/guardians should communicate first with teachers regarding classroom problems.
  - b. Appointments for private conferences with teachers should be made in advance by contacting the secretary of the building.

- c. All visitors to the school are to report to the office to sign-in and obtain a visitors badge.
- d. Problems, which cannot be resolved during parent-teacher conferences, should be taken to the CEO.
- e. Formal scheduled Parent-Teacher Conferences are conducted by appointment.

### **STUDENTS'/PARENTS' DUE PROCESS RIGHTS**

All students in Pennsylvania are subject to disciplinary actions per the Pennsylvania School Code. 22 PA Code Chapter 711. Additional due process procedures are applicable to IDEA eligible students and for further information, contact The Special Education Supervisor at 484-3550. Suspensions or exclusion of all students from classes may be for one to ten days as per school code of Pennsylvania Exclusions beyond 10 consecutive day's mandates a change of placement for IEP students.

- 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 given....
  - 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. A student has the right to speak and produce witnesses on his/her own behalf
    - c. The Charter School shall offer to hold the informal hearing within the first five (5) days of the suspension. (After being suspended three consecutive days)
- B. **Expulsion:** Expulsion is exclusion from school for a period exceeding (10) school days and may be permanent expulsion from the school rolls. Only the Board of Directors can expel.

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 or a hearing officer.
3. The following due process requirements shall be observed with regard to formal hearings:
  - Notification of the charges shall be sent to the student and student's parents/guardians by certified mail.
  - At least three days' 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 legal 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 written or audio record must be kept of the hearing. The student is entitled, at the student's expense, to a copy of the transcript. If student is indigent, a copy will be provided at no cost.

## **STUDENT RIGHTS AND RESPONSIBILITY**

### **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. 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.

### **FREEDOM OF EXPRESSION**

Policy Statement on Freedom of Expression:

- 1) Students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threaten immediate harm to the welfare of the school or community or encourage unlawful activity, or interfere with another individual's rights.
- 2) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and any other means of common communication facilities shall be in accordance with the regulation of the authority in charge of those facilities. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

### **SCHOOL TRANSPORTATION**

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

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 lighters in or around the bus is prohibited.
- h. There shall be no drinking of any beverage on the bus unless permitted by the driver.
- i. There shall be no littering in, from, or around the bus.
- j. Students shall be courteous to fellow pupils.

#### **Behavior at the bus stop.**

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



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

If any changes are made to your child's pick up or drop off location **TCCS needs to be contacted first.** Parents will need to fill out paperwork for the address change. Contact the TCCS Transportation Manager @ 484-3550.

Transportation of students on a school bus is a *privilege* that may be revoked. Any behavior by a student or a group of students, which infringes upon the rights of other individuals who might be riding on the bus at the same time or which endangers the lives of all passengers by interfering with the bus driver's ability to maintain control of his vehicle, will not be tolerated.

Parents are asked to review the Bus Rules and Regulations found in the TCCS student handbook. A pupil who commits an infraction of the Student Conduct/Consequences may forfeit this privilege and secure 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/ principal or district of residence transportation coordinator.

### **BEHAVIOR ON SCHOOL TRANSPORTATION - DISCIPLINE**

1. **First Offense** – Warning and parent will be notified.
2. **Second Offense** 1 – 3 day suspension of riding privileges
3. **Third Offense** – 4 to 5 days of suspension of riding privileges
4. **Fourth Offense** - 5 to 10 days and/ or possible Suspension of riding privileges for the balance of the school year. (A review of the case will take place after 30 school days and will include a meeting with the CEO, parents, students, and driver).
5. **Fifth Offense** - Suspension of riding privileges for the balance of the school year. (A review of the case will take place after 30 school days and will include a meeting with the CEO, parents, **students**, and driver)\*\*
6. IDEA or Section 504 rules apply to handicapped students.( Due process Rights Apply)

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

### **CHANGE OF BUS**

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 a household emergency.**

## MONEY/PROPERTY

### SENDING MONEY TO SCHOOL

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

### MONEY AND VALUABLES

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

## HEALTH SERVICES

### 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).
4. If your child does not have health insurance, free or low cost coverage is available through Pennsylvania's Children's Health Insurance Program (CHIP). CHIP is administered by the Pennsylvania Insurance Department, but the coverage is for quality medical services through

regular health insurance companies. Applications for CHIP are available in the school health office or you may call 1-800-968-KIDS.

## **HEALTH SCREENINGS**

Screening activities are held on an annual basis. The purpose of screening is to identify students who need referred for further evaluation.

- Height, weight, and BMI% - Grades K to 12, annually
- Vision – Grades K-12, annually
- Hearing- Grades K-3, 7, and 11. Also parent or teacher referrals.
- Scoliosis- Grades 6 and 7.

