

**SusQ-Cyber Charter School**  
**240 Market Street, Box 1A, Suite 15**  
**Bloomsburg, PA 17815**



**STUDENT - PARENT**  
**HANDBOOK**  
**2015 - 2016**

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## **Mission Statement**

The SusQ-Cyber Charter School will use the Internet or other emerging technologies to deliver an educational program to high school students who are trying to obtain their high school diploma. It will deliver a personalized educational program to learners who express the desire and/or demonstrate the need for non-traditional, flexible delivery of curriculum. The Charter School will assist these at-risk students as well as the non-at-risk students who want to pursue an alternative path to a high school diploma through cyber education. The Charter School will plan a personalized education plan for each student that will credit them for past courses earned and outline a plan for the completion of their graduation requirements. The Charter School will closely monitor and motivate these students for attendance and academic progress as they work toward the achievement of their educational and life goals. It will be “*A School Without Walls*”.

## **Belief Statement**

The Board of Trustees of the SusQ-Cyber Charter School has adopted the following belief statement:

- All students can learn.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Teachers, administrators, parents and the community share the responsibility for advancing the school’s mission.
- Exceptional students require special services and resources.
- Curriculum and instructional practices should incorporate a variety of learning activities to accommodate differences in learning styles.
- Ongoing professional development of staff is vital.

## **Vision Statement**

The SusQ-Cyber Charter School, in collaboration with parents and community, will provide all students, regardless of reason or need, a quality public education utilizing innovative technology and research-based curriculum to assist students in achieving their goals beyond graduation.

## FACILITY LOCATIONS

**Administrative Office:**

The administrative office is located in the Bloomsburg Technology Center, 240 Market Street, Box 1A, Suite 15, Bloomsburg, PA.

**Business Office:**

The business office is located in the Bloomsburg Technology Center, 240 Market Street, Box 1A, Suite 15, Bloomsburg, PA.

# Policies

## I. Policy #201.1 TRANSFER OF STUDENTS EXPELLED OR SUSPENDED BY OTHER SCHOOL DISTRICTS

The Board of Trustees recognizes that students who have been expelled from other school districts may attempt to enroll in the SusQ-Cyber Charter School (“Charter School”). These students may pose a threat to the educational environment and/or the safety of the students and staff of the Charter School. The Board shall recognize, and give full faith and credit to the expulsion or suspension which has been imposed by another school district to an incoming student, if it is determined that the school from which the student transferred, properly imposed the expulsion or suspension. A due process hearing may be held if requested by the parent.

### **Definitions:**

For the purposes of this policy: “Charter School” means SusQ-Cyber Charter School; “transferor district” or “the transferor district” means the last school district at which a student was enrolled before that student attempted to enroll at SusQ-Cyber Charter School.

### **Guidelines:**

- No student who transfers into the Charter School may begin regular classes if that student has been expelled from the transferor district. A student who transfers to the Charter School after being expelled by the transferor district shall be designated an expelled student by the Charter School. If the student is designated an expelled student by the Charter School due to an expulsion imposed by the transferor district then that student and his/her parents or guardians shall be entitled to a formal hearing.
- If the transferring student is entitled to a full hearing, the hearing shall be conducted following the due process requirements in Board Policy #218, Student Discipline.
- An expelled student will only be enrolled in the Charter School and permitted to schedule classes upon the direct written request of the Superintendent of the expelling district.
- If a student has been suspended by the transferor district, and that suspension has not been fully served by the student, the Charter School shall require that the student serve the remainder of the suspension imposed by the transferor district.
- If the student is required to serve the remainder of a disciplinary suspension which is more than three (3) days and less than ten (10) days, that student and the student’s parents or guardians are entitled to an informal hearing.
- The purpose of the hearing, whether informal or formal, is not to reevaluate whether or not the suspension or expulsion imposed upon the student was warranted based on the findings of facts made by the School Board of the transferor school district. Rather, the purpose of the hearing is to determine the legitimacy of the action of the transferor district.

## **II. Policy #235 STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in the course work, and following school rules and regulations. Students share with the cyber school staff a responsibility to maintain a climate within the school program that is conducive to learning. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the cyber educational process.

### **Guidelines:**

Students should express their ideas and opinions in a respectful manner. It is the responsibility of the students to abide by the following when on-line or at any school site or any school-related function:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Students should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety, and welfare of the school and community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and to not cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and school equipment.
- Attend school daily, maintain attendance logs and be on time for all school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and the charter school.
- Report accurately and not use indecent or obscene language in student newspapers or publications.

## **III. Policy #217 GRADUATION REQUIREMENTS**

SusQ-Cyber Charter School (“Charter School”) is authorized by the Pennsylvania Department of Education. Graduation from the Charter School must be in accordance with the graduation standards established by the Department of Education and the Charter of the SusQ-Cyber Charter School.

### **Guidelines:**

In order to graduate from the Charter School, a student must earn a total of 22.0 credits during the 9th, 10th, 11th, and 12th grades. Specific course areas are:

Language Arts-----4 credits  
Mathematics-----4 credits  
Science-----4 credits  
Social Studies-----4 credits  
Health and Wellness-----0.5 credits  
Physical Education-----1 credit

Electives-----4.5 credits (may include family consumer science, the arts, and the humanities)

**Total credits required-----22.0 credits**

Notes:

1. Algebra taken in 8th grade may be counted toward high school credits and may be counted toward math credits required for graduation.
2. Foreign Language, either level 1 or 2, taken in 8th grade may be counted toward high school credits and may be counted as elective credits required for graduation.
3. Beginning with the Class of 2017, students must demonstrate their proficiency by passing the required state Keystone Exams, or passing the state Project Based Assessment (PBA).
4. Any student who enrolls in the Charter School during the senior year who is transferring sufficient credits to meet all the credit requirements must attend the Charter School as a full time student and take a full load of classes to be eligible to graduate with a Charter School diploma.
5. Students may participate in graduation provided they have met the graduation requirements or will meet the requirements by the successful completion of a maximum of two (2) credit recovery courses and have met all obligations.

**Credits for Promotion:**

Promotion to 10th grade – 5.5 credits

Promotion to 11th grade – 11 credits

Promotion to 12th grade – 16.5 credits

To graduate – 22.0 credits

**Grading System:**

A = 92 – 100    B = 83-91    C = 74-82    D = 65-73    F = 64 or below

**Honor Roll:**

Academic achievement shall be recognized by SCCS. Students will be recognized quarterly.

- Honor Roll recognition will be granted to a student who maintains a quarterly average of 87 on all courses as determined by the standards of the course provider.
- High Honor Roll recognition will be granted to a student who maintains a quarterly average of 95 on all courses as determined by the standards of the course provider.

**National Honor Society:**

Beginning with the 2015-2016 school year, a National Honor Society Chapter will be established. Eligibility requirements and bylaws will be determined and published once the committee adopts them. The Chapter will be overseen by an advisor, selected by the principal, and a committee of five faculty members.

**IV. Policy #204 ATTENDANCE POLICY**

SusQ-Cyber Charter School (Charter School) students are required to log in to homeroom and submit work every day as well as attend all live class sessions each week. When a student misses school they are marked absent and parent/guardian must submit an excuse

form within three school days of the date of absence (unless student is emancipated). Phone calls, emails and/or letters will be utilized to notify parents of the absence.

