

# Tidioute Community Charter School Student Handbook 2019-2020



Grades K4-12

**August 14th, 2019**

**TIDIOUTE COMMUNITY CHARTER SCHOOL**

## EDUCATIONAL PHILOSOPHY / MISSION

### Mission Statement

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

The school in Tidioute is the heart of the town. Although a part of the large, sprawling Warren County School District since consolidation in the 1970s, Tidioute has maintained a separate identity. The school district's response to the need to educate children scattered across the rural county has been to transport them to large schools. Tidioute Community Charter School represents a philosophical and pedagogical alternative to school consolidation.

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

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

Dear Tidioute Community Charter School Students/ Parents/ Guardians:

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

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

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

Sincerely,

Dr. Douglas Allen  
CEO  
Tidioute Community Charter School

<b>Table of Contents</b>	
EDUCATIONAL PHILOSOPHY	2
WELCOME	3
TABLE OF CONTENTS	4
ALMA MATER/COLOR/MASCOT	6
INTRODUCTION	7
FERPA ACT	8
SCHOOL RULES	9
RIGHTS & RESPONSIBILITIES OF STUDENTS, PARENTS, STAFF & ADMIN.	9
STUDENT BEHAVIOR EXPECTATIONS	11
BELL SCHEDULE	12
SCHOOL CALENDAR	13
TEST SCHEDULE	14
PTO/CAPTIVATE PROGRAM	15
CEO/FACULTY AUTHORITY	15
PARENT TEACHER CONFERENCES	15
VISITORS TO TCCS	16
CUSTODIAL RIGHTS	17
ATTENDANCE REQUIREMENTS AND INFORMATION	17
HONOR ROLL / MERIT ROLL_INFORMATION	22
GRADES	23
REPORTING PUPIL PROGRESS	24
PROMOTION AND RETENTION	25
SCHEDULE CHANGES	26
GRADUATION REQUIREMENTS	26
ADVANCED PLACEMENT CLASSES AND DUAL ENROLLMENT COURSES	28
POLICY FOR VALEDICTORIAN, SALUTATORIAN AND HISTORIAN AT TCCS	28
EMERGENCY BUILDING EVACUATION	28
TWO-HOUR DELAY/INCLEMENT WEATHER	28

TRANSPORTATION	29
BREAKFAST LUNCH PROGRAM/ CAFETERIA RULES	31
STUDENT INSURANCE COVERAGE	31
HEALTH RELATED SERVICES AND INFORMATION	31
RUMOR CONTROL	32
STUDENT DRESS	33
STUDENT LOCKERS/BACKPACKS AND SEARCHES	33
OPEN CONTAINER POLICY	37
SENDING MONEY TO SCHOOL/MONEY & VALUABLES	37
WORKING PAPERS	37
POWERSCHOOL LOGIN INFORMATION	37
DANCES	37
SPECIAL EDUCATION SERVICES	38
CHILD FIND	50
SPECIAL NEEDS OF PARENTS	52
ENGLISH LEARNERS	53
SERVICES	53
STUDENT SUPPORT PROGRAM	53
SAFE TO SAY	53
STUDENT RIGHTS AND RESPONSIBILITIES	56
DISCRIMINATION	56
ADMISSION CRITERIA	56
BULLETIN BOARDS/ NEWSPAPERS/ PUBLICATIONS	58
HOMEWORK/SUMMER HOMEWORK INFORMATION	58
ELECTRONICS INFORMATION, POLICY, & PROCEDURES	60
ASSEMBLY PROGRAMS	65
MANDATORY PARTICIPATION AT EVENING PERFORMANCES	65
FLAG SALUTE	65
EXTRA CURRICULAR ACTIVITIES	65

C0-CURRICULAR	65
ATHLETICS	68
PEST MANAGEMENT	70
HOMEROOM INFORMATION	70
CLASSROOM SAFETY	71
VISITORS	71
HALL PASSES	71
DISCIPLINE INFORMATION & DEFINITIONS	71
BULLYING/CYBERBULLYING	81
DISCIPLINARY PROCEDURES	82
DUE PROCESS RIGHTS	83
DISCIPLINE CHART	84
FINAL PAGE	85

**Tidioute Community Charter School Handbook 2019-2020**

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.

## INTRODUCTION

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

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

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

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

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

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

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

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

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

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

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

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

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

If the TCCS decides not to amend the record as requested by the parent or eligible student, the CEO will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the TCCS as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a special task (such as an attorney, auditor, medical consultant, or therapist); a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.



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

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

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

## **SCHOOL RULES**

TCCS has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule-making power, however, is not unlimited: it must operate within statutory and constitutional restraints. TCCS has only those powers which are enumerated in the laws of the state, or which may reasonably be implied or necessary for the orderly operation of the school.

TCCS may not make rules which are arbitrary, capricious, or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

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

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

### **RESPONSIBILITIES OF STUDENTS:**

1. Accept each person as an individual human being and promote intercultural and group relations and understanding. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
2. Apply abilities and interests to the improvement of a knowledge base and to the development and application of learning skills.
3. Recognize and function within the policies established by the Board of Trustees and school officials. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
4. Attend school for the purpose of obtaining a quality and meaningful education through regular school attendance and a conscientious effort in classroom work.
5. Attend school daily, except when excused, and be on time to all classes and other school functions.
6. Make all necessary arrangements for making up work when absent from school.
7. Abide by rules and regulations necessary for the orderly conduct of school activities by the administration and faculty. Be aware of and comply with state and local laws.

8. Pursue and attempt to satisfactorily complete the courses of study prescribed by state and local school authorities.
9. Assume that until a rule is waived, altered, or repealed, it is in full effect.
10. Assist the school staff in operating a safe school for all students enrolled therein.
11. Exercise proper care when using public facilities and equipment.
12. Implement and abide by the rules and regulations developed through the cooperation of student-faculty committees.
13. Contribute cooperatively toward the improvement of the teaching-learning situation and strive for the overall betterment of the total school environment.
14. Maintain respect for school officials and other students and exhibit conduct reflecting self-control, self-regulation, and self-discipline. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
15. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
16. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
17. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

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

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

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

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

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

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

14. Support teachers and parents in their effort to enforce the discipline policy.

## STUDENT BEHAVIORAL EXPECTATIONS

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

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

## Tldioute Community Charter School

### Bell Schedule 2019-2020

Period	Start/End Time	Number of Minutes
Dismiss to Homeroom	7:55 AM	
Homeroom	8:00 – 8:05	5
Period 1	8:08 – 8:51	43
Period 2	8:54 – 9:37	43
Period 3	9:40 – 10:23	43
Period 4	10:26 – 11:09	43
Elementary Lunch	10:45 - 11:25	40
K4	10:45-11:15	30
K5	10:49-11:19	30
1-2	10:52 -11:22	30
3-4	10:55-11:25	30
Period 5	11:12 – 11:32	20
Middle School Lunch	11:35 – 12:05	30
High School Period 6	11:35 – 12:18	43
Middle School Period 6	12:08 – 12:51	43
High School Lunch	12:21 – 12:51	30
Period 7	12:54 – 1:37	43
Period 8	1:40 – 2:23	43

Period 9	2:26 – 3:09	43
Dismiss to return Chromebooks	3:09 – 3:11	2

**Tidioute Community Charter School**

**Tidioute, Pennsylvania  
2019-2020 School Calendars**

2019/2020

	Act		Staff	Student
# Days in Month	48 Days Mon.	Aug. 19 Professional Development Day for Teachers#1- No School for Students		# Days in Month
Tues.	Aug. 20	Professional Development Day for Teachers#2 -No School for Students		
Wed.	Aug. 21	<b>First Day of School for Students</b>	10	8
	2			
Mon.	Sept. 02	Labor Day – No School		
Thur.	Sept 19	Progress Reports		
Mon.	Sept.30	Parent Teacher Conf.		
		Professional Development Day for Teachers#3- No School for Students	20	27
	1			
Thur	Oct 24	1 <sup>st</sup> Quarter Ends		
Fri.	Oct 25	2 <sup>nd</sup> Quarter Starts	23	50
Fri.	Nov 22	Progress Report		
Wed.	Nov 27	Thanksgiving Break starts	18	68
Tues.	Dec.03	School Resumes		
Mon.	Dec.23	Christmas Break starts	14	82
Thur.	Jan. 2	School Resumes 1/2/20		
Mon.	Jan. 13	Professional Development Day for Teachers #4 - No School for Students		
Tues.	Jan. 14	2nd Quarter Ends		
Wed	Jan. 15	Semester 2/Quarter 3 starts		
Mon.	Jan 20	No School Snow Day #1 – Martin Luther King Day		
Tues.	Jan 29	100 <sup>th</sup> day of School	21	102
	1			
Fri.	Feb. 14	Progress Report		
Mon	Feb. 17	No School Snow Day #2 - President’s Day	19	121
Mon.	Mar. 02	Snow Day #3		
Mon.	Mar 16	Professional Development Day for Teachers #5 - No School for Students		
Mon.	Mar. 23	Quarter 3 ends		
Tues.	Mar. 24	Quarter 4 starts	21	141
	1			
Thur.	April 09	Professional Development Day for Teachers#6- No School for Students		
Fri.	April 10	Good Friday – No School		
Mon.	April 13	No School Snow Day #4		
Fri.	April 24	Progress Report	20	160
	1			
Mon.	May 25	No School Memorial Day		
Fri	May 29	Semester 2/4 <sup>th</sup> Quarter Ends/ Last Day for Students	20	180

Student dismissed at 11:00 Staff dismissed at 3:15  
Graduation/ Baccalaureate

6

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

1. 1/20/20
2. 2/17/20
3. 3/02/20
4. 4/13/20

**TEST SCHEDULES AND DATES**

2019-2020 8/21/2019 – 5/29/2020			
Semester 1 08/21/2019 - 01/14/2020		Semester 2 01/15/2020 - 05/29/2020	
Quarter 1 08/21/19 – 10/24/19	Quarter 2 10/25/19 – 1/14/20	Quarter 3 1/15/20 – 3/23/20	Quarter 4 3/24/20 – 5/29/20

**Progress Reports Due:**

- Quarter 1 = Friday, September 19th
- Quarter 2 = Tuesday, November 22nd
- Quarter 3 = Friday, February 14th
- Quarter 4 = Friday, April 24th

**Grades will be finalized on:**

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

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

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

<b>PSSA Test Assessments</b>		
Language Arts	April 21-23 , 2020	Grade 3 - 8
Math	April 28-29, 2020	Grades 3 - 8
Science	May 5-6, 2020	Grades 4 and 8
Makeups	April 22-May 8, 2020	

<b>Keystone Test Window 2018-2019:</b>
Winter : Algebra January 6-7, 2020 Biology January 9-10, 2020 Literature January 15-16, 2020 Spring: Literature May 11-12, 2020 Algebra May 14-15th, 2020 Biology May 19-20, 2020
AP Literature: May 6th, 2020

## **PARENT/TEACHER ORGANIZATION (PTO)/CAPTIVATE (Community and Parents Together Involved in Volunteering and Teaching Excellence)**

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

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

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

The CEO is responsible for developing procedures for the recruitment of volunteers and establishing guidelines covering their use throughout the school. The PTO/CAPTIVATE handbook is available upon request through the PTO Coordinator, Heather Cass.

## **PRINCIPAL/CEO’S AUTHORITY**

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

## **AUTHORITY OF THE FACULTY**

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

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

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

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



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

## **VISITORS TO TCCS**

All visitors to the school are to report to the office to sign-in and obtain a visitors badge through our RAPTOR system. All visitors will be required to present a state ID or Driver's License.

### **Authority**

The Tidioute Community Charter School Board of Trustees welcomes and encourages interest in charter school educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the school and to protect students and employees, it is necessary for the Board to establish a policy governing school visits.

### **Delegation of Responsibility**

The CEO or designee has the authority to prohibit the entry of any individual to the charter school in accordance with Board of Trustees guidelines and state and federal law and regulations.

### **Guidelines**

Upon arrival at the school, visitors must register at the office where they will sign in and sign out, receive a badge, and receive instructions.

After the start of the school day, visitors to the school must use the buzzer system for entry and report directly to the main office. All other entrances shall be locked.

All staff members shall be responsible for requiring a visitor demonstrate that s/he has a visitor's badge.

No visitor may confer with a student in school without the approval of the CEO or designee.

Should an emergency require that a student be called to the school office to meet a visitor, the CEO or designee shall be present during the meeting.

No visitor shall be allowed to photograph or videotape any person or any part of the building or to tape record any conversation without proper approval of the building CEO, Director of Special Education, or designee.

Failure to comply with this policy shall result in more limited access to the school as determined by the CEO, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

### **Classroom Visitations**

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.

The CEO, Special Education Director, or designee must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

In order to minimize disruption of the classroom schedule and the educational process, the number and length of parent/guardian visitations shall be coordinated, scheduled, and monitored by the CEO or designee. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The CEO, Special Education Director, and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the Special Education Supervisor, classroom teacher or parent/guardian, the CEO may authorize additional or longer classroom visits by a parent/guardian or other recognized professional on behalf of the parent/guardian.

#### Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and charter school procedures.
2. Wear official military uniforms while on district property.

### **CUSTODIAL RIGHTS**

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

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

### **ATTENDANCE REQUIREMENTS**

#### **Attendance Policy # 204**

#### AUTHORITY

Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

#### DEFINITIONS

**Compulsory school age** shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age.

**Compulsory attendance** refers to the mandate that all children of compulsory school age having a legal residence in Pennsylvania must attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught.

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

**Excused/lawful absence** shall mean an absence from school which is permitted under section 1329 of the PA School Code. For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated charter school staff during school hours for health-related reasons.
  2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
  3. Quarantine.
  4. Family emergency.
  5. Recovery from accident.
  6. Required court attendance.
  7. Death in family.
  8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
  9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
  10. Non-school sponsored educational tours or trips, if the following conditions are met:
    - The parent/guardian submits a written request for excusal prior to the absence.
    - The student's participation has been approved by the CEO or designee.
    - The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the CEO.
  11. College or postsecondary institution visit, with prior approval.
  12. Other urgent reasons, including delay or absence of school bus or court appearance.
- Urgent reasons shall be strictly construed and do not permit irregular attendance.

The charter school may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

**Temporary excusals shall include:**

1. The CEO may, upon receipt of satisfactory evidence of mental, physical or other urgent reasons, excuse a student for nonattendance during a temporary period, but the term “urgent reasons” shall be strictly construed and does not permit irregular attendance.
2. Upon written parental request, a student shall be excused from school to attend classes for religious instruction under section 1546 of the Public School Code of 1949 (24 P. S. § 15-1546). The excusal shall be limited to a total of not more than 36 hours per school year.
3. Upon written parental request, a student may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the charter school’s curricula only if the following requirements are met:

- (1) The excusal does not interfere with the student’s regular program of studies.
- (2) The qualifications of the instructor are approved by the CEO.

**Unaccounted absences.**

Students whose names are on the active membership roll, who are at anytime in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs:

(1) The charter school has been provided with evidence that absence may be legally excused.

(2) Compulsory attendance prosecution has been or is being pursued.

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child.

**School attendance improvement conference** shall mean a conference where the child's absences and reasons for the absences are examined in an effort to improve attendance, with or without additional services. The following individuals shall be invited to the conference:

1. The child.
2. The child's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Unexcused absence shall mean an absence from school which is not permitted by the provisions of section 1329 and for which an approved explanation has not been submitted within the time period and in the manner prescribed.

### **DELEGATION OF RESPONSIBILITY**

The CEO or designee shall annually notify students, parents/guardians, and staff about the charter school's attendance policy by publishing such policy in student handbooks and the charter school website.

The CEO or designee shall be responsible for the implementation and enforcement of this policy.

The CEO or designee shall develop administrative regulations for the attendance of students which:

- Govern the maintenance of attendance records in accordance with law.
- Detail the process for submission of requests and excuses for student absences.
- Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate judge.
- Ensure that students legally absent have an opportunity to make up work.

## **ENFORCEMENT OF COMPULSORY ATTENDANCE REQUIREMENTS**

Absences shall be treated as unlawful until the charter school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

Charter School staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

When a student has been absent for three (3) days during the current school year without a lawful excuse, charter school staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

- Be in the mode and language of communication preferred by the person in parental relation;
- Include a description of the consequences if the student becomes habitually truant; and
- When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
- The notice may include the offer of a School Attendance Improvement Conference.
- The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.
- Neither the student nor the person in parental relation shall be required to participate, however the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.
- The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate charter school staff.

When a student under fifteen (15) years of age is habitually truant, charter school staff shall refer the student to:

- A school-based or community-based attendance improvement program
- The local children and youth agency.
- May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, charter school staff shall:

- Refer the student to a school-based or community-based attendance improvement program
- File a citation in the office of the appropriate judge against the student or the person in parental relation who resides in the same household as the student.
- Charter school staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when charter school staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate judge, charter school staff shall provide verification that the school held a School Attendance Improvement Conference.

A citation shall be filed in the office of the appropriate judge whose jurisdiction includes the charter school in which the student is enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

### **SPECIAL NEEDS ACCOMMODATIONS**

If a truant or habitually truant students may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board of Trustees policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board of Trustees policy.

### **DISCIPLINE**

The charter school shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

### **Participation in School Activities**

Any student not in attendance by 11:00AM WILL NOT BE PERMITTED to participate in any school activity that day. This rule does not apply to those students who receive pre-approval from the appropriate school administrator for the reasons stated above, or other reasons as determined by the administration. These activities include sports, plays, clubs, etc. which are held after regular school hours.

### **Tardiness**

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

### **Withdraw**

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

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

### **Appointments**

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

No student will be allowed to leave school or the school grounds for any reason without permission from the office. A student having an appointment with a doctor or dentist during school hours must bring a note to school signed by the parent indicating the date, time, and type of appointment. This note must be presented to the office the morning of the appointment or earlier. Before leaving the school and upon arriving after 8:00 am the student must sign in and out in the school office. A parent or guardian must sign the student out unless the student is 17 years of age or older. Emergencies are the exception.

### **TARDINESS/LATE ARRIVALS**

Students arriving between 8:05 and 8:15 will be marked tardy. Three unexcused tardies or 5 excused tardies will receive an after school detention.

8:15AM – 11:00 AM- The student may be marked ½ day absent depending on the time and reason for the late arrival.

Any student arriving after 1:00 will not receive credit for the day.

### **LEAVING SCHOOL EARLY**

Any student leaving before the dismissal bell at 3:11 pm that does not return may be marked ½ day absent and may be marked absent for the entire day depending on the time and reason for leaving.

## **Educational Trips and Tours**

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

1. The parent must complete the Educational Field Trip form in advance explaining the nature and extent of the tour, trip, and/or activity, and its expected educational value.
2. The student is responsible for all work missed and will have the opportunity to make up the work without penalty within five days upon their return date of absence. After this time frame the student will receive a zero in the grade book for all work not turned into the teacher in this timeframe.
3. Approval is to be requested before leaving on the tour, trip, or activity.
4. The CEO must sign this form to give permission and is required to maintain a copy of the letter/approval in the child's file for future reference.

The CEO is authorized to make the decision on approving these requests. The CEO does have the right to deny a vacation. If the trip is denied and student chooses to still attend the days missed will be considered unexcused.

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

### **Honor Roll Requirements**

Honor Roll: 93% - 94.9%

Merit Roll: 95% and above

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

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

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

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

**Academic Performance Recognition Trip Guidelines**

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

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

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

Example:

**Qualifies**

Marking period 1= 93% or above  
Marking period 2 = 93% or above  
Marking period 3 = 93% or above  
Making 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 the year Awards' Day.

## GRADES

The Tidioute Community Charter School has a percentage grading system for grades 2-12. The grading system for the students at TCCS is as follows:

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

TCCS has established a series of "weighted" courses for determination of grade point averages. These are listed in the course guide available to all students in the school office.

## 212 REPORTING PUPIL PROGRESS

The Tidioute Community Charter School Board of Trustees recognizes that communication between school and home is a vital component in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress.

The Board of Trustees directs that the charter school's instructional program shall include a system of measuring all students' academic progress. The Board directs the CEO to establish a system of reporting student progress that includes academic progress reports, grade reports, and parent/guardian conferences with teachers.

### Delegation of Responsibility

The CEO or designee shall develop administrative procedures and regulations for reporting student progress to parents/guardians. All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.

### Reporting Progress

#### 1. Grades

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

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

#### 2. Schedule

Time Period	Action
-------------	--------

4 ½ weeks into the 1 <sup>st</sup> semester	Progress Reports
1 <sup>st</sup> nine weeks	Grades
13 ½ weeks into the 1 <sup>st</sup> semester	Progress Reports
2 <sup>nd</sup> nine weeks (Midterm)	Grades
4 ½ weeks into the 2 <sup>nd</sup> semester	Progress Reports
3 <sup>rd</sup> nine weeks	Grades
13 ½ weeks into the 2 <sup>nd</sup> semester	Progress Reports
4 <sup>th</sup> nine weeks (Finals)	Final Grades

### **Promotion and Retention Policy #215**

The Tidioute Community Charter School Board of Trustees recognizes that the emotional, social, physical, and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The charter school will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

### **Delegation of Responsibility**

The CEO or designee shall develop procedures for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained.

The recommendation of the classroom teacher shall be required for promotion or retention of a student.

The CEO/principal shall be assigned the final responsibility for determining the promotion or retention of each student.

## **Guidelines**

In all cases of retention, the parents shall be fully involved and informed through the process. Parents and students shall be informed of the possibility of retention of a student well in advance.

Academic achievement, attitude, effort, work habits, behavior, attendance, and other factors relating to learning shall be evaluated regularly and communicated to students and parents/guardians.

The charter school shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation.

When new students are admitted and transfer to TCCS, the principal shall decide on credit acceptance issues and grade placement.

A child's placement should be that which, in the judgment of the school, best serves his/her educational welfare. The responsibility and authority for making this placement belongs to the school, not to the parent.

## **SCHEDULE CHANGES**

A student's class schedule may be changed through the Student Success Specialist, Melissa Mahaney. Changes are subject to the following policies:

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

## **GRADUATION REQUIREMENTS Policy #217**

### **Purpose**

It shall be the policy of the Tidouite Community Charter School Board of Trustees to

acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by the award of a diploma at graduation ceremonies.

The Board of Trustees shall adopt the graduation requirements students must achieve, which shall include course completion and grades and satisfactory results of charter school and/or state assessments aligned with academic standards.

The Board of Trustees shall award a regular high school diploma to every student enrolled in this charter school who meets the requirements of graduation established by this Board.

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

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants.

The requirements are as follows:

1. Course completion and grades.

The Board requires each candidate to earn 28 credits.

- 4.0 Credits English 9, 10, 11, 12
- 4.0 Credits Mathematics 9, 10, 11, 12
- 4.0 Credits Science 9, 10, 11, 12
- 4.0 Credits Social Studies 9, 10, 11, 12
- 1.0 Credits Language/Music 9, 10, 11, 12
- 1.0 Credits Physical Education 9, 10, 11, 12
- 5.0 Credits Electives 9, 10, 11, 12
- 0.5 Credits Mentorship 11, 12
- 0.5 Credits Career & Financial Planning 11, 12
- 1.0 Credits Philosophy 11, 12
- 0.5 Credits Writing Skills 10
- 0.5 Credits Health 9, 10
- 1.0 Credits Computer Skills 9, 10
- 1.0 Credits Art 9

2. Special education students.

Students with disabilities who satisfactorily complete a special education program developed by an Individualized Education Program team under the Individuals with Disabilities Education Act shall be granted and issued a regular high school diploma by the charter school. This section applies if the special education program of a child with a disability does not otherwise meet the requirements set forth by the Board of Trustees.

The Board of Trustees shall permit a student with a disability, who has attended four (4) years of

high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Program (IEP) prescribes continued educational services. The student may receive a high school diploma when s/he completes his/her Individualized Education Program (IEP).

3. Demonstration of proficiency on state assessments (Keystone Exams) when applicable.
4. The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student

**ADVANCED PLACEMENT AND DUAL ENROLLMENT Policy # 217A**

Advanced Placement courses are 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.

Weighted Grading Scale

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

AP Courses or Dual Enrollment College Courses will be given increased weight to impact the TCCS GPA Calculation at the end of each quarter and academic year for enrolled TCCS students in grades 10-12. Class rank will recognize the weight factor in calculations for high school students in grades 10-12, but primarily for Juniors and Seniors preparing for college or military application.

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

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

of the Valedictorian. The Salutatorian will announce the graduates and their future plans at graduation.

## **EMERGENCY BUILDING EVACUATION**

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

## **TWO-HOUR DELAY / INCLEMENT WEATHER**

The two-hour delay or school closing announcement will begin at 6:00AM and a decision to close school from a two-hour delay will be made by 7:30AM or earlier. In the event of a delay, please follow TCCS's schedule and your home district school's schedule. In the event of a school closing, please follow TCCS's schedule and your home district's schedule. An example: Forest County closes due to weather conditions in their area but TCCS is still in session. TCCS Forest students are not obligated to attend school. If Forest County closes due to issues in their building and TCCS is not closed TCCS Forest County student are required to attend school. This would apply to all Districts. Students are to follow cancellation and delays due to road conditions in their area of residence. In the case of a two-hour delay, K4 will not have school. Breakfast will not be offered on these days. When a two-hour delay is declared, students will be admitted at 9:30 a.m. with homeroom to begin at 10:00 a.m. Buses will also pick up their riders two hours later than normal.