Pennsylvania law mandates the following examinations:

1. Physical – Upon entry to school in kindergarten/1, and grades 6 and 11.
2. Dental exam- Upon entry to school in kindergarten/1, and grades 3 and 7.

Parents are encouraged to have the physical/dental examinations performed by their child's health care provider since they are aware of their child's health history and status.

## **IMMUNIZATIONS**

Pennsylvania law requires that all children show proof of immunizations **before** being admitted to any school in the Commonwealth.

Students entering the district from other countries or other states may attend school provisionally if evidence is provided that the child has received at least one (1) dose of each vaccine and a plan is provided to complete the remaining doses within 8 months of entrance to school. If the requirements are not met, exclusion procedures will be taken.

If immunization is against your religious beliefs, or you have a strong moral or ethical conviction similar to a religious belief, you must sign the immunization record stating the reason you will not immunize your child. If immunization is not medically advisable at this time, a physician (MD or DO) must sign the medical exemption section of the immunization card.

If a child is exempt from immunizations, he/she may be excluded from school during an outbreak of disease.

## **EMERGENCY HEALTH RECORD**

Please assure that the Parent Emergency Consent Form is completed and on file at the school within the first five (5) days of the school year. This information is extremely important in locating parents for student illness, accident or other emergencies. This information will be used in the event of an early dismissal should a major emergency occur.

**HEALTH SERVICES**

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

**MEDICATION POLICY**

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

1. All medications, both prescription and non-prescription, must be brought to school by a parent or guardian. Medication should never be brought to school by a student.
2. Medications must be brought to school in the original pharmaceutically dispensed and properly labeled container.
3. Medication Administration Consent permission forms must be completed by the student's physician and parent or guardian prior to the administration of medications (prescribed and non-prescribed) in school. The only 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.

These procedures are in place to ensure student safety. TCCS will follow these guidelines carefully. Student safety is always a priority.

**CHILD ABUSE REPORTING MANDATED CRISIS RESPONSE NUMBERS**

Faculty and staff of TCCS are expected to and required by law to report suspected incidents of child abuse to Pennsylvania Child Line or The County Human Service Agency. The Agency will investigate a report for the protection of children. Teachers, principals, aides, and others are **REQUIRED** by Pa LAWS to report suspected child abuse ,physical or emotional.

**SUICIDE PREVENTION TRAINING-** Employees are required to undergo training to help prevent suicide. **SUICIDE HOTLINE** :.....723-1330, 1-800-273-8255.

**FOREST-WARREN HUMAN SERVICES**.....726-2100

A SAFE PLACE.....	726-1030
BEACON LIGHT MENTAL HEALTH.....	723-1832.
FAMILY SERVICES.....	723-1330

## STUDENT DISCIPLINE/CONSEQUENCES

### 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 disciplinary action.

**CHEATING / PLAGIARISM -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 In School Suspension of up to 3 consecutive days depending on whether it is student's first offense.**

### BACKPACKS, LOCKERS AND PERSONAL PROPERTY

It is the policy of TCCS to limit the use of backpacks during school hours. The students will be permitted to bring backpacks to school and to class. If a teacher feels the backpack becomes a disruption to the learning environment s/he has the right to remove the backpack from the student during the class. If the principal/administrator has reasonable suspicion that there may be storage of contraband, a substance or object the possession of which is illegal, or any substance, object or other material which poses a hazard to the health, safety, welfare and good order of the school in or on the student's locker, backpack or personal property they have the right to search with another staff member and the student present. Permission is not required for a search where such reasonable suspicion exists.

- If there is reasonable suspicion that a student is in possession of an illegal substance, the police will be contacted. Students will not be subject to personal body searches by TCCS school staff.

Any such search if necessary will be conducted by police with parental involvement. Safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker, personal property or on his/her person;

- The prompt recording in writing of each such inspection which record shall include the reasons for the search, persons present, object found, and their disposition;
- The safekeeping, confiscation and proper disposal of any substance, object or material found in a student's locker in violation of law, Board policy and/or Student Code of Conduct.

A random search may only be done if there is a compelling interest in protecting and preserving the health, safety or welfare of the TCCS population.

Illegal and prohibited materials seized during a student search may be used as evidence against the student in a TCCS disciplinary proceeding. Searches conducted by the School may include, but are not limited to, metal detection units, or any device used to protect the health, safety and welfare of the School population.