### **Excused Absences**

- *Illness or Injury.* An absence resulting from illness or injury, which prevents the student from being physically able to participate in school. Any student missing more than three consecutive school days due to illness or injury requires a note from a physician.
- *Medical or Dental Appointments.* An absence resulting from a medical (health care or therapy) or dental appointment for the student. Students and parents should make every effort to schedule appointments outside of the school day. Notice should be given to the attendance clerk prior to the absence, except in the case of an emergency.
- *Death in the Immediate Family.* An absence resulting from the death of a member of the student's immediate family. The immediate family of a student includes, but is not necessarily limited to, parents, grandparents, brothers and sisters.
- *Court or Administrative Proceedings.* An absence resulting from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. Written proof requiring attendance must be provided, such as a copy of the subpoena.
- *Observance of a Religious Holiday.* Upon written parental request, an absence may be excused if the tenets of a bona fide religion, to which a student or his/her parent adhere, require observance of a religious event. Prior written notification (form is in the Parent Portal) shall be provided and approved by the CEO.
- *Educational Opportunities or Family Educational Trips.* An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. Prior written notification (form is in the Parent Portal) shall be provided and approved by the CEO. Educational Opportunities or Family Educational Trips are subject to the following rules:
  - Not to exceed two in one school year.
  - Not to be scheduled during state testing windows.
  - Not to be scheduled during the last two weeks of a semester.
- *Urgent Reasons.* An absence resulting from an urgent reason may be excused. The Charter School shall strictly construe the term "urgent reason" as it applies to such absences and such excuse does not permit irregular attendance.
- *No Internet Access or Power Outage.* Parents must notify attendance clerk or technical support the day of the technical difficulties.

### **Unlawful Absence**

- Any day that the student has not logged in, that is not determined to be legal or excused, will be considered an unexcused/illegal absence. The following reasons for absences are illegal and unexcused:
  - Truancy
  - Lack of transportation
  - Educational trips not approved in advance
  - Shopping
  - Birthday or other celebration
  - Hunting, fishing, or attending sporting events
  - Gainful employment



- Sleeping in
  - Babysitting
  - Any other reason not listed in the Excused Absences section.
- The student's parent/guardian must present a valid excuse within 3 school days of the student's return from an absence.

**Attendance Notification**

- Parents/guardians will be notified of absences via phone call, email and/or letter.
- Parents/guardians are responsible to check PowerSchool for attendance daily.
- Parents/guardians should call attendance clerk the day of absence.
- Parents/guardians must submit an excuse form (found in the Parent Portal) or medical excuse within three days.
- An absence becomes Unexcused (for students 17 years+) or Illegal (for students under 17 years of age) when an excuse is not received after three days.
- After three Unexcused or Illegal days parents are notified to attend a mandatory Truancy Elimination Plan (TEP) meeting.
- After three Illegal (for students under 17 years of age) days a truancy notice is sent to the parent/guardian and the home school district. If, after the first notice, the student is Illegal for three more days a certified truancy letter will be sent to the parent and the student's home school district.
- If, after attending a TEP, the student continues to be Unexcused (for students 17 years+) for ten consecutive days, he/she may be removed from the Charter School and the student's home school district will be notified.
- If, after attending a TEP, the student continues to be illegally absent (for students 17 years+) for ten or more consecutive school days, he/she may be removed from the Charter School's rolls per state law (22 Pa. Code 11.24).

**Academic Privileges:**

Students in grades 10 through 12 will have the opportunity to earn the academic privilege of working independently. At certain times during the school year, grades will be reviewed. If a student is maintaining an average of an 83% in a course that does not provide remediation for a standardized test, the student will be able to work independently in that course. It will be the student's responsibility to submit their work on the day that it is due. Work must be submitted for the previous week no later than 8 am on the proceeding Monday. Should that Monday be a holiday on the approved school calendar, the work will be due no later than 8 am on the next regularly scheduled school day. Additionally, in order to receive attendance credit, students must contact their mentor weekly to discuss their current academic standing. Should a student fall below an 83% for the course at any given time during the semester, the student will be required to attend that class for a minimum of the balance of the marking period regardless if the student should bring their grade above an 83% at any point during that marking period. Evaluation dates for independent status are as follows:

- The fourth Monday of September
- The mid-way point of the second and third semesters
- The end of each marking period

**Truancy Elimination Plan**

- A Truancy Elimination Plan (TEP) is a school-family conference used to address chronic absences and/or academic difficulties. The attendance clerk, teacher or other school staff, can recommend students for a TEP.
- Issues addressed should include but not be limited to:
  - Appropriateness of the student’s educational environment
  - Possible elements of the school environment that inhibit student success
  - Student’s current academic level and needs
  - Social, emotional, physical, mental and behavioral health issues
  - Issues concerning family and home environment
  - Any other issues affecting the student’s success
- These are important meetings for the student’s continued success therefore the attendance by student and parent/guardian is mandatory.
- If it is deemed necessary by administration, a meeting with student, parent/guardian, administration and a member of the Board of Trustees may be required.

## **VI. FIELD TRIPS and Policy #210.1 Medication Policy for Field Trips**

The SusQ-Cyber Charter School recognizes that the field trip experience is a valuable asset to the school’s curriculum. It is also aware that students who receive prescription medication on a daily basis may have to continue this schedule when away from the school environment.

### **Guidelines:**

- Because a nurse may not be present on a field trip, it may be necessary for the student to self-administer his/her medication during the time away from the school.
- Parents are permitted to accompany their child on field trips if deemed necessary to monitor special health concerns or to administer prescription medication.
- If this is not possible, they must sign a release permitting their child to self-administer the medication.
- Students are permitted to carry properly labeled prescription medication with them on the field trip.

## **VII. Policy #216 STUDENT RECORDS**

School’s collect and maintain many and various student records and as custodians of collected records are responsible to ensure that access to such personally identifiable student records is safeguarded under the protections of confidentiality guaranteed by the Family Educational Rights and Privacy Act of 1974 (“FERPA”) and all associated regulations. FERPA is a federal law designed to ensure parents and students access to education records and to limit disclosure to others for unauthorized purposes. This policy makes adherence to these regulations a responsibility of the SusQ-Cyber Charter School (“Charter School”).

### **Authority:**

The Charter School Board of Trustees is governed by the Disabilities Education Act (“IDEA”), and “FERPA” which requires the confidentiality of personally identifiable information for children with disabilities. The Charter School must fully inform parents about the requirements of this policy in the native language of the parent including: a description of the children about whom information is maintained, types of information recorded, how the information will be

gathered (including sources), how the information will be used, how it will be stored, retained, disclosed to third parties and destroyed. The rights of parents and children regarding this information including rights guaranteed under FERPA must be published or announced in newspapers or other media, or both with circulation adequate to notify parents throughout the charter school area of the activity prior to any major identification, screening, location, or evaluation activity is conducted.