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

### Please listen to:

Warren  
Corry  
Erie – TV  
Jamestown

WNAE/WRRN/WKND  
WWCB  
WICU TV/ WJET TV/ WSEE TV  
WJTN/WHUG/WCOT

## **STUDENT TRANSPORTATION**

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

Your child's safety is our primary concern.

Our Transportation Manager is Mr. Tony Shirey. Please call him if you have any questions regarding transportation. His phone number is 814-484-3550. We have adopted the transportation outlines as set forth by our governing district and will follow the transportation policy of the county.

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 with their children. A pupil who cannot maintain self-discipline forfeits this privilege and must rely on other means

of transportation. The school bus driver is authorized to enforce safety and school standards on the bus. While on the school bus, the student is under the authority of and directly responsible to the bus driver. The bus driver does not have the authority to remove a student from the bus. If a bus suspension is necessary, you will be contacted by the building principal.

## **TRANSPORTATION PROCEDURE**

Students will be transported from home/childcare facility to school and from school to home/childcare facility within the student's assigned school attendance area. Students will be allowed one AM bus stop and one PM bus stop. Changes to the bus stop must be submitted to the Transportation department on a Transportation Change Request form with a parent/guardian signature.

## **CHANGE OF BUS IN EMERGENCY SITUATIONS**

Warren County School District students, Forest Area students and Titusville Area shall ride their assigned bus. In the event of an emergency situation, Changing a student's assigned bus stop in emergency situations will be handled on a case-by case basis. An emergency is defined as: a serious situation or occurrence that happens unexpectedly and demands immediate action. Changes to an assigned bus stop due to an emergency situation will not be honored on a frequent (monthly or weekly) basis, shall cease upon the resolution of the emergency situation, and accommodations can only be provided when there is available space on the affected vehicle. In the event that a parent or guardian feels that an emergency situation is present, the parent or guardian shall contact the building principal, who will then notify the transportation office of the emergency-based request. Whether a situation constitutes an emergency shall be determined at the sole discretion of the District's Manager of Transportation.

## **School Bus Procedures**

### **Behavior on the Bus**

Bus drivers will explain expectations to students starting the first day of school. We encourage all parents to review these rules with their children to help instill the importance of safe and respectful bus behavior. Students should follow the directions of their bus driver. Students should sit front facing in their assigned seat. Students are not allowed to eat, drink, chew gum, bring tobacco products, alcohol or any controlled substance on the bus. Only items that will fit on a student's lap are allowed on the bus. Balloons, animals, sharp or dangerous objects, or hazardous materials are not allowed on the bus. Students should refrain from using loud voices, profanity, and/or obscene gestures and respect the rights and safety of others. School buses are a bully free zone. If a student brings an item on the bus that is a distraction or causing a disturbance on the bus, the bus driver has the right to confiscate the item (including balls, noise makers, game devices, etc.). The item will be returned to the student at the end of the student's trip or will be given to the principal of the school at which the student attends.

### **Transportation Offense**

#### **BEHAVIOR ON SCHOOL TRANSPORTATION (Minor Offense)**

Students must sit in assigned seats facing forward; student must follow driver's instruction and must refrain from pushing, hitting, creating unreasonable noise or distractions, opening windows against the driver's orders, placing hands or body out of a 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.

### **Transportation Offense - TCCS 2019-2020**

(Please refer to Student Handbook for definition of minor and major offenses)

### Minor Offenses

1st Offense: Warning and Parent - Guardian will be notified that day-called

2nd Offense: 1 day suspension of riding privileges

3rd Offense: 2 to 3 day suspension of riding privileges

4th Offense: 4-10 day suspension of riding privileges

5th Offense: Suspension of riding privileges for the balance of the school year. A meeting will take place with the building administrator, parents, student, and driver). School Districts manage our transportation so they will be involved in this level. Note: IDEA rules will follow if a student has special circumstances.

### **BEHAVIOR ON SCHOOL TRANSPORTATION (Major Offense)**

Student shall refrain from fighting, damaging the vehicle, throwing objects out windows, opening an exit doors, or similar offenses that pose the threat of serious danger to the safety and welfare of students, the drive, or persons outside of the vehicle.

### Major Offense

1st Offense: Suspension of riding privileges for 3 to 10 days - Principal Hearing

2nd Offense: Suspension of riding privileges for a minimum of 30 days (A meeting will take place after 10 school days and will include a meeting with the building administrator, parents, student, and driver)

3rd Offense: Suspension of riding privileges for the balance of the school year. (A meeting will take place after 30 school days and will include a meeting with the building administrator, parents, student, and driver)

*\*Students will be held responsible for damages to any school bus. BUSES ARE TO BE SAFE PLACES FOR STUDENTS AND GUESTS AND DRIVERS.*

### **Breakfast and Lunch Program**

Tidioute Community Charter School are eligible to receive a nutritional breakfast and lunch every day at the school at no charge to your household. Student may purchase additional item, but money has to be added to their Nutrition Account. Cash will not be taken in the cafeteria line. Money can be added through the portal you create or you can send cash or check to the school office for us to add funds to your child's account. Students will not be allowed to charge. Parents must use an electronic Nutrition Account in order to purchase additional items.

Directions for this process will be mailed home.

### **CAFETERIA RULES**

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

### **STUDENT INSURANCE COVERAGE** Student Accident Insurance Policy #211

The Tidioute Community Charter School purchases supplementary accident/health insurance or hospitalization insurance or ambulance services for all of our students; however, it is the parents' responsibility to provide primary coverage. The coverage purchased by the charter school is secondary to all other available coverage.

It is suggested that parents review their own insurance coverage in the following areas if you have a student participating in athletics and/or extracurricular activities.



1. Ambulance Services: Consider purchasing coverage from an agency in the local area. This is usually provided by a fire department/ambulance service, or coverage can be provided by insurance agents as part of a total accident/health package.

2. Accident and Hospitalization Coverage: This can be purchased for a nominal fee from a local insurance agent. Make sure your child's sport and/or activity is included in the coverage.

3. Student Insurance Plan: Please review the student accident insurance policy available through a local insurance agency (this policy does not cover football or wrestling participation). Insurance is also available through the school (Please contact the school for details).

### **HEALTH SERVICES**

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

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

### **HEALTH SCREENINGS**

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

1. Height and weight – every year.
2. Vision screening –every year.
3. Hearing screening – Grades K, 1,2,3,7, & 11.  
(Screening may be done in other grades if there has been a problem.)
4. Dental examination – Grades K or 1, 3, & 7. (This is an examination only.)
5. Physical examination – Grades K or 1, 6, & 11. (This is an examination only.)
6. Scoliosis screening – Grades 6 & 7. (This exam is done visually.)
7. Blood Pressure Screening – Grades 8 & 12.
8. Tuberculosis Test – K or 1 and 9<sup>th</sup> grade. This test shows whether or not TB germs are present. It does not mean your child has active TB.

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

### **EMERGENCY HEALTH RECORD**

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

### **MEDICATION POLICY**

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

1. All medications, both prescription and non-prescription, must be brought to school by a parent or guardian. Medication should never be brought to school by a student.
2. Medications must be brought to school in the original pharmaceutically dispensed and properly labeled container.
3. Medication Administration Consent permission forms must be completed by the student's physician and parent or guardian prior to the administration of medications (prescribed and non-prescribed) in school. The only exception to this procedure is that students are permitted to carry their inhalers after the permission forms are complete and they are also permitted to carry cough drops without permission forms.
4. Many medication schedules, including antibiotics, can be arranged to avoid administration during school hours. Please consult your physician when medications are prescribed.
5. Medications may only be administered by the Nurse, the CEO, or one of their designees.

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

### **RUMOR CONTROL**

Rumors about safety issues and other school events can be disruptive to the educational process and can cause undue stress among students, parents and staff. Parents and students who hear rumors and stories are to contact the CEO or report it to SAFE TO SAY. School officials can then investigate the rumor and share the facts with the school community.

### **STUDENT DRESS**

No student shall wear any apparel or jewelry that by words, pictures, or any combination thereof advocates or

- promotes sexual activity, violence, use or sale of alcohol or drugs demeans or degrades another because of race,
- sex, religious persuasion, national origin, handicap or disability, and or creates a disruption to teaching and learning environment.

Items not permitted: Tops without straps, hats. Apparel that reveals or exposes the midriff, cleavage, lower back, chest, sides of the upper body, or undergarments is not permitted. Undergarments must be fully covered. Shorts, skirts, and dresses must be of acceptable length. No shirts that have open sides and the arm opening must be at the armpit. The US Supreme Court has decided that student dress can be regulated in the sense that dress cannot be distracting to the educational environment. Staff discretion determines what is appropriate. Anything deemed inappropriate by staff is unacceptable.

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

- Student must change clothes.

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

## **STUDENT LOCKERS**

All student lockers are and will remain the property of the school. For the safety of the students, employees, and school visitors; it is important that lockers not be used as repositories for controlled or dangerous items such as drugs, alcohol, weapons, etc. A student using a locker that is the property of TCCS is presumed to have no expectation of privacy in that locker or its contents. Search of such lockers is permissible by school authorities, without prior warning. Any item in which a student has an expectation of privacy, be maintained upon that student's person or that the student not bring such item on school premises. It is the responsibility of the student and/or parents to provide a lock for the student's locker. TCCS cannot be responsible for lost, stolen, or misplaced items. In order to be granted the privilege of having the use of a school locker, the student at the beginning of each school year will be required to review this policy with school administrators, sign a locker contract, and have any questions answered. Students are not allowed to share lockers or use lockers not assigned by their advisors. If a lock has to be removed by the custodial staff, the student must inform the office.

## **BACKPACKS**

It is the policy of TCCS to limit the use of backpacks during school hours. Students are permitted to bring backpacks to school. Backpacks should be kept in lockers during the school day. A teacher may ask a student to keep their backpack in their locker if it becomes a disruption in the class. If a staff member feels that there may be inappropriate items within the backpack, they have the right to search the backpack with another adult and the backpack owner present. The person carrying the backpack will be responsible for the contents of the backpack.

## **SEARCHES**

School authorities may search a student's locker and backpack and seize any illegal materials. Such material may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. When a student's locker is being searched, the student shall be notified and given an opportunity to be present.

The courts have upheld the claim that school lockers are school property loaned or rented to the student for the student's convenience. School authorities may search a student's locker without prior warning in seeking contraband, as school authorities are charged with the health, welfare, and safety of all students under the Fourth Amendment to the Federal Constitution.

## **Search and Seizure of School Property-Policy #226**

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.

Students, parents/guardians and staff shall be notified at least annually or more often if deemed appropriate by the administration, about the standards and procedures in effect pursuant to this policy.

### **Individualized Suspicion Searches**

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

### **Random or General Searches without Individualized Suspicion**

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

### **Searches Upon Consent**

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

The administration may establish rules and procedures governing certain privileges enjoyed by students, such as the privilege of parking a vehicle on school grounds, that make the student's consent to random searches or inspections a condition of access to the privilege.

### **Searches by or at the Request of Law Enforcement Officials**

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

### **Locker Inspections and Searches**

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

### **Handling and Disposal of Items Found in the Course of Searches**

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

### **OPEN CONTAINERS IN SCHOOL**

It is the policy of TCCS to not allow open containers of food and or beverages in the halls of the school during school hours with the exception of water. All open containers other than clear water should be consumed and discarded in the cafeteria. Any open containers other than water found in the halls or lockers after 7:55 A.M. will be asked to put it away. Any student who refuses to put away their open container will be disciplined per the discipline code.

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

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

## **MONEY AND VALUABLES**

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

## **WORKING PAPERS**

Working papers are issued in the office. Applications may be picked up from the mentorship coordinator. Proof of age is required.

Types of proof of age documents accepted when a student applies for working papers:

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

## **POWERSCHOOL LOGIN INFORMATION**

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

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

## **DANCES**

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

- a) Students or guests who are not enrolled at TCCS may attend a dance if the TCCS student sponsors him/her. An "Event Guest Permission Form" found in the office must be submitted by the sponsoring student to the CEO before the event for authorization to attend. All approvals of an outside guest are at the discretion of the CEO. If a student brings a guest to a dance and did not have an "Event Guest Permission Form" signed by the CEO in advance, the guest is not permitted to attend the dance.
- b) A TCCS student may sponsor only one student per dance and is expected to accompany the sponsored student for the entire evening.
- c) Students and their guest must sign in at the dance. Once at the school dance, students should remain until the dance is over; however, if a student must leave early, he or she

must sign out and note the time, the parent must be notified, and then depart from school property. Re-admittance to a dance is not allowed.

- d) Excessive displays of affection by students will necessitate their being asked to leave the dance, and they may not be permitted to attend another dance for the remainder of the school year.
- e) Any student or guest that behaves in such a manner as to be in violation of TCCS Discipline Code will be removed from the dance and asked to leave school property. Students of TCCS will be held accountable for their behavior and appropriate disciplinary actions will take place as stipulated in the Discipline Code. Students and guests may be referred to local or state police agencies by school administration if their misconduct warrants it.