### **STUDENT LOCKERS**

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

A student using a locker that is the property of TCCS is presumed to have no expectation of privacy in that locker or its contents. It is the students' and parents' responsibility to provide a lock for the student's locker. TCCS cannot be responsible for items lost, stolen, or misplaced from lockers. 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. **MOST LOCKER THEFTS ARE THE RESULT OF CARELESSNESS ON THE STUDENT'S PART. REMEMBER TO LOCK THE LOCKER. DO NOT GIVE COMBINATIONS TO OTHER STUDENTS. IF A LOCK HAS TO BE REMOVED BY THE CUSTODIAL STAFF THE STUDENT MUST INFORM THE OFFICE.**

### **DRESS CODE**

**STUDENT DRESS** - No student shall wear any apparel or jewelry that by words, pictures, or any combination thereof appearing on clothing or jewelry advocates or promotes sexual activity, violence, use or sale of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability, and/ or creates a disruption to the 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. Any apparel that reveals or exposes the midriff, cleavage, lower back, chest, sides of the upper body, or undergarments is not permitted in the school. Undergarments must be **fully** covered. Shorts, skirts and dresses will be modest and of acceptable length. Men should not wear shirts that have open sides. The arm opening must be at the arm pit. The United States Supreme Court has decided that student dress can be

regulated if it can be reasonably forecasted to cause a substantial disruption or material interference with school activities.

**Failure to comply with the TCCS dress code will result in one or more of the following with history of repeat offenses warranting more serious consequences:**

- 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 School Suspension or Out of School Suspension.

The administration may impose additional limitations on dress if the attire causes a disruption of the educational process or constitutes a health or safety hazard.

Offense 1 - The student will be asked to cover the clothing deemed inappropriate or to change. Parent will be notified. A violation notice will be placed in student's file

Offense 2 - The student will be asked to change and parent will be called to have a parent conference. 1 point assigned.

Offense 3 – Student will be asked to change, parent will be called, parent conference, 2 points assigned, Saturday detention.

### **EXTRA-CURRICULAR ACTIVITIES**

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

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 will interact when necessary to assist the Student in remaining eligible to participate in extracurricular activities. **Students may be subject to the discipline code while participating in athletics or extracurricular activities. Athletes will be subject to the PIAA eligibility regulations. Please see TCCS athletic handbook.**

### **SCHOOL 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 a TCCS student sponsors him or her. An "Event Guest Permission Form" must be submitted by the sponsoring students to the CEO 3 days in advance of the event for authorization to attend. A form for this purpose may be obtained from the Main Office. All approvals of an outside guest are at the discretion of the CEO. If a student brings a guest to a dance and did not have an "Event Guest Permission Form" signed by the CEO in advance, the guest is not permitted to attend the dance.
- b. A TCCS student may sponsor only one student per dance and is expected to accompany the sponsored student for the entire evening.
- c. Students and their guest must sign in at the dance. Once at the school dance, students should remain until the dance is over; however, if a student must leave early, he or she must sign out and note the time and the parent must be notified, and then be accompanied by a parent or guardian from school property. Re-admittance to the dance is not allowed.
- d. Any excessive display of affection by students will necessitate their being asked to leave the dance, and they may not be permitted to attend another dance for the remainder of the school year.
- e. Any student or guest that behaves in such a manner as to be in violation of TCCS Discipline Code will be removed from the dance and asked to leave school property. Students of TCCS will be held accountable for their behavior and appropriate disciplinary actions will take place as stipulated in the Discipline Code. Students and guests may be referred to local or state police agencies by school administration as a result of a violation of the Discipline Code.

## **SCHOOL COMMUNICATION**

### **BULLETIN BOARDS**

1. Bulletin boards at TCCS are for the use of students and student organizations. Student notices shall not be placed at any 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 is 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.
3. All printed matter and petitions distributed on school property shall bear the name of the sponsoring organization and the name of one individual of such organization.

### **TELECOMMUNICATIONS POLICIES AND PROCEDURES**

#### **ELECTRONIC DEVICE POLICY**

The Board prohibits during the school day use of all electronic devices by students on school property from 7:55 a.m. to 3:11 p.m. and at school-sponsored activities with the exception of use in the classroom or for learning purposes as specified and supervised by an employee of TCCS. 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 record audio or video during class time. 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, but are not limited to: cell phones, iPods, MP3 players, media players, PDA's, computers, and calculators. Use deemed inappropriate from 7:30 a.m. to 7:55 a.m., prior to class time, will also result in disciplinary consequences.

Any use deemed inappropriate by the principal or staff (ex. calling 911 and hanging up, recording teachers without their permission, recording fights, etc.) shall be dealt with according to the handbook at the principal's discretion. Calling 911 is NOT APPROPRIATE unless an emergency exists. Calling 911 as a prank will mandate 3 days ISS/ OSS and a minimum of 3 points.