**Guidelines:** Student Records are very broadly defined at 34 CFR §99.3 to include, with enumerated exceptions, records directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. The Charter School maintains records on all students, which include:

- Directory information,
- Medical history and immunization records
- Academic records
  - Grade transcripts
  - Course information and progress reports
  - Letters regarding academic progress
  - Standardized test results including IQ tests, achievement tests and PSSA tests results
  - Placement records
  - Attendance records
- Discipline records
- Court orders and custody memoranda
- Records related to special education services including: requests to evaluate, psychological evaluations, CER's, IEP's, reevaluations, records of meetings and hearings, and NOREP's

**Record Use:**

- Directory information is used to identify students and to provide identifying information as to name, address, telephone number, date and place of birth, sex, major field of study, activities, dates of attendance, degrees and awards and past schooling.
- Medical records are maintained by the school nurse and are used to ensure that students are properly immunized, maintain height, weight, vision and hearing screenings as part of the student's health records which may help detect health problems as they develop, and to provide awareness of medical conditions.
- Academic records are maintained to track the student's educational progress and to prepare the records for graduation and post graduation transcripts.
- Attendance records are maintained to permit the Charter School to prepare state reports for attendance and district tuition reimbursement.
- Discipline records are maintained as a record of discipline incidence that also are used to prepare state reports regarding incidence of violence, smoking, drug use as non- personally identifiable data. They also are used for background supporting information for future discipline hearings, which may be held if required by future discipline problems.
- Court orders and custody memoranda are maintained to direct the Charter School regarding parent of record and custody issues.
- Special Education Records are maintained and used to record that all proper procedural safeguards have been employed in the assessment and placement of students and include

assessments and evaluations relative to the student.

**Storage:**

Educational Record Storage is to be maintained as follows:

- Directory Information – not generally considered harmful or an invasion of privacy if released. Will be available as part of public record – stored in general files
- Locked nurse’s file – Medical records
- Locked student file – Academic records, grade transcripts, course information and progress reports, letters regarding academic progress, standardized test results including IQ tests achievement tests and PSSA test results, academic placement records, attendance records, discipline records, court orders and custody memoranda
- Locked Special Education Files – Records related to special education services including requests to evaluate, psychological evaluations, CER’s, IEP’s reevaluations, records of meetings and hearings, and NOREP’s.

**Disclosure:**

- Disclosure to Third Parties – A parent or eligible student must provide signed and dated written consent before the cyber school may disclose personally identifiable information from the students educational records
- Exceptions to the prior consent rule are set forth at 34 CFR §99.31 and should be consulted each time a disclosure question arises.
- Directory information will be exchanged between districts and may be released as requested by military recruiters, the media, etc.
- Parents and students will be informed that release of directory information is possible.

**Access :**

- Access to records – Access to identifiable, confidential, educational records will be restricted to the staff who need access to such records in order to perform education services for the student.
- Parents or eligible students may review these logs.

**Parent :**

The Charter School shall permit parents to access inspect and review any education records relating to their child that is collected, maintained, or used by the Charter School under 34 CFR part 300. The Charter School will comply with a request without unnecessary delay and before any meeting regarding an IEP, or any hearing pursuant to §§ 300.507 and 300.521-300.528, and in no case more than 45 days after the request has been made.

**Correction of Records:**

- A parent or eligible student may request that records they believe to be incorrect or inaccurate be amended.
- The Charter School shall decide if the record should be amended and will inform the parent.
- The parent may request a hearing if the Charter School decides the amendment is not warranted.
- If the hearing determines the record should be amended the record will be amended.

- If the hearing determines the record should not be amended the parent shall have the right to attach a statement that will be maintained along with the record and disclosed with the record.

### **VIII. Policy #224 CARE OF SCHOOL PROPERTY**

Caring for school equipment and the loaned equipment is vital to the operation of the SusQ-Cyber Charter School. Each student is loaned computer equipment that may exceed \$1,000 in value.

#### **Guidelines:**

- Students are responsible for the proper care of all school property, books, computers, supplies, equipment, etc.
- Altering, bypassing or reverse-engineering any school equipment or software is strictly prohibited.
- Students who disfigure property, or do other damage to school property, will be required to pay for the damage done or replace the item.
- Computers and books are loaned to students for their use in their educational program.
- Computers are only for the use of the student.
- Computers and books are to be returned at the completion of the school term or when the student leaves the program.
- Failure to return computers could subject the student and parent to legal consequences.
- Students will be billed for damages, which are seen as deliberate or careless.

### **IX. Policy #205 CHANGE OF ADDRESS**

It is vitally important for the SusQ-Cyber Charter School (“Charter School”) to maintain up-to-date records regarding student’s addresses and phone numbers.

#### **Guidelines:**

- Any change of student address or phone number, or parental/guardian address or phone number change, must be reported to the Charter School office.
- Change of residence from one sending school district to another must be immediately submitted to the Charter School so proper district billing is maintained.

### **X. Policy #209 HEALTH EXAMINATIONS**

The SusQ-Cyber Charter School (Charter School) is required by the School Code to ensure that the requirements of the Department of Public Health and mandated health regulations are followed.

#### **Guidelines:**

- The Board of Trustees shall require that students in the Charter School submit to health examinations. Each student shall receive a comprehensive health examination if one was not completed prior to enrollment. All 11th grade students must have a physical examination.

- A private examination conducted by the family physician and at parent's expense will be accepted in lieu of the school examination if completed within one year of the 11th grade. The school may conduct the examinations if the parent is unwilling to provide.
- For each student transferring to the Charter School the certified school nurse or designee shall request the health records from the transferring district.
- The individual records of health examinations shall be maintained as a confidential record subject to statute and the policies of this charter school.
- A student who presents a statement signed by his/her parent or guardian that a medical examination is contrary to his/her religious belief shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons.
- Where it appears to school health officials or teachers that a child deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent or guardian of the child shall be informed of the recommendation to consult a private dentist or physician. The parents shall be required to report to the school the action taken subsequent to such notification. When the parents or guardians inform the school of financial inability to provide an examination, the school shall advise them of availability of public assistance. Where no action is taken, the school may conduct further examinations.
- Parents and guardians of children who are to be examined shall be notified of such examinations. The notice shall include the date and location of the examinations.
- When any parent, guardian, or student refuses to present evidence of the required 11th grade physical examination by their private physician and also refuses to consent or appear for a physical examination by the school physician, it shall be considered a refusal to abide by the PA Department of Health mandated rules and will result in the student being excluded from school for the next school year until the examination is properly recorded. In the case of seniors who have not complied with the 11th grade examination, their graduation may be delayed pending the submission of the record of this required examination.

## **XI. AFFIRMATIVE ACTION COMPLIANCE**

SCCS will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual preference, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

## **XII. Policy #218 STUDENT DISCIPLINE**

In order to foster achievement of the goals of public education, the school environment should be safe, orderly, and encourage the fullest possible educational development of each student. The conduct of the persons participating in the process greatly affects the extent to which a beneficial environment exists.

**Authority:**

The following offenses may cause immediate suspension and a hearing before the Board of Trustees for expulsion:

- Sale, use, or possession of illegal drugs
- Sale, use, or possession of alcoholic beverages
- Vandalism of school property
- Possession of a weapon including look-alikes at a school-sponsored activity, or public transportation to a school site or school sponsored activity
- Any unlawful acts under the laws or ordinances of the Commonwealth of Pennsylvania or local municipality

First offense for the following may require up to a ten-day suspension and multiple offenses will require a hearing before the Board of Trustees for possible expulsion:

- Smoking, use, or possession of tobacco products in a school bus, or on school property owned by, or leased by, or under the control of the Cyber School and as referenced by Act 145 of 1996
- Persistent misbehavior and/or violation of school rules
- Consistent absenteeism and tardiness
- Persistent lack of effort in schoolwork

All of the above rules and regulations also apply when students are participants or spectators in any extracurricular activities or taking part in any field trips. The administration shall have the right to formulate other rules, regulations, and disciplinary actions that it deems necessary to conduct a well disciplined, safe and orderly school.