#### Guidelines for Prom/Dance Guests Age 21 and older Prom Policy #260

1. Purpose: The board recognizes the need to establish a formal policy to maintain a formal prom procedure.
2. Definition: For purposes of this policy, procedures relating to the prom including eligibility, date, voting, public admission and pricing.
3. Authority: It shall be the policy of the board to offer a Junior/Senior prom yearly, sponsored by the PTO/Board. All 9-12 students will have equal access to participate in the prom.
4. Delegation of Responsibility:
  - a. Eligibility:
    - i. Students and their dates must meet TCCS eligibility at the time of ticket purchase.
    - ii. The prom is open to all 9-12 grade TCCS students and their dates who are in at least 9th grade to a maximum age of 20.
    - iii. Any disciplinary sanctions that have occurred at the time of the prom will be enforced for the prom as necessary.
    - iv. All student conduct policies will be enforced during the prom.

#### **SPECIAL EDUCATION SERVICES #113**

The Tidioute Community Charter School shall offer each student with a disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the charter school's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with their nondisabled peers. The charter school shall provide a continuum of placement options to appropriately meet the needs of students with disabilities.

Students with disabilities - school-aged children within the jurisdiction of the charter school who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. School-aged children who have identified disabilities but do not require special education may be entitled to accommodations or services or to enroll in courses of study in the charter school which serve



students with disabilities pursuant to other law or Board of Trustees policy.

Individualized Education Program (IEP) - the written educational statement for each student with a disability that is developed, reviewed, and revised in accordance with federal and state laws and regulations.

The Board of Trustees directs that all students with disabilities shall be identified, evaluated, and provided with appropriate educational programs and services, in accordance with federal and state laws and regulations. The charter school shall establish and implement a system of procedural safeguards and parent/guardian notification as part of its Special Education Program.

The charter's school Special Education Program shall include procedures for identifying and educating students with disabilities and shall be aligned with the Comprehensive Plan adopted by the Board of Trustees.

The Board of Trustees shall determine the facilities, programs, services and staff that shall be provided by the charter school for the instruction of students with disabilities, based upon the identified needs of the charter's special education population.

In order to maintain an effective Special Education Program, the charter school may participate in special education programs of the Northwest Intermediate Unit No. 5 and neighboring school district(s).

**Delegation of Responsibility:** The CEO or designee is directed to annually recommend to the Board of Trustees the employment and retention of necessary staff and provision of required facilities, programs and services to provide for the needs of students with disabilities.

**Guidelines:** Each eligible student with a disability shall be educated pursuant to an IEP which shall provide an appropriate education in the least restrictive environment, in accordance with federal and state regulations.

The charter school prohibits discrimination based on disability. Students with disabilities are entitled to receive services and accommodations which will permit them to participate in school-wide programs, services, and activities as required by law.

The charter school's Special Education Program shall comply with the requirements of state and federal law and regulations. The charter school shall establish procedures to ensure the program is updated and implemented as necessary. The Special Education Program shall address:

#### Educational plans.

1. Child find.
2. Identification of special education programs that operate in the charter school, those operated in the charter school by the Intermediate Unit, and other agencies.
3. Staff and parent/guardian training.
4. Assessments.
5. Screening.
6. Criteria the charter school will use to identify specific learning disabilities.
7. Evaluation.

8. Re-evaluation.
9. Individualized Education Programs (IEPs), including examples of supplementary aids and services provided by the charter school.
10. Extended School Year services (ESY).
11. Behavior support.
12. A full continuum of educational placements and evidence that placements in other than regular education settings are not based on lack of resources, facilities, staffing or for administrative convenience.
13. Disciplinary placements.
14. Facilities.
15. Early intervening services, if provided by the charter school.
16. Procedural safeguards.
17. Confidentiality of information.
18. Highly qualified staff.
19. Maintenance of information concerning students with disabilities, services provided, performance and discipline data, and report information as required by the Secretary of the Department of Education.

If the charter school is identified with significant disproportionality, the Special Education Program procedures shall include prevention measures for inappropriate over identification and disproportionate representation by race or ethnicity of children with disabilities.

Child Find/Outreach: The CEO or designee shall ensure that the charter school annually conducts awareness and outreach programs and activities designed to reach charter residents including parents/guardians of students with disabilities who are enrolled in the charter, preschool-aged children, students who attend private schools, homeless children and children who are wards of the state.

The charter school's public awareness activities shall include annual publication of a written notice in newspapers and other media notifying residents about child identification activities; available special education services and programs and how to request them; and procedures used to ensure confidentiality of student information. Written information shall be published in charter school handbooks and on the charter school website. Public awareness activities must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.

The Intermediate Unit shall be responsible for conducting child find activities necessary to provide equitable participation services to students with disabilities who are enrolled by their parents/guardians in private schools.

Screening: The charter school shall establish a system of screening, including hearing and vision screenings. Screenings shall be conducted at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.

Confidentiality: The charter school shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records.

Charter school staff shall maintain the confidentiality of student records and personally identifiable information as required by law and regulations.

The charter school may release, without parent/guardian consent, educational records that the school has designated as directory information.

The charter school shall obtain written parent/guardian consent prior to releasing a student's educational record when prior consent is required by law, regulations or Board of Trustees policy.

The charter school shall notify parents/guardians prior to destroying personally identifiable information in a student's record that is no longer relevant or necessary for providing educational services to the student.

Recording of Meetings: Except as specifically provided for within this policy, the charter school prohibits audio, video and electronic recording of meetings between parents/guardians and charter teachers, paraprofessionals, program specialists, consultants or administrators.

An attempt to record a meeting by a parent/guardian after a verbal prohibition by charter school staff shall result in immediate termination of the meeting and may result in ejection from charter property and possible prosecution. The charter school shall permit audio recording of a meeting when a participant submits, at least five (5) days prior to the meeting, documentation that substantiates:

1. Participant has a disability that significantly limits his/her ability to meaningfully understand or participate in the meeting's intended decision-making and recording is the only feasible means of accommodating the limitation.
2. Individual has a legitimate interest in attending the meeting but for good cause is unable to do so, and recording is the only feasible means by which s/he can meaningfully understand and participate in the decision-making.

The charter school may permit video recording of a meeting when written consent is given by all participants at the meeting.

When an exception to recording a meeting is granted, the charter school employee responsible for the meeting shall arrange to record the meeting by similar means. Such recording shall be considered part of the student's educational record and be subject to relevant law and regulations.

### **Special Education Policy #113A**

Students with disabilities shall be educated in the least restrictive environment and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily. The IEP team for a student with disabilities shall develop a positive behavior support plan if the student requires specific intervention to address behavior that interferes with learning. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal law and regulations.

The Board of Trustees directs that the charter school's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of

restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional assessment of behavior and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.

The following terms shall have these meanings, unless the context clearly indicates otherwise.

- Aversive techniques - deliberate activities designed to establish a negative association with a specific behavior.
- Behavior support - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.
- Behavior Support Plan or Behavior Intervention Plan - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A Positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education.
- Positive techniques - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.
- Restraints - application of physical force, with or without the use of any device, designed to restrain free movement of a student's body, excluding the following:
  1. Briefly holding a student, without force, to calm or comfort him/her.
  2. Guiding a student to an appropriate activity.
  3. Holding a student's hand to escort him/her safely from one area to another.
  4. Hand-over-hand assistance with feeding or task completion.
  5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
  6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seat belts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.
- Seclusion - confinement of a student in a room, with or without staff supervision, in order to provide a safe environment to allow the student to regain self-control.
- Students with disabilities - school-aged children within the jurisdiction of the charter school who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.

Delegation of Responsibility-The CEO or designee shall ensure that this Board of Trustees policy is implemented in accordance with federal and state laws and regulations.

The CEO or designee shall develop administrative regulations to implement this policy.

The CEO or designee shall provide regular training, and retraining as needed, of staff in the use of specific procedures, methods and techniques, including restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs and Board policy.

The CEO or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports be made to the charter school by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and vocational schools.

Guidelines-Development of a separate Positive Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.

When an intervention is necessary to address problem behavior, the types of intervention chosen for a student shall be the least intrusive necessary.

Physical Restraints- Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.

The Director of Special Education or designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.

The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment. Restraints may be included in an IEP only if:

1. The restraint is used with specific component elements of a positive Behavior Support Plan.
2. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors.
3. Staff are authorized to use the restraint and have received appropriate training.
4. Positive Behavior Support Plan includes efforts to eliminate the use of restraints.
5. The LEA must obtain parental consent prior to the use of restraints or intrusive procedures when included in a student's IEP.

Mechanical Restraints-Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians.

Mechanical restraints shall prevent a student from injuring him/herself or others or promote normative body positioning and physical functioning.

Seclusion-The charter school permits involuntary seclusion of a student in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative.

The charter school prohibits the seclusion of students in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.

Aversive Techniques-The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs:

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions constituting a pattern as defined in state regulations.[7]
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Prone restraints, which are restraints by which a student is held face down on the floor.

Referral to Law Enforcement -Subsequent to a referral to law enforcement, an updated functional behavioral assessment and Positive Behavior Support Plan shall be required for students with disabilities who have Positive Behavior Support Plans at the time of such referral.

If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the charter school, the Director of Special Education or designee shall ensure that the responsible charter school or intermediate unit is informed of the need to update the student's functional behavioral assessment and Positive Behavior Support Plan.

### **Special Education Policy #113B**

The Tidioute Community Charter School shall develop and implement Positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning.

Students with disabilities who violate the Code of Student Conduct, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board of Trustees policy and, if applicable, their Individualized Education Program (IEP) and Positive Behavior Support Plan.

Students with disabilities - school-aged children within the jurisdiction of the charter school who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.

Suspensions from school - disciplinary exclusion from school for a period of one (1) to ten (10) consecutive school days.

Expulsions from school - disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school.

Interim alternative educational settings - removal of a student with a disability from his/her current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting.

The Board of Trustees directs that the charter school shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of Board policy or charter rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student's particular misconduct is a manifestation of his/her disability. However, under certain circumstances a student may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student's educational placement to one which is more restrictive than the placement where the misconduct occurred.

Provision of Education During Disciplinary Exclusions-During any period of expulsion, or suspension from school for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate education, in accordance with law.

### Suspension From School

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement. Also, use of interim alternative educational settings permitted by law does not constitute a change in educational placement for these purposes.

### Changes in Educational Placement/Manifestation Determinations

For disciplinary exclusions which constitute a change in educational placement, the charter school shall first determine whether the student's behavior is a manifestation of his/her disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with mental retardation, any disciplinary suspension or expulsion is a change in educational placement.

A student with a disability whose behavior is not a manifestation of his/her disability may be disciplined in accordance with Board of Trustees policy, charter school rules and regulations in the same manner and to the same extent as students without disabilities.

Parent/Guardian Appeals From Disciplinary Actions/Request for Hearing by Charter school for Students Who Are a Danger to Themselves or Others- A due process hearing may be requested by a parent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the charter school if the district believes that the current placement is substantially likely to result in injury to the student or others. On parent/guardian appeal, or when the charter school requests a due process hearing, the hearing officer may return the student to the placement from which s/he was removed or order his/her removal to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that maintaining the child's current placement is substantially likely to

result in injury to the student or others.

Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the charter school and the parent/guardian agree otherwise.

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the charter school did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.

Administrative Removal to Interim Alternative Educational Setting for Certain Infractions- School personnel may remove a student with a disability, including mental retardation, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:

1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the charter school. For purposes of this provision, weapon is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length.
2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the charter school.
3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the charter school. For purposes of this provision, serious bodily injury means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

Referral to Law Enforcement-The charter school shall report crimes committed by a student with a disability to the appropriate authorities in the same manner as it reports crimes committed by students without disabilities.

When reporting a crime committed by a student with a disability to the appropriate authorities, the charter school shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The charter school shall transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

### **Special Education Policy #113C**

The Tidioute Community Charter School Board of Trustees adopted this policy to define the minimum requirements for screening; educational evaluations conducted to determine eligibility for special education services, instructional levels and programming requirements for students with disabilities, including functional behavioral assessments; and requirements for independent educational evaluations.



Authority-The Board of Trustees shall adopt a system of screening that may include early intervening services and must be designed to accomplish identification and initial screening for students prior to district referral for a special education evaluation. The system shall provide support to staff to improve working effectively with students in the general education curriculum, identify students who may require special education services and programs, and must include a hearing and vision screening and screening at reasonable intervals to determine whether students are performing at grade appropriate levels in core academic subjects.

Early intervening services shall comply with the requirements of state and federal law and regulations in order to address academic concerns or behaviors that may be impeding success, but which can be resolved through research-based intervention programs in the regular education setting.