The Board prohibits possession of laser pointers and attachments, wireless, unfiltered connection to the internet by students on school property, at school sponsored activities, and on transportation to or from school.

**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 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 also result in confiscation of the electronic device. . The parent or guardian must appear at the School's Main Office during regular business hours to retrieve the item. After a first offence.

#### **Disciplinary Consequences for Electronic Device Policy Violation:**

- **First Offense:** Electronic 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:** Electronic device will be held by the Principal until the parent picks the device up and the child will be assigned one (1) hour of after school detention.
- **Third Offense:** Electronic device will be held by the Principal until the parent picks the device up and the child will receive one (1) point and a one (1) hour of after school detention for the third infraction. The Principal reserves the option to ban this student's cellphone during school hours for the remainder of the semester or school year.
- **Fourth Offense:** The student is banned from any use of electronic devices for a period of time determined by the CEO/Principal up to the entire school year. The student will receive two (2) points.
- **Offenses beyond four will be dealt on a case-by case basis.**

#### **CONSEQUENCES-VIDEOTAPING/ PICTURES/ INNAPROPRIATE TEXTING**

**Students will be subject to discipline from one day ISS/OSS to ten days ISS/ OSS for making videos or sending videos or camera shots/ pics from school to another person or for inappropriate texting. Students are reminded of the rules for phone usage and, in addition, this section applies to misuse of camera or texting or video features. Phones are not to be used in classes unless the teacher asks to use them for instruction. Students and Teachers have an expectation of privacy in the classroom and the restrooms. Court cases have supported the use of videos and cameras in public areas of a school. But,**

**people are not expecting to be videotaped in classes so it is not permitted unless as part of a lesson. School cameras are used but notice is given of their use for safety. Often misuse of videos or cameras often results in other charges like harassment or bullying. Students are reminded to be clearly thinking about the consequences for misuse of technology. All texts, pics, etc. can usually be traced and recovered.**

**Video/ Phone/ text violations will result in points assigned with a minimum of 2 for a first offense, and 3-4 for a second offence. Serious violations resulting in libel issues can result in referral to the TCCS Board.**

**First Offence:.....1-3 days ISS/OSS and 2 points**

**Second Offence.....3-5 day ISS/OSS and 3-4 points**

**Third.....10 days ISS/OSS and 5 points, LOSS of SCHOOL USE OF PHONE OR DEVICE FOR THE REMAINDER OF THE YEAR. Police may be informed.**

### **TELECOMMUNICATION PROCEDURES FOR STUDENTS**

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

### **COMPUTER MISUSE**

A student's use of 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 the Charter School's "Computer Use/Internet Policy". Students, and their parents/guardians, are notified of the contents of the "Compute 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 Compute Use/Internet Policy, students face disciplinary consequences ranging from warning to loss of privilege of use of the Internet/Charter School's computers to suspension or even in some cases 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 publicly 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.

Students will be asked to sign the Computer Misuse Policy acknowledgement sheet which outlines misuse of computers in school. Please see specific point system for discipline for computer misuse. Detention, ISS may result for computer/ electronic device misuse violations.

## **LIBRARY**

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

## **COMPUTER LABS**

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

## **PUBLISHING ON THE WEB**

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

No pictures or personal information about employees or students may be posted on the Internet without permission of the person or in the case of persons under the age of 18, the parent or guardian. All web pages must be approved by the CEO or his or her designee prior to being mounted, or linked off the TCCS Home Page. Classes may establish Web pages that present information about the school or class activities. Students may establish personal Web pages with the approval of the building administrator and in conjunction with a school assignment. Material presented in the student's Web site must be related to the student's educational activity. All Web page work must be free of spelling and grammatical errors. All graphics must follow Guidelines set forth by copyright, these can be designed by the computer, scanned, taken with a digital camera or from public domain. Only when necessary for a curriculum oriented project may a graphic file be downloaded from the Internet. Permission to post the graphic should be sought from the creator of the graphic file. Graphics should be identified with originator or document from which it was extracted. These types of projects will be removed from the individual building home page at the end of the school year in which the project was created. Documents may not contain objectionable material or link directly to objectionable material. Student Web pages must have a notice that indicates the Web site was designed by a student, and that the opinions expressed are not attributed to school. All Student Web Pages must be approved by the CEO; his or her designee, and the Web manager prior to becoming a link from the School Website. With the approval of the CEO or his or her designee, extracurricular organizations may establish Web pages with links.

## CONTROLLED SUBSTANCES (ILLEGAL DRUG AND ALCOHOL POLICY)

### 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 or on the student's person after 7:55 a.m. will be confiscated and discarded without reimbursement. Any student who refuses to surrender their open container will result in an automatic 3 day suspension following a meeting with administration. If it is suspected that there is a controlled substance/alcohol in a container the police will be notified.