#### **Definitions:**

Exclusion from School may take the form of suspension or expulsion. **“Temporary Suspension”** shall mean exclusion from school for an offense for a period of up to three school days. The “Temporary Suspension” may be given by the administration, with an informal hearing for offenses, such as persistent misbehavior, fighting, smoking, and other actions on the part of the student that are deemed more serious in nature than those which would result in a warning letter. The purpose of the informal hearing is to enable the student to meet with the school administrator to explain the circumstances surrounding the event for which the student is being suspended, to demonstrate that this may be a case of mistaken identity, or to show that there is some compelling reason why the student should not be suspended. Prior notice of an intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened. **“Full Suspension”** shall mean exclusion from school for an offense for a period of up to ten school days. An informal hearing, before the school administrator, shall be given to the student and offered to the student’s parents or legal guardian. The “Full Suspension” may be given by the administration for offenses deemed to be of a serious nature, such as possession, use, sale, or giving of alcoholic beverages or drugs on school property, acts of vandalism of school property, persistent misbehavior, and those actions that persist on the part of the student after written warning and a lesser suspension. Suspensions may not be made to run consecutively beyond the ten school day period.

**“Expulsion”** is exclusion from school by the Board of Trustees for a period exceeding ten school days and may be a permanent expulsion from the school rolls. All expulsions require a prior formal hearing. While excluded from school by suspension, students shall have the responsibility to complete their assignments within the guidelines established by the Board of Trustees. A suspended student is not permitted to work on his/her on-line courses from home and must report during regular school hours to a library or community center with computers and

internet access. During exclusion the student may not access his/her courses from home and the internet access will be disabled. The parents and Chief Executive Officer (CEO) shall be notified immediately in writing when a student is suspended. Written notification shall be prepared and sent by the Board of Trustees.

### **Regarding Expulsions:**

1. During the period prior to the hearing and decision of the Board of Trustees in an expulsion case, the student shall report to the library or community center daily as a suspended student except that if the Cyber School deems the disciplinary problem so severe as to jeopardize the health and safety of the library or community center staff, then the student will be suspended out of school immediately until the hearing is held.

2. If following the hearing, the student is expelled for a period of time he/she will be excluded from school. The student's courses will be suspended, and the loaned computer must be returned to the school. However, students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

a. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study, or through another educational program approved by the school's CEO.

b. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school written evidence so stating. The school then has the responsibility to make some provision for the student's education. If 30 days pass without the school receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent, and pending the parents' or guardian's provision of such education, the school must make some provision for the student's education.

c. In the case of noncompliance with the approved education program, the school may take action in accordance with Chapter 63 of the Juvenile Act (42 PA. C.S. §§6301-6308), to ensure that the child will receive a proper education.

### **Hearings:**

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

2. "A formal hearing" is required in all expulsion actions. This hearing may be held before the Board of Trustees, or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire board of trustees is required to expel a student.

3. The following due process requirements are to be observed with regard to the formal hearing:

a. Notification of the charges and sufficient notice of the time and place of the hearing shall be sent to the student's parents or guardian by certified mail.

b. The hearing shall be held in private unless the student or parent requests a public hearing.

c. The student has the right to be represented by counsel.

d. 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.



- e. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
  - f. The student has the right to testify and present witnesses on his/her own behalf.
  - g. A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - h. The proceeding must be held with all reasonable speed.
4. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.
  5. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
  6. The informal hearing is meant to encourage the student's parents or guardian to meet with the CEO to discuss ways by which future offenses can be avoided.
  7. The following due process requirements are to be observed in regard to the informal hearings:
    - a. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
    - b. Sufficient notice of the time and place of the informal hearing.
    - c. A student has the right to question any witnesses present at the hearing.
    - d. A student has the right to speak and produce witnesses on his/her own behalf.
  8. The informal hearing will be held within the first five days of the suspension.
  9. The CEO shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act.

**Special Needs Students:**

The procedure to be followed for a student with a disability who has an IEP shall be in accordance with PA Chapter 711 regulations and Chapter 432 standards. A suspension of an exceptional student for more than ten consecutive school days or more than 15 cumulative school days in one year is considered a change in educational placement and, as such, requires a multidisciplinary evaluation where a manifestation determination shall be made, notice to the parents (NOREP), and a right to a hearing prior to exclusion. The disciplinary exclusion of a student with mental retardation is considered a change in placement and requires notice to the parents (NOREP) and a right to a hearing prior to the exclusion.

If the school deems the discipline problems so severe as to warrant immediate action, it may, with the approval of the Secretary of Education for the State of Pennsylvania, implement an interim change in educational placement, including exclusion from school, as long as notice is provided to the parents (NOREP), and a due process hearing is scheduled as soon as possible. Under no circumstances is corporal punishment permitted.

**XIII. SMOKING/POSSESSION OF TOBACCO PRODUCTS**

The Board of Trustees recognizes that smoking in school buildings represents a health and safety hazard and therefore, is of concern to the Board. Act 145 of 1996 amends the Crimes Code to include language-prohibiting students from possessing or using tobacco in a school building, school bus, or on school property. Schools are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine up to \$50 plus court costs. Fines collected will benefit the student's school. The

court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act. Inasmuch as the legislature has added these revisions to Senate Bill 1315, Printer Nos. 2426, which have long been sought by school authorities and District Justices enforcing possession or smoking of tobacco in schools on school premises, it is the intent of SCCS to enforce this law consistently and uniformly at all grade levels.

In order to protect students and staff from an environment, which may be harmful, the Board declares the buildings of the SusQ-Cyber Charter School to be smoke free and prohibits smoking by any employee, student, or visitor at any office. Students are not permitted to smoke or have tobacco products in their possession on school property or school buses. Students found with such are subject to loss of privileges, suspension from school, or other disciplinary action.

As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

- A. **"PUPIL"** – a person between the ages of 6 and 21 years that is enrolled in school.
- B. **"SCHOOL"** – a school operated by a joint board, board of directors, or school board where pupils are enrolled in compliance with Article XIII of the act of March 10, 1949 (PA.P.L. 30 No. 14), known as the public school code of 1949, including area vocational schools and intermediate units.
- C. **"TOBACCO"** – a lit or unlit cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form.

#### **XIV. Policy #227 DRUG AND ALCOHOL POLICY**

Use of drugs and alcohol by school students is illegal and counter to the proper operation of an educational program. Schools have a duty to enforce regulations controlling the use and abuse of alcohol and drugs by students.

##### **Guidelines:**

- A SusQ-Cyber Charter School (“Charter School”) student who while on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted or over-the-counter drug, shall be subject to discipline pursuant to the provisions and procedures outlined in the Charter School’s Discipline Code.
- Possession shall include holding for others and does not constitute a defense.
- The CEO shall implement positive efforts to counter the drug and alcohol culture and to organize anti-drug curriculum offerings.
- The Board of Trustees reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

#### **XV. Policy #247 AGGRESSIVE BEHAVIOR POLICY**

One of the primary functions of the Board of Trustees is to provide a working environment that

is safe and relatively comfortable for students and staff. In an effort to provide those charged with the responsibility of maintaining a high degree of safety within the school, the following guidelines are offered.

**Definition:**

Aggressive physical behavior shall include, but not be limited to, threatening, fighting, bullying, intimidating, or slapping.