The Board of Trustees authorizes the use of functional behavioral assessments (FBAs) as an evaluation to gather information to understand the purpose of the student's behaviors and to assist with developing a Positive Behavior Support Plan. FBAs must be conducted when:

1. A student's behavior interferes with his/her learning or the learning of others and information is necessary to provide appropriate educational programming.
2. A student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability.
3. A student is placed in an interim alternative educational placement for a qualifying reason permitting such placement for up to forty-five (45) school days for certain offenses.
4. The school contacts law enforcement regarding a student who already has a Positive Behavior Support Plan.

FBAs may also constitute part of the initial evaluation to determine eligibility for special education.

The charter school shall comply with requirements of state and federal laws and regulations when conducting evaluations.

An appropriate evaluation of a student, whether conducted by charter school staff or individuals not employed by the charter school, shall consist of the administration of all testing and the use of all assessment procedures required to determine the existence of all legally defined disabilities reasonably suspected by charter school staff, parents/guardians, or the evaluator. An appropriate evaluation shall assist in determining the content of the IEP to enable a student with a disability to be involved in and progress in the general curriculum.

A student shall be assessed in all areas related to the suspected disability including, as appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.

A re-evaluation of a student who currently has an IEP shall be conducted as required by state and federal law and regulations.

Parent/Guardian Requests-Parents/Guardians may request an evaluation at any time. The

parent/guardian request must be in writing. If a request is made orally to any professional employee or administrator, that individual shall provide a copy of the permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request.

The charter school will carefully review any such requests and discuss with the parent the parent's rationale regarding the area of suspected disability. In some cases this discussion may result in the parent's withdrawing the request. In other cases the charter school may decide to honor the request consistent with the terms of the administrative regulation that implements this policy. If, however, the charter school rejects the parent's request, the charter school shall issue a NOREP denying the request, and inform the parents of their right to a due process hearing by providing a copy of the Procedural Safeguards Notice.

Appropriate Evaluations-An appropriate evaluation shall use a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about a student.

An appropriate evaluation shall include:

1. Testing and assessment techniques required in light of information currently available from previous evaluations.
2. Information from parents/guardians and school staff familiar with the performance of the student.
3. The student's education records.

The evaluator shall review all such sources of information prior to conducting testing and assessment. The evaluator shall review assessments conducted by others that indicate how the student is responding to early intervening services and scientific research-based instruction and/or include such assessments as part of his/her evaluation.

To the extent that the results of such instructional assessments are inconsistent with the results of norm or criterion-referenced testing and assessments that the evaluator has administered, the evaluator shall explain the reason for the inconsistency in his/her report, if possible.

When assessing the presence of a specific learning disability, the evaluation shall be consistent with procedures adopted by the charter school and comply with state and federal law and regulations.

Testing and assessment procedures shall be selected and administered to yield valid measurement or assessment of the construct or quality they purport to measure or assess. The evaluator shall administer any testing or assessment procedures in a manner consistent with the requirements and recommendations of the publisher of the test or procedure and in compliance with applicable and authoritatively recognized professional principles and ethical tenets. S/He shall report any factor that might affect the validity of any results obtained.

All assessments and evaluation materials shall be selected and administered so as not to be discriminatory on a racial or cultural basis. Where feasible, assessments and evaluations shall be administered in a language and form most likely to provide accurate information about the student.

The evaluation shall include an observation of the student in an educational setting, unless the

student is not currently in such a setting. The evaluator shall obtain information concerning the performance of the student directly from at least one (1) current teacher of the student, unless s/he does not have a current teacher.

The evaluator shall hold an active certification that qualifies the evaluator to conduct that type of evaluation. If certification is not issued for the particular area of professional practice in which the evaluator is lawfully engaged, the evaluator shall hold such license or other credentials as required for the area of professional practice under state law.

The evaluator shall prepare and sign a full report of the evaluation containing:

1. Clear explanation of the testing and assessment results.
2. Complete summary of all test scores, including, for all standardized testing administered, all applicable full scale or battery scores; domain or composite scores; and subtest scores reported in standard, scaled, or T-score format.
3. Complete summary of all information obtained or reviewed from sources other than testing conducted by the evaluator.
4. Specific recommendations for educational programming and placement, if possible.

Re-Evaluations-Re-evaluations shall be conducted within the timeframes required by state and federal laws and regulations unless the parent/guardian and the charter school agree in writing that a re-evaluation is unnecessary. The group of qualified professionals that reviews the evaluation materials to determine whether the child is a student with a disability shall include a certified school psychologist when evaluating a student for autism, emotional disturbance, mental retardation, multiple disabilities, other health impairment, specific learning disability and traumatic brain injury.

Copies of the re-evaluation report shall be disseminated to parents/guardians at least ten (10) days prior to the meeting of the IEP team unless this requirement is waived in writing.

Independent Educational Evaluations-A parent/guardian who disagrees with the results or content of an evaluation performed or obtained by the charter school may request an independent educational evaluation at charter school expense. A parent/guardian is entitled to only one (1) independent educational evaluation at public expense each time the charter school conducts an evaluation with which the parent/guardian disagrees. The independent educational evaluation must arise from parents'/guardians' disagreement with the charter school's most recent evaluations or re-evaluations of the student. The charter school shall be entitled to a copy of all results of independent educational evaluation conducted at public expense. If an oral request for an independent educational evaluation is made to a professional employee or administrator, that person shall inform the parent/guardian that the request must be in writing. If the native language of the parent/guardian is other than English, the requirement that the parent/guardian make his/her request in writing shall be conveyed by whatever means practicable and, where feasible, in the native language of the parent/guardian.

A written request for an independent educational evaluation at charter school's expense shall be immediately forwarded to the Director of Special Education, who may, upon receipt of the written parent/guardian request, ask that the parent/guardian state his/her reasons for disagreement with the evaluation conducted or proposed by the charter school. The charter school cannot require the parent/guardian to do so, and the refusal of the parent/guardian shall not delay the process required by this policy.

The criteria under which the independent educational evaluation at public expense is obtained must be the same as the criteria used by the charter school in conducting an appropriate evaluation, including the location of the evaluation and the qualifications of the examiner, to the extent those criteria are consistent with the parent's/guardian's right to an independent educational evaluation at public expense. The qualified examiners who conduct the independent educational evaluation may not be employed by the public agency responsible for the education of the student.

Within ten (10) school days of receipt of a request for an independent educational evaluation in writing from a parent/guardian, the Director of Special Education shall either initiate a due process hearing to show that the charter school's evaluation is appropriate and notify the parent/guardian in writing that s/he has done so or issue to the parent/guardian correspondence containing:

1. Assurance that the charter school approves of the request for the independent evaluation, outline parameters of approval, which may include but is not limited to areas to be evaluated, evaluation fee limit, and request for evaluation estimate prior to the evaluation, for an appropriate independent educational evaluation in compliance with this policy.
2. Statement that the charter school will not pay for the evaluation until it receives directly from the evaluator a complete copy of a report of that evaluation and determines that the evaluation is in compliance with this policy.
3. Request that the parents/guardians consider accessing reimbursement for all or part of the evaluation from public or private sources of insurance or reimbursement, together with a clear assurance that the parent/guardian is not required to do so and that the charter school will pay any cost not covered by such sources.
4. Directions that the parent/guardian is responsible for arranging for the evaluation and ensuring that the evaluator contacts the Director of Special Education to arrange for payment of the evaluation.

Upon request, the charter school shall provide to parents/guardians information about where an independent educational evaluation may be obtained.

If the evaluation has already been conducted and paid for, the charter school shall issue correspondence advising the parent/guardian that the charter school will not reimburse the parent/guardian for the evaluation until it receives a complete and unredacted copy of the report of the evaluation and determines that the evaluation is in compliance with this policy. The charter school shall require documentation substantiating that the parents/guardians paid for or incurred the obligation to pay for the evaluation without reimbursement from a public or private source of insurance or reimbursement.

The Director of Special Education shall send the correspondence to the parent/guardian by certified mail or by other independently verifiable means of conveyance and enclose a copy of this policy.

The Director of Special Education shall maintain a list of qualified independent evaluators in each of the various disciplines commonly relied upon to provide education-related evaluations and assessments and shall promptly make that list available to any parent/guardian who requests it.

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

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

### **Protected Handicapped Students**

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

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

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

### **Child Find**

#### **Notice to Parents**

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

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

If parents believe that the child may be eligible for special education, the parent should contact the school district where the child attends or the Director of Special Education for the NW Tri-County Intermediate Unit identified at the end of this public notice. Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child’s score, on a developmental

assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Department at the Intermediate Unit. (See Evaluation Process below for contact info.)

### **Evaluation Process**

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

### **Consent**

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

### **Program Development**

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

### **Confidentiality of Information**

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

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

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

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

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

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

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

### **SPECIAL NEEDS OF PARENTS**

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

### **ENGLISH LEARNERS**

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

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

### **SERVICES**

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

Responsibilities encompass, but are not limited to, the following roles: counsel students in regard to class schedules and graduation requirements; assist students with college/career decisions, provide financial aid information through materials, awareness of scholarship availability

and/or workshops; provide supportive counseling for students with their personal problems; consult with parents, community agencies, administrators, and/or staff regarding students' individual needs; act as a liaison to help parents obtain viable community/school services; facilitate parents/community meetings with the primary emphasis being placed on the individual students needs. The mentor coordinator will at all times maintain the confidentiality of all information regarding students and families. The exception to this rule is where a condition or situation suggests that anyone is in imminent danger.

### **SSP (Student Support Program)**

The Student Support Program is available through a collaborative in-house program designed to serve all students. The group will serve all students in grades K4-12 and . The TCCS SSP is a viable resource at our school. The SSp helps identify those students who may be a risk for Mental Health, academic, difficulties, and/or drug & alcohol problems.

Identification begins when a student demonstrates through his/her school behavior or academic performance that he/she is experiencing difficulties. The TCCS SSP then identify the student and begins to work with him/her. Data is gathered, using behavior checklists, assessments forms, and personal interviews with the student and his/her parents. Decisions are then based on the seriousness of the behavior, the patterns of behavior that are observed, and the degree of parental support. Appropriate referral resources are located either in or out of school, (i.e. counselors, support groups, treatment via the outpatient/inpatient Mental Health and/ or Drug & Alcohol programs).

### **SAFE TO SAY -Policy # 125**

The Board of Trustees ("Board") of the Tidioute Community Charter School ("Charter School") recognizes its responsibility to safeguard the health and welfare of Charter School students and employees. The Sandy Hook Promise ("the Promise") is a national non-profit organization founded and led by surviving family members of the Sandy Hook Elementary School Shooting on December 14, 2012. This Promise is designed to provide additional support for Charter School staff, students and our community. The Promise teaches Charter School students and staff to look for and report possibly warning signs, signals, and threats. This policy is not intended to replace the Charter School's procedures as outlined in other policies, including the Emergency Preparedness, Active Shooter, and Mandatory Reporter Policy.

The Promise finds that each year in schools and communities across the United States, there are millions of youth who hurt themselves or others through verbal, physical and digital means. In a majority of these acts, youth and adults are witness to threats, warning signs or signals, especially on social media, but do nothing to intervene to help the at-risk youth. Additionally, there are many reasons why youth and adults do not Say Something when they see a warning sign or signal. They do not:

- Understand or know how to recognize the warning signs and signals of at-risk behavior
- Believe a threat to be true because "they would never say it publicly if they meant it"
- Want to be labeled, stigmatized and/or possibly physically threatened as a "snitch"
- Know who to tell or "believe that nothing will be done to help anyhow"
- Think they need to because someone else will say something.

Act 44 of 2018 ("Act 44") institutes a statewide anonymous reporting system where Charter School staff are given new responsibilities regarding the safety of the Charter School, its staff, students and community. The anonymous tip program within Act 44 is known as the "Safe2Say



Program” (“the Program”) and requires designated Charter School staff to monitor and react to tips within the Program 24-hours-per-day, every day of the calendar year.

Beginning January 14, 2019, the Pennsylvania Office of Attorney General is responsible for the following:

- (1) To ensure anonymous reporting concerning unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or the threat of such activities in a school entity.
- (2) To establish protocols and procedures to promptly notify the appropriate law enforcement agency via 911 centers and the Pennsylvania State Police when the program receives an anonymous report of violent or criminal activities in a school entity that poses an immediate threat of violence or criminal activity.
- (3) To ensure that the identity of the individual making a report remains unknown to any person, including law enforcement officers and employees of the office.
- (4) To ensure that information obtained from an individual making a report who voluntarily discloses his or her identity and verifies that he or she is willing to be identified may be shared with law enforcement officers, employees of the office and school officials.
- (5) To ensure that if the identity of an individual making a report becomes known through a means other than voluntary disclosure, the identity is not further disclosed.
- (6) To establish procedures to promptly forward information received by the program to the appropriate law enforcement agency, school official or organization, as determined by the office. The office may not be held liable for investigation of a report made to the program following confirmation of receipt of the report by the appropriate law enforcement agency, school official or organization.
- (7) To train or provide instruction to individuals, including, but not limited to, emergency dispatch centers and school entities, on appropriate awareness and response to the program.
- (8) To provide program awareness and education materials to school entities.
- (9) To, in consultation with the Department of Education, establish guidelines school entities may utilize to respond to a report received from the program.
- (10) To work with school entities, local law enforcement agencies and organizations to identify each person to whom a report from the program will be sent.