### DEFINITIONS

1. 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.
2. Illegal Drug:
  - a. 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.
  - b. 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).
3. "Look-alike" drugs/substances- Any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substance.
4. Misrepresentation - any attempt to distribute a substance which has been inaccurately described or implied to the receiver as an unauthorized substance.
5. Paraphernalia - Tools or equipment whose function is to aid a user in Consuming or selling any type of drug, controlled substance, or alcohol or any other unauthorized substance.
6. Possession- Student in possession of unauthorized substances found on the person of the student; in the student's locker, 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.

7. 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.
8. 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 Controlled Substances provisions:**

#### **a. Possession and/or Use of an Unauthorized Substance**

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 Program Team and possible referral to alternative education or to the Board of Trustees for discipline up to and including expulsion.

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 and/or possible referral to the Board of Trustees.

#### **b. Possession of a Controlled Substance with the Intent to Deliver**

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.

#### **c. Misrepresentation of an Unauthorized Substance**

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.

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.

#### **d. Possession of paraphernalia**

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.

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 Trustees and/or the Administration retain the discretion to waive or amend the penalties associated with a violation of the Controlled Substance provisions of this policy on a case by case basis.**

## **DISCIPLINARY/ PROCEDURES/POINTS**

### **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, -which means that it causes damage or injury to a person or school or student property, the offending student will be subject to the discipline code.

### **RECESS**

Students in grade K-5 participate in recess, a break from educational activities. Recess is approximately 20 minutes per day and is monitored by the elementary staff. Recess is an opportunity for students to interact with their peers in a non-academic setting either indoor or outdoor. Recess is not considered Physical Education class. Students who are behind in their academic work or have exhibited behavioral misconduct may be asked to refrain from attending recess on a particular day.

### **INSUBORDINATION/DISRESPECT/DEFIANCE**

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. It is also defined as any behavior that is not in direct compliance with the expectations and/or guidelines set forth by the board, school administration, faculty, and staff.

### **DISRUPTION OF THE LEARNING ENVIRONMENT**

Student behavior including verbal, physical, written or electronic actions, which are 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.

Examples include but are not limited to:

1. Inappropriate/uncontrollable laughing and giggling after being told to stop.
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.
9. Sleeping in class.

### **DISORDERLY CONDUCT**

Fighting, threatening, and engaging in violent behavior, making unreasonable noise, using obscene language or gestures, creating a hazardous or physically offensive condition, creating a public inconvenience, annoyance, or alarm.

#### ***Disciplinary consequences -***

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.

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.

### **TERRORISTIC THREATS/ACTIONS/ ENDANGERMENT (ARSON, BOMB THREAT, RIOT, AND OTHER RELATED ACTIONS)**

The following definitions apply as used in this section:

**Endangerment** - Deliberate conduct which recklessly causes another person to be placed at risk of death or serious injury. Consequences are according to the discipline code.



**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.

**Terroristic acts** - Are offenses against property or involving danger to another person.

**Disciplinary consequences** - 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 a minimum of 5 days Out-of-School Suspension (O.S.S.) and referred to the Board of Directors of Tidioute Community Charter School for discipline up to and including expulsion. The student's violation of this policy WILL immediately is 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. A Safe Schools Act report will be made by the School.

### **TRESPASSING**

**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.

### **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.

**Disciplinary consequences** - 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 Tidioute Community Charter School for immediate expulsion for a period of not less than one (1) year unless a modification is recommended by the CEO on a case by case basis as allowed by the PA School Code.**

**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 Chief Educational Officer 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 through Safe School Act reporting.

The Chief Educational Officer shall in the case of discipline 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**

**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. Theft under \$100.00 will result in discipline at the discretion of the school CEO/Principal.

**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.

**Disciplinary consequences** - Depending on the severity of the incident, any student found stealing, robbing, or burglary 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 Tidioute Community Charter School for discipline up to and including expulsion. A Safe Schools Act report will be made by the School.

## **TOBACCO**

Students are prohibited from possessing or smoking tobacco including e-cigarettes or using smokeless tobacco on school property, during school hours, or at other events. Consequences for violating the tobacco policy will range from Saturday detention to 1-5 days of I.S.S./O.S.S.

## **VANDALISM**

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

**Disciplinary consequences** - 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 MAY 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 Tidioute Community Charter School for discipline up to and including expulsion.

## **ARSON**

**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.

***Disciplinary Consequences*** - 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 Tidioute Community Charter School. The student will be referred to the Board of Directors of Tidioute Community Charter School for discipline up to and including expulsion. Restitution must be made. A Safe Schools Act report will be made by the School.