**Guidelines:**

- Any student involved in any form of aggressive physical behavior will receive a minimum of a three (3) day suspension from school.
- Said student will not be allowed to return to school until a parent conference is held.
- Involvement in additional aggressive physical behavior may lead to a hearing before the Board of Trustees for possible expulsion from school.
- In addition, any student involved in this type of behavior who is beyond compulsory school age (17 years old or older) may be scheduled for a formal hearing before the Board of Trustees for the purpose of expulsion on the first offense.
- This policy applies to students anytime they are on school property or at all extracurricular activities.
- Law enforcement officers will be contacted in the event that bodily harm or injury occurs or if in the judgment of the administrator the situation warrants their assistance.

**XVI. BULLYING POLICY**

The SusQ-Cyber Charter School (SCCS) is committed to maintaining the safety of students in the Charter School environment. It is committed to helping students make safe and appropriate choices every day in their communities, homes and schools. Therefore, the SusQ-Cyber Charter School Board of Trustees has adopted this Bullying Policy.

For the purpose of this policy,

- A. “Bullying” shall mean an intentional electronic, written, verbal, or physical act, or series of acts:
  - (1) Directed at another student or students;
  - (2) Which occurs in a school setting;
  - (3) That is severe, persistent or pervasive; and
  - (4) That has the effect of doing any of the following:
    - (a) Substantially interfering with a student’s education
    - (b) Creating a threatening environment; or
    - (c) Substantially disrupting the orderly operation of the school.
- B. “School Setting” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or an activity sponsored, supervised or sanctioned by the school.
- C. SCCS is not prohibited from classifying as bullying acts, including those involving electronic communications that occur outside a school setting, if those acts are directed at or are about another student, are severe, persistent and pervasive, or have the effect of substantially interfering with a student’s education, creating a threatening environment of substantially disrupting the orderly operation of the school.

## **XVII. Policy #248 UNLAWFUL HARASSMENT POLICY**

The SusQ-Cyber Charter School (“Charter School”) Board of Trustees strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of the Charter School to maintain an educational environment in which harassment in any form is not tolerated.

- The Board prohibits all forms of unlawful harassment of students and third parties by all SusQ-Cyber Charter School students and staff members, contracted individuals, vendors, volunteers and third parties in the school. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.
- The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Charter School’s legal and investigative obligations.
- No reprisals or retaliation shall occur as a result of good faith charges of harassment.

### **Definitions:**

- For purpose of this policy **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:
  - Is sufficiently severe, persistent or pervasive that it affects an individual’s ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
  - Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance.
  - Otherwise adversely affects an individual’s learning opportunities.
- For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:
  - Submission to such conduct is made explicitly or implicitly a term or condition of a student’s academic status.
  - Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
  - Such conduct deprives a student of educational aid, benefits, services or treatment.
  - Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student’s school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or proposition; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body/ sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student’s ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

**Guidelines:**

- Each student shall be responsible to respect the rights of their fellow students and Charter School employees and to ensure an atmosphere free from all forms of unlawful harassment.
- The CEO shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:
  - Inform the student or third party of the right to file a complaint and the complaint procedure.
  - Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
  - Notify the complainant and the accused of the progress at appropriate stages of the procedure.
  - Following a thorough investigation by the CEO, a substantiated charge against a student in the school shall subject that student to disciplinary action.
  - Refer the complainant to the Board of Trustees if the CEO is the subject of the complaint.

**XVIII. Policy #218.1 WEAPONS AND DANGEROUS INSTRUMENTS**

The SusQ-Cyber Charter School Board of Trustees believes that the physical safety of students, employees and visitors is essential for the proper operation of the school and for the establishment of a positive learning environment. Based on this premise, the Board of Trustees seeks to provide a safe environment free from weapons for students and school personnel.

**Authority:**

It shall be the policy of the Board of Trustees that possession of or bringing a weapon by students is prohibited on school property or in any vehicle providing authorized transportation of students to or from any school sponsored function, activity, or event or at the location of any school-sponsored activity.

**Definitions:**

“Weapon” shall mean any instrument or implement for the infliction of or capable of inflicting bodily injury that serves no common lawful purpose, including, but not limited to, any knife, razor, razor blade, or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nunchuk stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent, such as, mace, laser, shocker, or stun gun, any explosive device, firearm (including pellet guns and BB guns), gun, sling shot, bow, arrow, or any other similar device from which a projectile may be discharged, including a firearm or weapon that is not loaded or that lacks a component or a device necessary to render it immediately operable. The term “weapon” shall include “weapon look alike”, including any instrument or implement designed to look like a “weapon”.

“Possess” and “Possession” shall mean being on the person of any person or in a person’s car, or otherwise under his or her control.

**Guidelines:**

- A student who otherwise violates this policy or assists in the violation of the policy will immediately be suspended from school for a period of ten days pending a

- mandatory hearing with the Board of Trustees (or, as authorized by the Board of Trustees, a committee of the Board of Trustees, or a hearing examiner).
- The Board shall expel any student found guilty of violation of this policy for a period of one school year.
  - The CEO will review each infraction on a case-by-case basis and may recommend alternative disciplinary action to the Board of Trustees.
  - The CEO shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act.
  - The procedure to be followed for a student with a disability who has an IEP shall be in accordance with PA Chapter 711 regulations and Chapter 432 standards. A suspension of an exceptional student for more than ten consecutive school days or more than 15 cumulative school days in one year is considered a change in educational placement and, as such, requires a multidisciplinary evaluation where a manifestation determination shall be made, notice of recommended educational placement (NOREP) to the parents, and a right to a hearing prior to the exclusion. The disciplinary exclusion of a student with mental retardation is considered a change in placement and requires notice of recommended educational placement (NOREP) to the parents and a right to a hearing prior to the exclusion. If the school deems the discipline problem so severe as to warrant immediate action, it may, with the approval of the Secretary of Education for the state of Pennsylvania, implement an interim change in educational placement, including exclusion from school, as long as notice of recommended educational placement (NOREP) is provided to the parents, and a due process hearing is scheduled as soon as possible. Under no circumstances is corporal punishment permitted. The CEO shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals With Disabilities Education Act.
  - In accordance with current state law the SusQ-Cyber Charter School will “...report any new incidents involving acts of violence or possession of a weapon by any person on school property...” as required by the Pennsylvania Department of Education’s Office of Safe Schools on the forms provided by the office.
  - Prior to admission to any school entity the parent, guardian, or other person having control or charge of a student shall upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of the Commonwealth or any other state for any act of violence committed on school property. The registration shall include the name of the school from which the student was expelled or suspended for the above listed reasons with dates of the expulsion or suspension and shall be maintained at the office of the Charter School.
  - The school will maintain, “...updated records of all incidents of violence, incidents involving possession of a weapon and conviction or adjudication’s of delinquency for acts committed on school property by students enrolled in the school”. These records will be maintained in a format approved by the PA State Police in conjunction with the office of Safe Schools. The CEO will maintain these records.
  - The student’s disciplinary record that includes records kept about that student “...shall be available for inspection to the student and his parent, guardian, or other person having control or charge of the student, to officials, and to state and local law enforcement officials... Permission of the parent, guardian, or other person having

- control or charge of the student shall not be required for transfer of the individual student record to another school entity within the Commonwealth or in another state in which the student seeks enrollment or is enrolled.” The student’s disciplinary record shall be maintained at the office of the Charter School.
- When a student withdraws from the SusQ-Cyber Charter School, the CEO shall include a certified copy of the student’s disciplinary record along with all of the student’s other records that are forwarded to the school entity to which the pupil has transferred.
  - When a student enters the SusQ-Cyber Charter School the CEO shall request a certified copy of the student’s disciplinary record, along with all the other records from the school entity from which the student is transferring. This request shall be made by certified mail.