24 P.S. § 13-1303-D

The Office of Attorney General will communicate with the Charter School to train Charter School staff regarding the Program and their designated responsibilities relating to its implementation and ongoing reporting. Please contact [info@safe2saypa.org](mailto:info@safe2saypa.org) if with questions regarding the Program or if it is unclear who the designated Charter School Program lead is. Please also visit the School Resources webpage for training materials:

<https://s2ss.knack.com/s2ss#schools/>

Any student, staff or community member of the Charter School is directed to submit an anonymous tip about individuals who may be a threat to themselves or to others by either:

1. Call the hotline at 1-844-SAF2SAY (1-844-723-2729)
2. Submit a tip online through the Program's webportal here: <https://www.safe2saypa.org/tip/>
3. Submit a tip on your phone through the downloadable Safe2Say Mobile App for Android or iOS, available here: <https://www.safe2saypa.org/download/>

Confidentiality-A record created or obtained through the implementation or operation of the program shall be confidential. A person may not disclose a record of the program except:

(1) To provide notice to the appropriate law enforcement agency, school entity and organization in accordance with the procedures established under section 1303-D.

(2) Upon order of the court as provided in section 1306-D.

Any record of the program:

(1) shall not be subject to the act of February 14, 2008 (P.L. 6, No. 3),<sup>3</sup> known as the Right-to-Know Law; and

(2) does not create a record under 18 Pa.C.S. Ch. 91 (relating to criminal history record information).

An individual who discloses a record in violation of this section commits a misdemeanor of the third degree.

#### False Reports

A person commits a misdemeanor of the third degree if the person knowingly or intentionally makes a false report to the program. If a report filed with the program is determined to be a false report, information about the subject of the false report shall not be made part of the subject student's record.

#### Training

The Charter School can begin to train students, staff and parents on January 14, 2019 utilizing materials provided a "first awareness kit" by the Program. Training students is a critical component of this program and it is recommended to have Schools/Districts training as soon as possible in the 2018-2019 School Year. Only middle and high school students and the adults around them will be trained in the Program.

As designated by the Charter School Program lead, one team of 3-5 Charter School staff members will receive and act against a tip (the "Team"). The Team will be trained on how to receive and review tips by the Program's administrators. All team members should have 24/7 access to the Charter School's Student Directory to be able to provide a student address to police (as needed) for life safety issues. The Charter School Program Lead will be the administrator for the Team and will be able to make additions/deletions/changes to any Team member by communicating this change to the CEO.

The Charter School CEO or his/her designee will annually evaluate the effectiveness of the Program at the Charter School and work with staff to improve its use at the Charter School when necessary. The CEO or his/her designee will report to the Board if he/she determines that the Program is too resource intensive or requires extensive modification. Finally, the CEO or his/her designee will work with Charter School staff to develop effective protocols for responding to anonymous tips generated through the Program. The Program's available resources support these logistical challenges and describe detailed best practices for the Charter School to emulate.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### Free Education and Attendance

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

## **DISCRIMINATION**

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

## **ADMISSION CRITERIA** Policy # 200 Admission

1. TCCS will accept applicants on a first-come-first-serve basis up to a total enrollment of 250 students in the first year. Should applicants exceed that number, TCCS will conduct a lottery as described in Section 1:02 below. TCCS shall not discriminate in its admission policies or practices on the basis of intellectual ability or athletic ability, measures of achievement or aptitude, status as a person with a disability, proficiency in the English language, or any other basis that would be illegal if used by a school district as provided for in Act 22 section 1723-B. Because it is a comprehensive school without an academic or arts specialty, there will be no admission criteria. Should TCCS receive more than 250 applications the first year, TCCS reserves the right to increase the number of students served to 275 the second year, and 300 for the third.

2. Children are considered school age from the time they are admitted to the public school educational program until graduation from high school or the age of 21. Enrolling children will be at least 4 years, 0 months old for K4 as of the first day of the school term or 5 years, 0 months for K5 as of the first day of school for the current year. Students who turn 21 during the school term are entitled to finish that high school term. If a student is under age 21 and has a Graduation Equivalency Diploma (GED), the student can enroll in school and work towards a diploma.
3. A parent or guardian shall furnish proof of age with an original birth certificate notarized copy of birth certificate; baptismal certificate; copy of the record of baptism – notarized or duly certified and showing the date of birth; notarized statement from the parents or another relative indicating the date of birth; a valid passport; a prior school record indicating the date of birth upon submission of the Enrollment Agreement and the Enrollment Notification Form.
4. A parent or guardian shall furnish immunization records, proof of residency, and a parent registration statement upon submission of the Enrollment Agreement and the Enrollment Notification Form. Parents must also furnish a signed current physical exam (exam conducted after January 1st of the current year) either at the time of registration or within thirty (30) days after registration. This includes students in grades K4 or K5 (if students has not previously attended K4 at TCCS), six (6), eleven (11), and all new students. In the event registration is within ninety (90) days of the start of the school year, the physical exam of the child must be completed, signed, and turned into TCCS prior to the child starting/attending school.

#### Section 1:02-Letter of Interest Period/Lottery

TCCS will publish and distribute an application for admission by March 1st of each school year, beginning in 2005. The applicants will self-addressed postcard, included in the application packet, which will be mailed as a receipt. Applications will be due to the school by May 1st of each school year. If more than the number of students than the school is able to serve in a given school year applies, places will be awarded first to students previously enrolled and their siblings, founder students and children of school staff members. See Admissions and Waiting List policy sections 1:05 and 1:06 below for more information. Any remaining places will be assigned through a neutral lottery conducted by May 20th of each year as per Act 22 section 1723-A. First preference shall be given to students who reside in the Warren County School District.

Persons unsuccessful in the lottery will be placed on a waiting list in order of the date of their application. Applicants will be notified by May 25th of each year concerning the outcome of their applications. Should places remain open after May 25th; TCCS will accept applicants until the places are filled. See Admissions and Waiting List Policy sections 1:03 through 1:08.

#### Section 1:03-Application to the Waiting List

In order to ensure that those who are on our waiting list are well informed and able to make a decision when offered a position, we encourage all families to carefully review our school philosophy and charter, and to place their children on our waiting list if they value our vision, mission, philosophy, and program and attend a parent's orientation meeting. Names will not be taken over the phone.

#### Section 1:04-Order of the Waiting List

The waiting list will be operated on a first come, first served basis. Student selection must be based on equitable and fair district-wide criteria and ensure that there is equal access for all students regardless of race, color, religion, gender, national origin, or disability. Parents of applicants may be informed of their position on the waiting list.

#### Section 1:05-Siblings of TCCS Students and Founder Students

We strongly support keeping families together in one school. Priority will be given to enrolling siblings of currently enrolled students and children of parents who have actively participated in the development of the charter school as per Act 22 Section 1723-A. They will be placed on the waiting list according to the enrollment date of their sibling. It is the responsibility of the parents to notify TCCS at the time of new student application if there is a sibling already enrolled at TCCS.

#### Section 1:06-Children of School Staff Members

Children of school staff members will receive priority in enrollment before the general waiting list but after any siblings and founder students who are waiting as per Act 22, section 1723-A.

#### Section 1:07-Offering Available Positions

As positions in the school become available, they will be offered to sibling students, founder students, then to staff students, and then to students on the general waiting list. If TCCS is unable to make contact with the person(s) on the waiting list, those names will be deleted.

Section 1:08-Declining an Offered Position Parents will have 48 hours to decide whether to accept a position after it has been offered. If extenuating circumstances justify additional time for a family to make a decision, that additional time may be granted by agreement with TCCS administrators when the offer is made. The names of students on the waiting list will be removed when an offered position is declined. Parents may reapply for a position in the school by attending a parent orientation meeting and completing a Letter of Interest in order to be placed on the waiting list for future openings.

### **BULLETIN BOARD(S)**

- 1) Bulletin board(s) at TCCS are for use of students and student organizations.
- 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) All posted materials for clubs must be approved by the appointed faculty advisor or administration.

## **SCHOOL NEWSPAPERS AND PUBLICATIONS**

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

All printed matter and petitions distributed on school property shall bear the name of the sponsoring organization and the name of one individual of such organization.

## **HOMEWORK**

Homework is assigned to reinforce classroom instruction. If a student chooses not to do it or to copy someone else's work, he or she forfeits the opportunity to get the needed practice and the assigned grade. Written work and studying constitute homework. One objective in education is to teach students proper study habits. Students should do their homework whenever possible in an appropriate location – a place from distractions, with proper lighting, and with necessary supplies.

## **SUMMER HOMEWORK**

All students who enter grades Kindergarten 4 (K4) through 12<sup>th</sup> grade are required to complete math and reading assignments over the summer.

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

## **HOMEWORK REQUESTS**

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

For a prearranged absence: If you know ahead of time that your child is going to be missing school due to surgery, hospitalization, or if you are taking your child out of school for an educational trip, please contact the office.

For an absence:

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

## **ELECTRONIC DEVICE POLICY # 237**

The Tidioute Community Charter School Board of Trustees recognizes the significant role that technology plays in the lives of charter school students and the impact that it has on education, the workplace, and everyday life. However, the Board of Trustees also recognizes that the unrestricted use of personal electronic devices can lead to the disruption of instructional and learning process and has the potential to compromise the safety of the educational environment. As such, this policy is designed to maintain a stable educational environment that is safe and secure for charter school students and employees while advocating the appropriate use of 21<sup>st</sup> Century technology.

Electronic devices shall include all devices that can take photographs, record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, tablets, ipads and laptop computers, as well as any new technology developed with similar capabilities.

The Board of Trustees permits the use of Personal Electronic Devices in the following situations:

1. During Instructional Time - Students are permitted to use Personal Electronic Devices, either school-issued or student-owned, during class time for educational use only and with teacher permission. Cell phones are not permitted to be used for this purpose unless granted an exception in accordance with this policy. Except when used to aid instruction by a classroom teacher, the use of Personal Electronic Devices is prohibited during instructional time. Unless the teacher

specifically designs classroom instruction to include the use of Personal Electronic Devices, such devices must be silenced or power off and secured in a manner by which the device is neither seen nor heard as not to distract from the education process.

2. During Extracurricular Time - Students are permitted to use Personal Electronic Devices during extracurricular time for educational use only and with coach/sponsor permission.

3. During School-related Free Time - Students are permitted use of Personal Electronic Devices during school-related free time, including, but not limited to, prior to homeroom, in hallways, cafeteria, and in all office areas with staff permission. Students using Personal Electronic Devices for appropriate personal use in such a manner as not to create disruption or annoyance to others or to create a safety hazard to the student(s).

Students are strictly prohibited from the use of Personal Electronic Devices in restrooms, locker rooms, the School Nurse's office and other areas of the building considered to be private or when directed by school personnel. All devices must be silenced and secured in a manner by which the device is neither seen nor heard in these areas of the building.

The Board of Trustees prohibits possession of laser pointers and attachments by students in the charter school building, on charter school property, on charter school buses or vans, and at charter school-sponsored activities.

#### Electronic Images and Photographs

The Board of trustees prohibits the taking, storing, dissemination, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer of other means, including but not limited to texting and e-mailing. In addition, no photograph may be taken without the expressed written consent of the subject.

Because such violations may constitute a crime under state and/or federal law, the charter school may report such conduct to state and/or federal law enforcement agencies.

The charter school shall not be liable for the loss, theft, damage or misuse of any electronic device.

#### Delegation of Responsibility

The charter school CEO shall develop administrative regulations/procedures to implement this policy. When new personal technology devices are created or their functions change or become a disruption to the educational environment, the Board of Trustees authorizes the CEO or designee(s) to prohibit or regulate their use on charter school property, charter school buses or vans, and at charter school-sponsored activities and events.

Teachers are expected to monitor and enforce the appropriate use of cell phones and other electronic devices by students.



The charter school CEO or designee shall annually notify students, parents or guardians, and employees about the Board of Trustees electronic device policy.

#### Exceptions to the Restricted Use of Personal Technology Devices During the School Day

The charter school CEO may grant approval for the use of a personal electronic device during the school day if there is a specific and well-defined need:

1. During a classroom or instructional activity.
2. Because of a medical, health, safety, or emergency situation.
3. Expressed in an individualized education program (IEP)

#### Discipline consequences for cell phone and electronic devices

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

Warning: Student will receive a written warning and be asked to only have their cell phone out during appropriate times, no points will be assigned to the students

First offense: Communication device will be placed in the office 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. Student will receive one discipline point as well as an after school detention.

Second offense: Communication devices will be placed in the office until the parent or adult relative picks up the device. Student will receive one discipline point as well as an after school detention.