### **SETTING OFF FALSE FIRE ALARMS/ OPENING DOORS TO CREATE A SAFETY ISSUE**

***Disciplinary Consequences*** - Any student found guilty of setting off a false fire alarm will receive ten (10) days of Out-of-School Suspension (O.S.S.) and will be referred to the Board of Directors of 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 student found to have opened a door creating an unsafe condition may be suspended 1-5 days .( OSS).

### **TAMPERING WITH FIRE EXTINGUISHERS**

***Disciplinary Consequences*** - Any student found guilty of setting off with a fire extinguisher will receive a minimum of five to ten (10) days of Out-of-School Suspension (O.S.S.) and may be referred to the Board of Directors of 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.

***Disciplinary Consequences*** - Depending on the severity of the incident, extortion will result in a penalty which may range from a minimum of five (5) days of Out-of-School Suspension (O.S.S.) to be referred to the Board of Directors of 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 I.D./FORGERY/GAMBLING**

**False I.D.** - intending to deceive by giving wrong identification.

**Forgery** - Falsely and fraudulently making or altering writing or other document.

**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

***Disciplinary Consequences*** - Penalties could range from detention, ISS/OSS and TCCS will notify Parents and students that School will have the option to report to law officials who may decide to prosecute criminally.

## **ASSAULT/PHYSICAL ACTS OF VIOLENCE**

### **ASSAULT**

**Assault** - 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. (Serious bodily injury has occurred)

**Disciplinary Consequences** - 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 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. A Safe Schools Act report will be made by the School.

### **FIGHTING**

**Fighting** – Any aggressive physical conflict between two or more people in which one intends to harm the other person. Further, fighting is defined by someone trying to hurt another person by blows or using an object as a weapon.

#### ***Disciplinary Consequences –***

**First Offense** - Minimum of three (3) 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.

**Second Offense** - Minimum of five (5) days of 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.

**Third Offense** - Ten (10) days of Out-of-School Suspension (O.S.S.) and referral to the Board of Trustees of 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.

**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

## **PUSHING/SHOVING/INAPPROPRIATE TOUCHING**

A student that is found to have pushed or shoved or inappropriate touching another student or adult without the intentions of fighting (i.e. raising a fist, slapping, etc.) will be disciplined using the point system, however at the minimum pushing and shoving will result in 1 -5 days of ISS.

**Pushing** – To use physical pressure or force, especially with your hands, in order to move something into a different position, usually one that is further away from you.

**Shoving** – To push someone roughly.

### **INAPROPRIATE TOUCHING**

This is defined as when someone touches another person who has not consented to the touching. It is defined as creating an unsafe environment such as groping and fondling.

### **PUBLIC DISPLAYS OF AFFECTION**

School is NOT the appropriate place for public displays of affection ( kissing, inappropriate for public hugging, touching)between students. TCCS prohibits inappropriate displays of affection at events, in school classrooms, between classes in hallways , or on school transportation. Such displays are in poor taste and do not reflect the proper respect necessary between students in a public institution.. Students found to have violated this expectation will be subject to Parental Meetings,, Wednesday detention, ISS, and discipline points .

### **DATING VIOLENCE**

**Dating violence** - occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

### **HARASSMENT**

**Harassment** – Title IX harassment is defined as a form of discrimination prohibited by federal and state law, which 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, sex, sexual orientation, gender, 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 Tidioute Community Charter School (sexual harassment is further defined below). A Safe Schools Act report will be made by the School.

***Disciplinary Consequences*** –

First Offense – One (1) day ISS or OSS... Parent contact will be made.

Second Offense - Minimum of three (3) days of Out-of-School Suspension (O.S.S.) for all offending students. A conference will be held with the parent(s), student(s), 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.

Third Offense - Minimum of Five (5) days of Out-of-School Suspension (O.S.S.) for all offending students. A referral to the Board of Directors of Tidioute Community Charter School may be made 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.

Students charged with harassing another person will be subject to a parent- guardian meeting, and education relative to the negative effects of harassment.

## **SEXUAL HARASSMENT**

**Sexual Harassment** - Any words, gestures, or conduct of a sexual nature, including sexual advances and requests for sexual favors, which the actor knows or should know are unwelcome by the person to whom they are directed.

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, making sexual propositions
2. Requests for sexual favors, or sexual touching , writing explicit sexual graffiti/ notes
3. Displaying sexually explicit drawings/ jokes/pics
4. 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.

**Gender-based harassment** - includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

## **Retaliation**

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A

person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Examples of retaliation may include threats, rumor spreading, ostracism, and assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **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, employee, teacher, aide, or Principal or the School's Title IX Compliance Officer. Any teacher /staff who become aware of possible sexual or other unlawful harassment should promptly advise the Principal or CEO. Students can raise concerns and make reports without fear of reprisal. A Complaint Form is available.