## **XIX. Policy #225 DRESS AND GROOMING**

An individual's habit of dress and personal grooming are an important part of his/her total personality and they often determine not only his/her attitude toward himself/herself, but also the way others look at him/her.

### **Authority:**

Based on these criteria, the following rules of dress apply to all students when present in the SusQ-Cyber Charter School, attending live sessions, posting to the social wall or attending any school function.

### **Guidelines:**

- When present at the school or attending school functions, footwear is required (students are not permitted to wear shower sandals or cleated shoes).
- Inappropriate attire should be avoided, which includes: bare midriffs, see-through blouses and shirts without proper undergarments, muscle shirts, extremely low-cut blouses, halters, and short shorts.
- Clothing, buttons, or other insignias that are suggestive, obscene, or that mock, ridicule, or demean another race, religion, or national origins are not appropriate.
- Hats, headbands, and headwear are not to be worn during the prohibited time.
- Extremely tattered or ripped clothing is prohibited.
- The administration may impose additional regulations to ensure health and/or safety.

## **XX. INTERNET ACCEPTABLE USE POLICY**

### **Background:**

Staff members will have access to the Internet only after completion of the Internet Use Agreement. In cases where the Charter School is responsible for the maintenance of the Internet connection and/or the computer the employee must sign the Internet Acceptable Use Agreement. Violation of the Agreement may lead to disciplinary action.

### **Purpose:**

The goal of the SCCS in providing Internet access to staff and students is to promote educational excellence in the school by facilitating resource sharing, innovation, and communication. With

this access comes the responsibility on behalf of the user to abide by rules of conduct acceptable to the educational environment. The pitfalls associated with using the Internet in the educational setting can be successfully avoided when all end users adhere to strict guidelines. It is the charter school's intent to provide access to these resources in a safe and secure manner consistent with its educational goals. This policy serves to address these responsibilities and guidelines.

### **Definitions:**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to information resources such as electronic mail communication with people all over the world; information and news from scientific, educational, and other research institutions; public domain software and shareware for enhancing the learning process; discussion groups on a wide range of educational topics; and many college, university, and specialty academic library catalogs including the Library of Congress, the ERIC Research Center, and others.

The System Administrator is an individual charged with the responsibility of supervising computing resources through which Internet access may be gained.

### **Internet Acceptable Use Terms and Conditions:**

Privileges – The use of Internet access resources of the SCCS is a privilege, not a right, and inappropriate use will result in a suspension and possible cancellation of those privileges. Prior to receiving an account, each user must participate in a discussion with a SCCS staff member regarding the proper use of the Internet. The SCCS System Administrator – in collaboration with the CEO – will deem what is inappropriate use. The System Administrator's decision in these matters is final. An Internet Access account will not be granted until the Internet Use Agreement is fully completed. Also, the System Administrator may suspend or revoke an account at any time as required. The administration, faculty, and staff of the SCCS may request the System Administrator to deny, suspend, or revoke specific user accounts when sufficient cause or evidence exists to support such action.

### **Acceptable Use Restrictions:**

The purpose of supplying Internet Access within the SCCS is to support and enhance opportunities for research and education by providing access to unique resources and by providing users the opportunity for collaborative work with users at remote locations. The user of an account must be in support of education and research and must at all times be consistent with the educational objectives of the SCCS. Use of another organization's network or computing resources when accessed via the SCCS Internet Access resources must comply with the rules appropriate for that network. The following actions are prohibited by any individual while utilizing SCCS owned Internet Access resources:

- Transmission of any material in violation of any local, state, or U.S. Federal regulations or laws. This includes, but is not limited to laws governing copyrighted material, threatening or obscene material, national security, or material protected by trade secret
- Intentionally accessing a site which contains threatening or obscene information, or information otherwise inappropriate to the educational setting
- Transmission of any information designed to deliberately misrepresent an individual, group, organization, agency, or the SCCS in general
- Non-school and/or personal commercial activities, including activities for profit.



- Use for product advertisement or political lobbying
- Use for purely entertainment using school owned equipment
- Engaging in electronic “chain letter”, pyramid schemes, or similar activities
- Using SCCS Internet Access resources to violate the rights and privacy of others
- Sending information to another e-mail account when expressly requested to refrain from such behavior by the owner of the account
- Disseminating any kind of personal password, including one’s own
- Attempting to destroy, modify, overload, or otherwise abuse any SCCS owned Internet Access resource in any way (see also Vandalism in this section)
- Giving out personal information, including telephone numbers and addresses of any person, using SCCS Internet Access resources, except by a SCCS employee acting in an approved official capacity and transmitting to a site authorized by law to receive such information

**Network Etiquette:**

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your messages to others
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. “Flaming” is prohibited
- Do not reveal your personal address or phone number or those of students or colleagues
- Emails are logged according to law. Please be appropriate in what you email.
- Computers are not secure – Do not do any banking or credit card business on the company computers.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate SCCS administrator and may be reported to legal authorities
- Do not use the network in such a way that you would disrupt the use of the network by other users
- All communications and information accessible via the network should be assumed to be private property

The Charter School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The SCCS will not be responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by it’s own negligence or by a user’s errors or omissions. Use of any information obtained via the SCCS Internet Access resources is entirely at the user’s risk. The SCCS specifically denies any responsibility for the accuracy or quality of information obtained through its Internet Access services.

**Security:**

Security problems identified on the Internet by a user must be reported to the SCCS Technology Coordinator. Users are not to demonstrate the problem to other users. Users are forbidden from gaining access to the system via another individual’s account without permission from the individual. Attempts to log onto the Internet as a System Administrator will result in cancellation of user privileges and may result in additional penalties. Any user identified as a

security risk or having a history of problems with other computer systems may be denied access to SCCS Internet access resource.

**Vandalism:**

Vandalism is any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, the intentional downloading and distribution of computer viruses, attempting to intentionally overload computer storage sites by sending files of large number or size, and attempting illegal access to or modification of information held in restricted sites (hacking).

**Revisions:**

This policy will be adjusted when needed to remain in compliance with all applicable local, state, and federal laws. This policy may be changed at any time to reflect changes in or to comply with other SCCS policies.

**Enforcement:**

The Board of Trustees and Administration will establish penalties for violation of any portion of this policy. Violations by users could, in addition to applicable civil and/or criminal charges, result in suspension or termination of access privileges, school suspension or expulsion (if a student user), or employment suspension or termination (if an employee user).

1. First offense of any nature for staff: written warning, possible suspension, or immediate termination.
2. Second repeat of any offense: suspension or immediate termination for the remainder of the school year. Note: if the offense also breaks any school conduct codes then the punishment outlined in the code handbook will also be followed.
3. Persons caught accessing SCCS Internet resources without a signed Internet Use Agreement and its corresponding account number will be subject to disciplinary actions, including possible suspension termination and criminal prosecution.
4. Users caught engaging in vandalism or in activities defined as illegal by local, state, or U.S. laws will have Internet access privileges immediately suspended. Users caught accessing Charter School resources to engage in activities defined as illegal by local, state, or U.S. laws will be subject to criminal prosecution at the discretion of the appropriate legal authority.