Third offense: Communication devices will be placed in the office until the parent picks the device up and the child will receive one point and an after school detention. The students will then have cell phone privileges removed for 30 days.

Fourth offense: Communication devices will be placed in the office until the parent picks the device up and the child will receive one point and an after school detention. The students will then have cell phone privileges removed for 60 days.

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

#### **COMPUTER MISUSE**

A student's use of the Tidioute Community Charter School's computers and Internet resources is a privilege, not a right. In addition to the following requirements, students are required to abide by the rules and regulations set forth in policy #237, titled: "Electronic Devices". Students, and their parents/guardians, are notified of the contents of the "Electronic Devices" 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 "Electronic Devices" are as follows:

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

### **TELECOMMUNICATIONS POLICY FOR STUDENTS**

The use of the Internet is limited to educational, career, and high quality self-discovery under the supervision of a certified instructor or administrator. The supervising instructor will decide how much time, when, and how often a student may divulge in high quality self-discovery. The subject matter of this self-discovery must be approved by the supervising instructor and can only be done when the equipment is not being used for curriculum related assignments. The school maintains blocking software to monitor to restrict access to certain sites. See Board policy #815 Acceptable Use of Technology.

### **INTERNET INSTRUCTION REQUIREMENTS FOR STUDENTS**

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

### **EQUIPMENT USED TO ACCESS THE INTERNET**

Library:

Students may use this equipment only in relationship to their educational studies, career exploration, or high quality self-discovery.

Computers (cart) and Chromebooks:

Computer carts and Chromebooks will primarily be used for basic instruction of the Internet. Students may only use the websites the subject area instructor has designated for the assignment on Chromebooks and computers.

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

#### Mailing Lists (LISTSERVS)

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

#### Invasion of Privacy

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

#### Copyright and Plagiarism

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

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

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

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

#### Publishing on the Web

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

No pictures or personal information about employees or students may be posted on the Internet without permission of the person, or in the case of persons under the age of 18, the parent or guardian. All web pages must be approved by the CEO or his or her designee prior to being mounted, or linked to the TCCS Home Page.

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

Students may establish personal web pages with the approval of the building administrator and in conjunction with a school assignment. Material presented in the student's website must be related to the student's educational activity. All web page work must be free of spelling and grammatical errors. All graphics must follow guidelines set forth by copyright laws. Only when necessary for a curriculum oriented project may a graphic file be downloaded from the Internet. Permission to post the graphic should be sought from the creator of the graphic file. Graphics should be identified with originator or document from which it was extracted.

These types of projects will be removed from the individual building home page at the end of the school year in which the project was created. Documents may not contain objectionable material or link directly to objectionable material. Student web pages must have a notice that indicates the web site was designed by a student, and that the opinions expressed are not attributed to school. All student web pages must be approved by the CEO; his/her designee, and the web manager prior to becoming a link from the school website. With such approval, extracurricular organizations may establish web pages with links. Material presented on the organizational web page must relate specifically to the organization and that the opinions expressed are not attributed to the school.

### **ASSEMBLY PROGRAMS**

Assembly programs are scheduled for the enjoyment and cultural enrichment of the student body. Destructive and disruptive behavior will not be tolerated and may result in the immediate removal of the offender(s) or termination of the program. In addition, disciplinary measures may be pursued if the offense warrants further action.

### **MANDATORY PARTICIPATION AT EVENING PERFORMANCES**

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

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

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

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

### **EXTRA-CURRICULAR ACTIVITIES**

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

## **Co-Curricular Activities**

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

### **Philosophy**

Participation in co-curricular activities is a privilege afforded to students that carries with it the responsibility of good behavior. The TCCS recognizes that acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the effective school programs. Positive behavior is based on respect for one's self and for the worth and dignity of others. The TCCS has a legitimate and substantial community interest in promoting respect for authority, traditional values, and in developing positive behavior.

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

The CEO will periodically review and approve the following rules of conduct for students:

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

### **Authority**

The CEO shall make school facilities, supplies, and equipment available and shall assign staff members for the support of a program of co-curricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act. Any co-curricular activity will be considered to be under the sponsorship of the school when it has been approved by the CEO.

The Board will maintain the program of co-curricular activities at no cost to the participating students, except those listed as per the Board's policy on regular school supplies. Students may assume all or part of the costs of travel and attendance at co-curricular events and tips.

### **Delegation**

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

- Access the needs and interest of the students of the Tidioute Community Charter School
- Invite the participation of parents and community in the development of a program of co-curricular activities. Such participation shall be in accordance with

the Equal Access Act.

- Involve students in the planning of co-curricular activities
- Be responsive to the articulated needs of students
- Ensure the provision of competent guidance and supervision of staff
- Guard against the exploitation of students
- Provide for a variety of experiences and a diversity of organizational models
- Provide for the continuing evaluation of the co-curricular program
- Ensure that all co-curricular activities are open to all students and that all students are fully informed of the co-curricular opportunities open to them.
- Club By-Laws will outline specific expectations.

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

#### Equal Access Act

TCCS shall provide the opportunity for one or more non-curriculum related secondary student groups to meet on school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum on the basis of the religious, political, philosophical, or other content of the speech at the meetings. Such meetings must be voluntary, student initiated, and not sponsored in any way by the school, its agents or employees. Non-instructional time is the time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

The meetings cannot materially and substantially interfere with the orderly conduct of educational activities in school. The school retains the authority to maintain order and discipline on the school premises to protect the well-being of students. Such meetings are on a voluntary basis.

#### Guidelines to Co-Curricular Activities

- Any action relative to the activity
- During normal school hours
- On school property
- On all TCCS provided transportation
- In transit to and from a co-curricular activity
- During the hours a co-curricular activity is taking place (includes overnight trips)
- While serving as an official representative to the co-curricular activity
- The student participants represent the Tidoute Community Charter School, as well as their families and their community.
- Student participants should be exemplars of good behavior. It is the intent of the co-curricular policy to complement and coincide with the athletic policy.

Students violating any co-curricular regulation while participating in a club organization activity will be subjected to disciplinary action as defined in the specific rules section.

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

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

B. The CEO shall take whatever measures necessary to exclude from the school building, premises or environs an activity or devices tending to promote such secret

organizations. The CEO is empowered to take such disciplinary action as may be necessary to enforce this position, including suspensions of offenders.

### Procedures and Responses to Rule Violation

For the purpose of excluding or disciplining a student due to an infraction of one or more of the above stated rules, the CEO shall employ the following procedure:

1. A student that is to be excluded from an activity or to be otherwise disciplined during or for a period of ten days or less, shall be informed of the reasons for the exclusion or discipline, and given an opportunity to respond. Prior notice and the presence of the student's parents shall not be required; however, the parents shall be notified of the exclusion or discipline imposed. No appeal shall be permitted and the exclusion or discipline shall be within the sole and exclusive discretion of the school administration.
2. A student to be otherwise excluded or disciplined shall be informed of the reasons and the discipline or exclusion to be imposed. The student shall further be informed that an appeal hearing may be held on such exclusion or discipline with the students and parents upon their written request to appeal a suspension. The said hearing shall be conducted by the Board. Notice of the time and place shall be provided to the student and parents, and written notice of the hearing examiner's decision shall be given to the student and parents.

### School Suspension or Expulsion and Academic Requirements

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

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

## **Athletic 2019-2020**

### Academic Eligibility

In addition to the athletic eligibility standards set by the Pennsylvania Interscholastic Athletic Association (PIAA), TCCS Student-Athletes are expected to maintain appropriate and solid performance in the classroom. Participation in athletics is a privilege, not a right, and students should remember that their academic performance is vital to their future success. In order to assist the student in meeting his/her academic obligations, teachers and coaches are encouraged to engage in a free-sharing of information. The ultimate responsibility, however, rests with the student, who must meet the academic standards discussed below:

- All students who meet the PIAA eligibility rules and hold at least a 65% in all of their courses will be initially eligible at the beginning of each athletic season with the presumption that they will uphold their Student-Athlete academic eligibility responsibilities throughout each season.
- One week into the season the Athletic Eligibility Coordinator will check the grades of all student athletes. At this time, student-athletes must possess a cumulative GPA of 72% or higher to remain eligible. If an individual does not have the required GPA, he/she will be

ineligible for the following game. A Student-Athlete failing (grades below 65%) one course in a weekly check period, but still meeting Academic Eligibility standards, will be placed on probation. Those Student Athletes failing more than one course will be ineligible until those course grades improve to meet the Academic Eligibility standards. The Student-Athlete may continue to practice with the team, but is encouraged to attend after-school help sessions to improve academic performance. The Athletic Director - Assistant Principal will determine eligibility after reviewing each student's situation.

The purpose of this eligibility plan is to respect the fact that most of our Student-Athletes are able to maintain high academic standards while also participating in extracurricular activities. For those who may experience academic difficulty, this plan provides an opportunity to use athletic participation to help encourage improved academic performance. If, however the students grades have not been updated in two consecutive weeks (teachers grade books), the student will be able to participate in athletic events.

#### Absences from Practices/Games

- Consequences for unexcused absences will be determined as per team rules, as agreed upon by coach and athletic director.

#### Conduct Unbecoming of a Student Athlete

- Student-Athletes at TCCS are held to higher standards than the rest of our students, at times, because they are in the public and represent our school in various venues. TCCS athletes wear the BULLDOG uniforms for all to see.
- This conduct includes, but is not limited to: disrespect by a Student-Athlete to another player, coach, official, spectator, faculty, or staff, use of obscene or offensive language, any rude or improper gestures.
- In the case of a report that a student-athlete at TCCS has committed any form of conduct unbecoming of a student-athlete either inside or outside of school, the incident will be investigated. If enough evidence is found to prove that the original report was true, the acting Athletic Director shall decide the disciplinary action to be taken.

#### Discipline

Student-Athletes that receive discipline referrals during an athletic season will automatically be subject to the following action plan: Referrals will be investigated to determine their level of seriousness.

- First Referral-Consequences as per coaches rules
- Second Referral-One game suspension from the next scheduled game depending on the severity of the student-athlete's infraction, after the referral has been processed.
- Third Referral- Two game suspension and tier three intervention required before student is permitted back to athletic participation.

*\*Severity of referral- result of investigation and resulting school discipline applied- could result in student's removal from athletic season.*

#### School Day Attendance

1. In the case of late arrivals during an athletic season Student-Athletes must be signed in at the office before 11:00 a.m. If a student signs in after 11:00 a.m., they will not be eligible to participate in the day's practice/game. The Athletic Director will investigate unusual circumstances. This expectation is in place so that students may not choose to



avoid school work but still intend to play the sport after school.

2. If a Student-Athlete is absent part of the school day due to a medical reason or family emergency, he/she may provide an excuse from the doctor for medical reasons or parent/guardian for a family emergency validating the absence to still be eligible to participate in that day's practice/game.
3. In the case that Student-Athletes are part of a school club or organization that has an activity requiring absence during the school day, the absence will be excused and he/she will be eligible for the day's practice/game.
4. Attendance shall be tracked by the coaching staff and/or Athletic Director.
5. Students are required to be in school and attend practice the day before, and the day after a game, to be eligible to play in the current or next game. If the student is absent without a medical excuse (not parent note) they will not start the next game, this is athletic mandated.

### Tobacco, Alcohol, or Drug Use

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

### Transportation

1. Student-athletes must have approval from the head coach as well as a signed note from their parent/guardian before they are excused from riding the bus home with the team.
2. In the case that a parent/guardian requests that their son/daughter be excused from using the provided transportation the acting Athletic Director will decide if it is a reasonable request and grant or deny permission. This request must be written and signed by the parent/guardian and received at least one day in advance.

### Injuries

1. Any student that has been deemed ineligible to play by medical note, will not be permitted to dress for practice.
2. No athlete will be permitted to return from injury unless they are cleared by a doctor.
3. Concussion Awareness: please visit:

[https://www.cdc.gov/headsup/pdfs/highschoolsports/coach\\_guide-a.pdf](https://www.cdc.gov/headsup/pdfs/highschoolsports/coach_guide-a.pdf)

*\*regardless of injury athletes should communicate with coach(es) about attendance of games and/or practices*

### Varsity Letter Requirements

Student requirements for Varsity Lettering is as follows:

- Volleyball = 65% of all matches
- Basketball = 65% of all quarters
- Trap = 65% accuracy overall for the year.
- *\*Students may dress for Varsity and not meet lettering requirements*

## PEST MANAGEMENT

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

Pest sightings need reported to our Head Janitor who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include: increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc. From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these area(s) prior to application and for two days following the application.

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

## **HOMEROOM**

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

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

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

Violation of classroom / laboratory / school safety practices shall include any actions which endanger oneself or others through the use or misuse of classroom and/or laboratory equipment. If a violation is very serious, causing damage or injury, the student will be removed from the laboratory and the incident will be treated as either a second or third offense. Students are not permitted to open school doors to allow someone to come into the building. Doors are opened by the school office or school staff.

## **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. All visitors must scan a government issued Id or photo license through our RAPTOR system in the school office.