Following the report or allegation of misconduct, an investigation of the complaint will be undertaken immediately, maintaining confidentiality to the extent possible, by the Title Nine Officer,. Response to the investigation results will be timely and communications 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 Principal's response may be made to the TCCS Board Personnel Committee, and or Hearing Officer if determined by the Board President, in accordance with Tidioute Community Charter School's Board of Trustees existing policies and procedures. REFER TO TCCS BOARD POLICY.

A 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 the Title IX Compliance Officer or if reported to a teacher, aide, or School Nurse, Principal, or CEO, said individual shall notify the Title IX Compliance Officer for purposes of enabling an investigation to begin. The Principal will report to the Title IX compliance officer, any complaint received regarding sexual harassment involving employees.

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 sequel harassment or who participates in or cooperates with an investigation is prohibited. The right to confidentiality of records and verbal statements, both of the complainant and the accused, shall be preserved consistent with applicable laws and TCCS' responsibility to investigate and address such complaints.

### ***Disciplinary Consequences –***

First Offense – One (1) day ISS or OSS to (3) days OSS/ISS Parent contact will be made.  
INVESTIGATION COMPLETED.

Second Offense - Minimum of three (3) days to (5) days of Out-of-School Suspension (O.S.S.) for all offending students. A conference will be held with the parent(s), student(s), 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.

Third Offense - Minimum of Five (5) days of Out-of-School Suspension (O.S.S.) for all offending students. A referral to the Board of Directors of Tidioute Community Charter School may be made 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.

Students charged with harassing another person will be subject to a parent-guardian meeting, and education relative to the negative effects of harassment.

### **Consequences:**

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 1 to 10 DAYS OF SUSPENSION**. The incident will be reported to appropriate law enforcement officials IF the complaint involves sexual assault, allegations of rape, or allegations of conduct of a criminal nature. In addition, any student found to have violated this policy may be required to participate in educational activities 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./ age or grades of those involved/
2. Pervasiveness or persistence of the misconduct./sexual nature
3. Effect on the victim or victims.
4. Intention or perception of perpetrator relative to what he or she was doing.

A Safe Schools Act report will be made by the School. The school may be required to report the incident to the PA. Child-Line.

A formal investigation will be conducted and the reader should refer to the TCCS schoolboard policy on harassment found under title IX policies.

### **BULLYING/CYBERBULLYING PROHIBITED**

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 and cyber bullying 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/or has the effect of doing/ causing any or all of the following:

- Substantial interference with a student’s education.
- Creation of a threatening , inappropriate or disruptive environment
- Substantial disruption of the orderly operation of the school
- Causing distress to another emotionally/ interfering with learning at school/ home /bus riding.
- Using slurs: Gender comments, body type comments/ or protected class slurs or comments or pictures / are prohibited in school and often found in cyberbullying situations.

Bullying, as defined in this policy, includes cyberbullying .PDE has a bullying hotline. (

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.

Students who have been bullied need to promptly report such incidents to the CEO / teacher/ nurse..

The consequences for cyberbullying/ bullying include suspension from school, discipline points, and under ACT 26 of 2015,..... may result in a referral to the local police.

### ***Disciplinary Consequences –***

First Offense – One (1) day to( 3) days ISS .. Parent contact will be made. Points assigned.

Second Offense - Minimum of three (3) days to (5) days of Out-of-School Suspension (O.S.S.) for all offending students. A conference will be held with the parent(s), student(s), 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.

Third Offense - Minimum of Five (5) days of Out-of-School Suspension (O.S.S.) for all offending students. A referral to the Board of Directors of Tidioute Community Charter School WILL is made 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.

Students charged with harassing/ bullying / cyberbullying another person will be subject to a parent-guardian meeting, and education relative to the negative effects of harassment/ bullying...

### **HAZING**

Hazing is an activity or conduct that endangers the safety of a student for the purpose of initiation into a club, sport, or activity. Students are required to report hazing to the administration. Students participating or attempting to participate in hazing will face discipline including suspension (I.S.S.

/O.S.S.) from 1-10 days up to expulsion. TCCS PROHIBITS ALL FORMS OF HAZING BY STAFF and STUDENTS.

### **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 Charter School. 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. Consequences for loitering and profane language are 1-5 days ISS. Situations will be reviewed on a case by case basis...

### **DISCIPLINARY POINTS**

#### **Categories of disciplinary action:**

Discipline procedures will follow a continuum of consequences for students who exhibit negative behaviors.