**XXI. WITHDRAWING BEFORE GRADUATION**

A student's withdrawal from school must be in accord with section 1326 of the School Law of Pennsylvania. This section of the law states that compulsory school age is until a student is 17 years of age. If a student wants to withdraw at that time, the following procedure is necessary:

- A. Provide a written note or letter of intent to withdraw.
- B. Return any property that belongs to the school and settle any financial obligations.
- C. Submit the letter to the CEO.

## **XXII. Policy #208 WORKING PERMITS/EMPLOYMENT CERTIFICATES**

Employment certificates may be secured at the student's home school district.

**Authority:** According to Section 3411 of the Pennsylvania School Code of the Child Labor Law, "Application for the Employment Certificate must be made in person by the parent, guardian, or legal custodian of the minor for whom such employment certificate is requested. No employment certificates shall be issued until the said minor has personally appeared before and been examined by the officer issuing the certificate, except that where the applicant is a graduate of a high school and can furnish proof."

Employment certificates shall be of three classes: 1. General Employment, 2. Vacation Employment, 3. Transferable Employment Certificate, which is applicable to only 16 and 17 year-olds.

### **Guidelines:**

The "Application for Employment Certificate or Transferable Work Permit" must be completed by the employer, parent, and doctor. Also, a proof of age must be supplied in the form of a Birth Certificate, Baptismal Certificate, Passport, or Other Documentary Evidence. The completed application form must be returned to the home school and the certificate will then be mailed to the employer.

Certificates used for withdrawing a student:

- Farm or Domestic Service Permits may be issued to minors 14 to 16 years of age.
  - State approval must be obtained for a minor 14 years of age before a Domestic Permit can be issued.
  - Education – minors 14 years of age shall have satisfactorily completed the equivalent of the highest grade of elementary school (grade 6) while minors 15 and 16 years of age shall have completed the equivalent of six yearly grades.
  - Need – Evidence of Need should be furnished in writing by the parent or guardian. The evidence should be sufficient to show that the services of such child are needed as a matter of necessity and not merely as a convenience to the parents.
  - The Evidence of Need must be approved by the CEO before a Domestic Permit Application may be started for the child to withdraw.
  - When the CEO approves the Evidence of Need, the parent/guardian of the child, with evidence of age, must fill the application out at their home school.
  - The application must then be taken to the school's doctor for his signature.
  - When signed by the doctor, the application is brought back to the home school before the Domestic Permit can be issued. The application must be completed as soon as possible in order for the child to be excused legally from school.
- General Employment Certificate may be issued to 16 year-old minors who have full-time jobs.
  - Full-time is defined as working during regular school hours.
  - A statement in writing must be obtained from the employer stating that he/she is going to employ the minor full-time, the time, and the hours he/she will be working.
  - The student must be employed outside the home.

- Evidence of need from parent/guardian must be in writing.
- Approval of employer statement and evidence of need must be granted by the CEO.
- When approval is given by the CEO the parent/guardian, and child, with evidence of age, must go in to the home school to start a General Employment Certificate.
- The paperwork must be completed and returned to the home school as soon as possible in order for the child to be excused legally from school.
- Renewal of the General Employment Certificate will be required at the beginning of each school year unless the student returns to school.

### **XXIII. CONFIDENTIALITY**

The SCCS Board of Trustees is governed by the Individuals with Disabilities in Education Act, or IDEA, and the Family Educational Rights and Privacy Act of 1974 that requires the confidentiality of personally identifiable information for children with disabilities. The charter school must fully inform parents about the requirements of this policy in the native language of the parent, including: a description of the children about whom information is maintained; types of information recorded; how the information will be gathered (including sources); how the information will be used; how it will be stored; retained; disclosed to third parties and destroyed. The rights of parents and children regarding this information, including rights guaranteed under FERPA, must be published or announced in newspapers, other media, or both with circulation adequate to notify parents throughout the charter school area of the activity prior to any major identification, screening, location, or evaluation activity that is conducted.

Access rights – The SCCS shall permit parents to inspect and review any education records relating to their child that are collected, maintained, or used by the Charter School under CFR part 300. The charter school will comply with a request without unnecessary delay and before any meeting regarding an IEP, or any hearing pursuant to 300.507 and 300.521 – 300.528, and in no case more than 45 days after the request has been made.

### **XXIV. SERVICES PROVIDED**

The SCCS will provide the following services to the students of the Charter School.

- A. Special education services
  - 1. Child Find for students who are not identified.
  - 2. Maintenance of IEPs for identified students.
  - 3. Evaluations of students thought to be special need.
  - 4. Provide the needed services as outlined in the IEP.
- B. Computer technology services
  - 1. Provide computers and Internet accesses to students.
  - 2. Provide assistance for computer or Internet problems.
  - 3. Instruction for students and parents in basic computer and Internet access techniques.
- C. Health care services
  - 1. School nurse services.
  - 2. Hearing and vision screenings.
  - 3. Height and weight recordings.

4. Eleventh grade physical examinations.
  5. School physician services can be arranged.
  6. Immunization recording and verification if needed.
- D. English as Second Language (ESL)
1. All students are required to complete a Home Language Survey.
  2. All new enrollees will complete the survey as part of the enrollment package.
  3. ESL services will be provided to any student who meets the need requirement.
- E. Student Assistance Program (SAP)
1. The SAP team meets at least weekly to review student referrals and concerns.
  2. Referrals to the SAP team can be made by Charter School staff, Charter School students or parents, or other interested parties.
  3. The SAP team will review referrals and other student concerns and follow procedures outlined by the team.
- F. Homelessness Services
1. The Charter School will provide a homelessness liaison to monitor students' living situations.
  2. The liaison will link homeless students with services in order to remove barriers to education.

## **XXV. REQUIRED TESTINGS**

The following is a list of required tests and the grade level and locations where administered:  
Any and all Keystone exams as required by the state.

## **XXVI. Policy #210 MEDICATION POLICY**

The SusQ-Cyber Charter School (“Charter School”) recognizes that students who receive prescription medication on a daily basis may have to continue this schedule when present at school.

- For purpose of this policy, medication shall include all medicines prescribed by a physician and over-the-counter medicines.
- Before medications may be administered to or by any student while present at school, the school shall require:
  - Any prescription medication must be accompanied by a written physician order and parent permission specifically stating medication may be administered at school.
  - The physician order should include the purpose of the medication, dosage, time at which or special circumstances under which the administration shall be administered, length of period for which medication is prescribed, and possible side effects of medication.
  - Any over the counter medication must be accompanied by a written request or recorded verbal authorization from the parent/guardian giving permission for such administration and relieving the school and its employees of liability for administration of medications.

**Procedures:**

- The school nurse or designee will assess the student's ability to self-administer the medication. The assessment shall include the student's ability to: a. Respond to and visually recognize his/her name. b. Identify his/her medication c. Measure, pour, and or administer the prescribed dosage. d. Inform school nurse of use of medication. e. Demonstrate a cooperative attitude in all aspects of self-administration.
- The school nurse will document the order, and student's self-administration of prescribed medication on the student's individual health record. Medication Administration for School - The administration of prescribed medication in accordance with the direction of a parent or physician to a student while present at the school will only be permitted when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not made available during school hours.

**Guidelines:**

The Charter School will include policy in the handbook so all parents/guardians, students, and staff are informed about policy and procedures governing the administration of medications.