## **HALL PASSES**

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

## **DISCIPLINE**

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

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

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

Examples include but are not limited to

1. Inappropriate/uncontrollable laughing and giggling
2. Chasing other students and/or running around
3. Hitting other students while 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, making fun of etc. aimed at students, teachers or staff.
8. Talking out of turn, yelling out, making loud noises.

### **SMOKING/TOBACCO USE**

School Tobacco Control (ACT 145)

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

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

The use or possession of tobacco products is prohibited in a school building, a school bus or on school property owned by, leased by or under the control of the school district (Smoking on

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

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

### **ETHNIC INTIMIDATION AND HARASSMENT**

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

### **MISCELLANEOUS INAPPROPRIATE BEHAVIOR**

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

### **STUDENT RELATIONSHIPS IN SCHOOL**

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

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

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

Third Offense - The number of Out-of-School Suspension (O.S.S.) days will continue to increase 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 Directors for discipline up to and including expulsion.

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

**TERRORISTIC THREATS/TERRORISTIC ACTS** The following definitions apply as used in this section:

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

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

**TRESPASSING** – To enter or remain in or on school property, knowing or having reason to know that one is not permitted to enter or remain. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. A conference will be held with the parent, student, and appropriate staff.

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

Students are strictly prohibited from bringing, carrying, using, concealing, or possessing weapons or any replica or look alike object thereof on school property, at any school sponsored activity, or on any public conveyance providing transportation to a school or school sponsored activity. Any student found in possession of or bringing, carrying, using or concealing a weapon or any replica or look alike thereof, on school property, at any school sponsored activity or on any public conveyance providing transportation to a school or school sponsored activity will be given ten (10) days Out of School Suspension (O.S.S.) and referred to the Board of Trustees of the Tidioute Community Charter School for immediate expulsion for a period of not less than one (1) year. However, the Chief Educational Officer may recommend modifications of this expulsion requirement for a student on a case by case basis.

The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. A conference will be held with the parent, student, and appropriate staff. The CEO shall report the discovery of possession of

any weapon on school property, at school sponsored activities, or on public conveyance providing transportation to a school or school sponsored activity to the Department of Education.

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

**THEFT / STEALING-** The intentional, unlawful taking, concealing and/or carrying away of property belonging to, or in the lawful possession or custody of another. Offenses will be determined by monetary value (major, minor).

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

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

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

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

Depending on the severity of the incident, any student found defacing or destroying school or personal property will face punishment. 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 the Tidioute Community Charter School for discipline up to and including expulsion.

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

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

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

another person for the purpose of allowing such authorities to take appropriate safety precautions.

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

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

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

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

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

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

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

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

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

**FIGHTING / ASSAULT / PHYSICAL ACTS OF VIOLENCE (ZERO TOLERANCE)-**  
The deliberate or reckless attempt to cause or the actual causing of physical pain or injury to

another or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury.

**INAPPROPRIATE TOUCHING (minor):** *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. The incident may be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted. The student may receive In School suspension or a Saturday detention.

**INAPPROPRIATE TOUCHING (major) Fighting:** Any physical conflict between two or more people, with the intent to harm another. A student who assaults or commits a physical act of violence on another student or any school personnel will be given out-of-school suspension (O.S.S.) and may be referred to the Board of Trustees of the Tidioute Community Charter School for discipline up to and including expulsion. 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 parents, students, and appropriate staff. The student who is expelled may not participate in any school events including proms and graduation.

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

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

1. FIRST OFFENSE – Detention or In-School Suspension (I.S.S.) will be assigned. Parent contact will be made.
2. SECOND OFFENSE - Out-of-School Suspension (O.S.S.) for all involved except for the victim(s). A conference will be held with the parent, student, and appropriate staff. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.
3. THIRD OFFENSE - Out-of-School Suspension (O.S.S.) for all involved except for the victim(s) and referral to the Board of Directors of the Tidioute Community Charter School for discipline up to and including expulsion. A conference will be held with the parent, student, and appropriate staff. The incident will be reported to the appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

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



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

#### Complaint Procedure:

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

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

#### Implementation Principles and Guidelines and Strategies

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

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

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

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

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

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

### Consequences of Violation of Sexual Harassment Policy

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

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

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

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

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

### UNAUTHORIZED SUBSTANCES (Illegal drug policy)

1. Definitions:
  - a. Illegal alcohol - any malt, brewed, or distilled beverage, the purchase or possession of which by a person less than twenty-one years of age is prohibited by Pennsylvania State Law.
  - b. Illegal Drug -
    - (1) Any substance (other than food) which affects the structure or function of the human body when introduced into the body by ingestion, injection, inhalation, or any other means; the possession, delivery, or use of which is prohibited by

Pennsylvania and/or Federal Law, unless prescribed by a physician or licensed by the state or federal government to possess, deliver, or use such substances.

(2) Any legal substance not intended for introduction into the human body, but which when introduced into the body affects the structure or function of the human body; which is possessed for the purpose of introduction into the body; and the introduction into the body of such substance is prohibited by Pennsylvania or Federal Law (such as solvents).

- c. "Look-alike" drugs/substances- Any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substance.
- d. Misrepresentation - any attempt to distribute a substance which has been inaccurately described or implied to the receiver as an unauthorized substance.
- e. Paraphernalia - Tools or equipment whose function is to aid a user in consuming or selling any type of drug, controlled substance, alcohol or any other unauthorized substance.
- f. Possession- Student in possession of unauthorized substances found on the person of the student, in the student's locker, and under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.
- g. Use of an unauthorized substance - Either the actual use during school hours or at school-sponsored activities either during or after school hours; or the use prior to arrival at school or school-sponsored activities which evidences itself by strong odor or any unusual behavior.
- h. Unauthorized substances - Shall include but are not limited to alcohol, illegal drugs, controlled substances, prescription drugs, non-prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended or prescribed, anabolic steroids, look-alike drugs/substances, and any substance which is intended to alter mood.

#### Disciplinary consequences for violating Unauthorized Substances provisions

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

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

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

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

#### Misrepresentation of an Unauthorized Substance-

1. First Offense - Required notification of parent/guardian and an informal hearing held. The Student will receive a suspension. Required referral to Student Assistance Team. Possible referral to the Board of Trustees for expulsion.
2. Second and Subsequent Offenses - required notification of parent/guardian. The Student will receive a suspension. Possible referral to the Board Trustees for discipline up to and including expulsion.

#### Possession of paraphernalia-

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

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

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

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

1. No student shall be suspended (one to ten days) until the student has been informed of the reasons for the suspension and given an opportunity to respond. However, prior notice (same day) notice of the intended suspension to the parent/ guardian need not be given when it is clear that the health, safety, or welfare of the school community is threatened and immediate action is necessary by the administration. Calls home will be made.
2. The student's parents/guardians shall be notified of suspension(s) by phone within 24 hours with a written letter to follow. Parents will be informed in writing when the student is suspended. Every effort will be made to call/contact parents or guardians when a suspension is going to be made on the day of the infraction.
3. When the suspension exceeds three (3) school days, the student and

Parent/guardian shall be given the opportunity for an informal hearing. The purpose of the informal hearing is to enable the student and/or parents/guardians to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The student has the following due process rights in regard to the informal hearing:

- a. Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
- b. At least 48 hours' notice of the time and place of the informal hearing shall be given.
- c. A student has the right to question any witnesses present at the hearing.
- d. A student has the right to speak and produce witnesses on his/her own behalf
- e. The Charter School shall offer to hold the informal hearing within the first three days of the suspension.

B. Expulsion: Expulsion is exclusion from school for a period exceeding (10) school days and may be permanent expulsion from the school rolls.

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

## **BULLYING/CYBERBULLYING**

The Tidioute Community Charter School Board of Trustees is committed to providing a safe, positive learning environment for Tidioute Community 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 any form of bullying by all Tidioute Community Charter School students.

Definitions: Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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

Scope: School setting means in the school, on school grounds, time traveling to and from school, or any activity sponsored, supervised or sanctioned by the school. Bullying or cyber-bullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Bullying may include acts that occur outside of school if those acts are intentional, electronic, verbal or physical, are directed at another student or students, are severe, persistent or pervasive, and have the effect of (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the school.

Reporting: The Board encourages students who have been bullied or witnessed bullying to promptly report such incidents.

A student or third-party witness who believes an individual has been subject to conduct that constitutes a violation of this policy shall report the incident to an administrator or school employee.

A school employee who witnesses, suspects, or is notified that a student has been subject to conduct that constitutes a violation of this policy shall report the incident to building administrator.

Investigation: The Board encourages students who have been bullied to promptly report such incidents to designated employees.

The Board directs that complaints of bullying and/or harassment shall be investigated promptly, and corrective action shall be taken when allegations are substantiated.

Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

Communication: The student handbook shall contain this policy and be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the school's website.

Training and Prevention: The school may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in, and reporting of bullying.

Consequences: A student who violates this policy shall be subject to appropriate disciplinary action consistent with the code of student conduct. The consequences may vary depending on the seriousness and pervasiveness of the bullying and may include:

- Counseling with the school
- Parental Conference
- Loss of school privilege
- Transfer to another classroom
- Loss of school bus privileges
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Referral to law enforcement official

See Board Policy #219.

## **DISCIPLINARY PROCEDURES**

Categories of disciplinary action could include any of the following:

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

Lunch Detention – The 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 the administration. They will need to complete an I.S.S. packet before they can work on any other work. If they do not complete the packet they will receive an additional day of I.S.S.

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

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

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

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

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

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

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

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

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

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

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

### **DISCIPLINE CHART**

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

#### **TCCS BEHAVIOR CONSEQUENCES-Discipline - 2019-2020**

TCCS 8-13-19

One Point Offense - RESULT After School Detention / Lunch Detention
Disruption of Learning Environment- Class - Hallways- Gym-Cafe



Misuse of Pass  
Throwing Food or Drink  
Profane language / gesture (minor)  
Cell Phone Violation  
Technology Violation  
Leaving class- gym- cafeteria without permission  
School Safety Violation/ Opening Doors- Unsafe Act ( minor)

Two Point Offense - RESULT  
In School Suspension (ISS) / Saturday Detention

Bullying / Cyberbullying  
Cheating/Plagiarism- Teacher consequences too  
Disrespect of Authority Figure - Employee - Contracted Employee  
Insubordination  
Profane language / gestures (major)  
Inappropriate Touching / Pushing (minor)  
Harassment - Investigation to occur  
Skipping class / detention/ lunch  
Leaving school without permission  
Leaving class without permission  
Vandalism  
Stealing/ Theft (minor)  
School Safety Violation - Locking classroom door - Preventing Safety

Three Point Offense - RESULT  
Out of School Suspension (OSS)

Disorderly Conduct  
Tampering with Safety Equipment - Fire ext.- Cameras- Locks- Pull Box  
Possession / use of tobacco (vape paraphernalia)  
Stealing/ Theft (major)  
Reckless Endangerment  
Bullying / Cyberbullying (major)  
Sexual Harassment - Investigation  
Inappropriate Touching (major)  
Fighting - Throwing of fists - hands- harmful tackling - holding

Four Point Offense - RESULT  
Out of School Suspension (OSS) / Board Hearing Referral

Arson - Attempted Arson  
Bomb Threat  
Possession- Use of a Weapon ( Act 26)  
Possession or Use of Alcohol- Drugs ( Act 26)  
Riot - Unlawful Assembly in a Group  
Terroristic Threats- Intention to Cause Harm to Others  
Serious Physical Harm inflicted upon students - employees- adults in school ( major)  
Drug or controlled substance possession/ sale ( Act 26)

Indecent Exposure

Trespassing

Extortion

Extreme Safety Violation such as Disruption to Electric- School Systems

Fighting if a continuing - ongoing offense from Level 3 cases

Transportation Offense - TCCS 2019-2020

(Please refer to Student Handbook for definition of minor and major offenses)

Minor Offenses

1st Offense: Warning and Parent - Guardian will be notified that day-called

2nd Offense: 1 day suspension of riding privileges

3rd Offense: 2 to 3 day suspension of riding privileges

4th Offense: 4-10 day suspension of riding privileges

5th Offense: Suspension of riding privileges for the balance of the school year. A meeting will take place with the building administrator, parents, student, and driver). School Districts manage our transportation so they will be involved in this level. Note: IDEA rules will follow if a student has special circumstances.

Major Offense

1st Offense: Suspension of riding privileges for 3 to 10 days - Principal Hearing

2nd Offense: Suspension of riding privileges for a minimum of 30 days (A meeting will take place after 10 school days and will include a meeting with the building administrator, parents, student, and driver)

3rd Offense: Suspension of riding privileges for the balance of the school year. (A meeting will take place after 30 school days and will include a meeting with the building administrator, parents, student, and driver)

**\*Students will be held responsible for damages to any school bus. BUSSES ARE TO BE SAFE PLACES FOR STUDENTS AND GUESTS AND DRIVERS.**