**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.

**Saturday Detention** - Student will be required to attend school sessions on Saturdays from 9:00am. - 12:00. The student will be expected to report on time and be prepared to complete assigned school work or community service as applicable. Parent and student will be given a 24-hour notice of the assigned date and time of the detentions through detention slips, phone calls or personal contacts. Parent and student will be responsible for transportation before and after serving Saturday detention. Failure to serve assigned Saturday detention will result in further disciplinary action.

**Note:** Depending on severity of incident or chronic infractions, multiple days of Saturday detention may be assigned at the discretion of the school administrator or his/her designee.

**Out of School Suspension (O.S.S.)** - student is suspended from school for a period of one (1) to ten (10) days and is in the custody of the parent/guardian. During the school day, the appropriate staff will arrange for classroom assignments and parents may pick up assignments 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. An informal hearing will be held within the first five days of the suspension with the parent, student, and appropriate staff.

Under PA law students are able to complete school for credit for suspension days.

**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 / Hearing Officer 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. IDEA rights apply to disabled students.**

**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.

**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. For example if a student commits a level two action they will receive a Saturday detention in addition to two points. 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 half way to the ten points 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, in general, to be recommended to the TCCS Board of Trustees for expulsion, depending on the recommendations made by the school's hearing officer. Due process rights will be followed under IDEA.**

## **DISCIPLINE POINT CHART**

**Each discipline referral is at the discretion of the CEO/Principal or Assistant**

### **LEVEL ONE OFFENSES**

**1 point per offense**

**Warning / In-School Suspension/ Wednesday or Saturday Detention**

- \* Disruption of Learning Environment/Class/Hallway/Property/School Event/Bus
- \* Disrespect to Authority Figure/Not following directions
- \* Misuse of Pass
- \* Throwing Food or Drink
- \* Disruptive Behavior to another student(s)
- \* Bus misbehavior
- \* Profane Language/Gestures
- \* Dress Code Violation
- \* Sleeping in class/ refusing to do work/ not sitting down when asked
- \* Misuse of social media
- \* Cell Phone Violation
- \* Attendance Issues

**LEVEL TWO OFFENSES****2 points per offense****In- School Suspension/ Wednesday / Saturday Detention**

- \* Bullying – cyberbullying first time
- \* Cheating/Plagiarism
- \* Computer/Technology / phone Misuse
- \* Deliberately Skipping Detention/Class /lunch
- \* Harassment (1<sup>st</sup> offense)
- \* Inappropriate Touching / Inappropriate Use of Bodily Fluids/ Public Displays of Affection
- \* Insubordination/Disrespect
- \* Leaving Classroom without Permission
- \* Profane, Vulgar Language or Gestures
- \* Disrupting class/disrespect to employee of a major type offense (two plus offenses)
- \* Skipping school
- \* Bus Misbehaviors that endangers student or driver/ bus vandalism
- \* Pushing/ shoving/inappropriate touching
- \* Vandalism
- \* Plagiarism
- \* Loitering on school grounds after school hours
- \* Open container rule
- \* School safety violation- opening doors creating a safety issue
- \* Dress code violation-second offense and each additional violation
- \* Cell phone/ Video/ Texting violation- (TBD based on frequency).

**LEVEL THREE OFFENSES****3 points per offense****Out of School Suspension**

- \* Disorderly Conduct
- \* Forgery I
- \* Leaving School without Permission (second plus offense)
- \* Tampering with Safety Equipment/Lab
- \* Possession/Use of Tobacco/e-cigarettes (mimics smoking)
- \* Stealing / Theft

- \* Reckless endangerment towards another person causing harm
- \* Disrespect to employees/ use of vulgar language
- \* Bullying (repeated offenses)
- \* 4<sup>th</sup> offense cellphone violation
- \* Open container rule – second offense
- \* Sexual Harassment- bullying-cyber bullying – multiple  
Phone/ Video/ Text Violation... multiple offences

#### **LEVEL FOUR OFFENSES**

**5 points per offense**

#### **Out of School Suspension/ Board Hearing Referral**

- \* Arson
- \* Bomb Threat
- \* Possession of a Weapon
- \* Riot
- \* Terroristic Threats
- \* Vandalism (major)
- \* Physical harm caused to student or school employee
- \* Sexual Harassment/Internet Cyber Bullying / Bullying - multiple or severe incidences
- \* Drug or controlled possession/sale
- \* Indecent exposure
- \* Physical attack or harm inflicted on any student or School employee at TCCS
- \* Trespassing
- \* Forgery II
- \* Theft of school property
- \* Tampering with safety equipment in school/Lab
- \* Trespassing
- \* Extortion
- \* Theft
- \* Unsafe Behavior- Actions which could be threatening the safety of TCCS or Students/ Employees/ Guests