- Prescription medication brought to school must be in the original container dispensed by a pharmacy or a physician. The container label should state the student's name, date, name of medication, dosage, and time to be given and placed in the custody of the school nurse, CEO or CEO's designee for security purposes.
- A request for long-term administration of medication at school must be updated at the beginning of each school year.
- Over-the-counter FDA-approved medication may be administered only at the dosage specified on the label unless a physician's order specifies otherwise.
- Medication to be given while at school must be delivered directly to the school nurse or CEO's designee immediately upon the student's arrival at school. It cannot be stored in desks, lockers or backpacks unless there is written permission for self-administration.
- All medication should be secured in a locked area in the health office.
- A confidential written record is to be kept on each student receiving medication including the date, time, name of medication, dose, route of administration, by whom it was administered and any side effects. This is the responsibility of the school nurse.
- Any medications that must be kept in the student's possession for immediate use (such as inhalers or EpiPens) shall be used in accordance with Policy 210.2.

**XXVII Student Policy #210.2 POSSESSION AND USE OF ASTHMA INHALER/EPIPEN**

The SusQ-Cyber Charter School ("Charter School") recognizes the need for emergency medical treatment of students with asthma and severe allergies. Therefore, this policy addresses the issue of students carrying an inhaler and/or EpiPen to self medicate in an emergency situation. The choice is always for medical professionals to administer treatment, however, there is always the circumstance when it may be necessary for the student to self-administer his/her medication during an emergency. In all cases, the school nurse is the best source of direction and support for students in these situations.

**Definitions:**

**Asthma inhaler** shall mean a prescribed device used for self-administration of short-

acting, metered doses of prescribed medication to prevent or treat an acute asthma attack. **EpiPen** shall mean a prescribed device used for self-administration of short-acting, metered doses of medication to treat an acute allergic reaction.

**Self-administration** shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

### **Guidelines:**

A student that desires to possess and self-administer a prescribed asthma inhaler or EpiPen must:

- Provide to the school nurse a physician's order stating that the student is capable to self-administer the inhaler at school, along with the name of the medication, the dosage, the times when the medication is to be taken and the diagnosis or reason the medicine is needed unless the reason should remain confidential.
- Written permission from guardian/parent that the school complies with the order of the physician. The note shall include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledging that the school entity bears no responsibility for ensuring that the medication is taken.
- Asthma inhalers and EpiPens can be sent with a responsible individual, such as a parent/guardian, teacher, or responsible student, on field trips and school activities.
- The student shall be made aware that the asthma inhaler and EpiPen are intended for his/her use only and may not be shared with other students.
- The student shall notify the school nurse or designee immediately following use of an EpiPen.
- Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication or EpiPen and loss of privileges.
- The Charter School reserves the right to require a statement from the physician (MD or DO)/PA-C/CRNP or designee for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler or EpiPen by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.
- A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or EpiPen and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.
- To self-administer medication, the student must be able to:
  - Respond to and visually recognize his/her name.
  - Identify his/her medication.
  - Recognize signs and symptoms requiring medication use.
  - Demonstrate the proper technique for self-administering medication.
  - Agree to inform health services if the EpiPen was used at a school event.
  - Demonstrate a responsible and cooperative attitude in all aspects of self-administration.
- The CEO or designee, in conjunction with the school nurse, shall develop procedures for student possession of asthma inhalers and EpiPens and self-administration of prescribed medication.
- The Charter School shall annually inform staff, students and parents/guardians about the

policy and procedures governing student possession and use of asthma inhalers and EpiPens.

### **XXVIII. PARENT'S LIMITED RIGHT TO OPT OUT OF ESL/BILINGUAL PROGRAMS**

Parents have the right to have their children excused from specific instruction which conflicts with their religious beliefs, upon receipt by the school district (including request from the parent/guardian). Consequently, a parent/guardian may not seek to have his/her child excused from a district's ESL/Bilingual program unless the instruction conflicts with the family's religious belief.

### **XXIX. PLAGIARISM GUIDELINES**

Plagiarism is the exact copying of another's work, words or specific ideas and using them as your own without giving credit to the actual author. It may not be the exact words but may be so close as to leave no doubt as to its source. Plagiarism is the use of another's work as your own. Any work written by another and used in a paper, essay or short answer response must acknowledge the real author of the work through the use of quotation marks and citing the source. This includes photographs, tables and charts that might be used in completing a school assignment. However, students must understand that directly copying another student's answers and submitting them as your own is not plagiarism, but rather is simply cheating. Cheating is also a reason for discipline. Plagiarism and cheating are considered serious matters to the Charter School and in addition to loss of credit for work that is plagiarized the student is also subject to disciplinary review. Students should follow the methods directed by their teacher to document the sources of their information for each course. The standard format to be used is the MLA style that all teachers will review with their students. For some assignments the teacher may permit students to use a modified format. If the source is cited in the body of the text it only needs to be further defined in the bibliography if one is submitted. For example: "The Webster's Fourth international Dictionary defines plagiarism as the use of another's work as if it were your own." or "The American College Dictionary defines a goal as an achievement to be sought after." Just because you cite a work does not permit you to copy a whole page from that source. The exception to citing is when something is common knowledge or it is used in at least 3 other sources. Examples of this would be the date of the end of a war, birth dates, and places where people lived. The best rule to follow when in doubt is to cite a source. However, your work should not just be citation after citation. The key to avoiding the charge of plagiarism is to use your own words. This shows you know the answer and are able to discuss it. Obviously, definitions from glossaries and specific scientific definitions that must be memorized, as well as math theorems and other commonly used phrases are not considered plagiarism. Plagiarism is a serious matter and will be strongly discouraged. It could result in failing grades if continued after a warning. Students need to discuss their writing with their teachers to ensure that they do not violate this rule. Teachers have been instructed to enforce this rule by first warning a student when plagiarism is suspected, counseling students to prevent a reoccurrence and disciplining when it is repeated.



### **XXX. COURSE COMPLETION GUIDELINES**

SusQ-Cyber Charter School's instructional year is 180 days. Courses are assigned with the intent that they will be completed within that 180 day time period. Courses are either full year courses that are to be completed by June or one-semester courses that are expected to be completed by the end of the semester in which they were started. For example, first semester courses end in January and second semester courses end in June. It is not acceptable to have students continue a .5 credit semester course over a full year, or to not complete a 1 credit course by the end of the school year. Course completion is calculated to align with the time a student is required to be in attendance in the Charter School. 5.5 hours per day equates to 990 hours per school year. This is equivalent to taking a full load of courses in a regular school. Students who devoted the 5.5 hours per day to their course assignments should have no trouble completing their course assignments in the allotted time. The only event that could possibly prevent completion in the allotted time would be serious illness. Failure to keep on schedule in courses or to complete courses should be a sign to parents that the student is not applying their time to their courses or the course is not at an appropriate level for the student. Students who fall behind in their courses need to discuss these problems in a timely fashion with their parents, teachers and the guidance counselor so that appropriate changes can be considered. Continued failure to keep on schedule without an adequate reason may result in disciplinary measures that could include suspension and expulsion.

### **XXXI. HEALTH INFORMATION AND PORTABILITY PRIVACY ACT**

The SusQ-Cyber Charter School abides by the HIPPA regulations, which safeguard the private, health information supplied by students and staff.

If a student or staff member releases health information to the school it will only be released to other individuals if agreed to by the individual.

Signing the terms and conditions statement of this handbook signifies agreement with this procedure.