

SusQ-Cyber Charter School
240 Market Street, Box 1A, Suite 15
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PARENT - STUDENT
HANDBOOK
2011 - 2012

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Mission Statement

The SusQ-Cyber Charter School will use the Internet or other emerging technologies to deliver a personalized educational program to learners who express the desire and/or demonstrate the need for non-traditional, flexible delivery of curriculum.

“A School Without Walls”

Belief Statement

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

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

Vision Statement

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

Board of Trustees

Mr. William Allison	President
Dr. Donald Baumgartner	Assistant Treasurer
Mrs. Margaret Baumgartner	Member
Mrs. Kathy Bohinski	Member
Ms. Kathleen Hummel	Secretary
Mr. Terry Light	Solicitor
Mr. Edward Sowul	Treasurer
Mr. John Zerance	Vice-President

Parents who are interested in serving on the Board of Trustees or on SCCS committees should contact the Chief Executive Officer. Officers are elected in September of each year.

MONTHLY BOARD OF TRUSTEE MEETINGS

The SusQ-Cyber Charter School Board of Trustees meets monthly on the fourth Tuesday of each month unless set otherwise by the Board at the September Reorganization Meeting. Meetings are held at the CSIU. Meeting dates for the year are announced after being set at the annual reorganization meeting held in September. The annual list of dates is published each October in the newspapers under meeting notices. All meetings are announced as public meetings.

STAFF LISTING

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FACILITY LOCATIONS

Administrative Office:

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

Business Office:

The business office is located in the Central Susquehanna Intermediate Unit Office Building at 90 Lawton Lane in the Milton Industrial Park in Milton, PA. The office is in the Annex Building of the CSIU, on the same campus, on Lawton Lane.

Policies

I. TRANSFER STUDENTS EXPELLED OR SUSPENDED BY OTHER SCHOOL DISTRICTS

- A. The Board of Trustees recognizes that students who have been expelled from other school districts may attempt to enroll in the SusQ-Cyber Charter School. These students may pose a threat to the educational environment and/or the safety of the students and staff of the SusQ-Cyber Charter School. The Board shall recognize, and give full faith and credit to the expulsion or suspension which has been imposed by another school district to an incoming student, if it is determined that the school from which the student transferred, properly imposed the expulsion or suspension. A due process hearing may be held if requested by the parent.
- B. For the purposes of this policy; “SCCS” means SusQ-Cyber Charter School; “transferor district” or “the transferor district” means the last school district at which a student was enrolled before that student attempted to enroll at SCCS.
- C. No student who transfers into the SCCS may begin regular classes if that student has been expelled from the transferor district. A student who transfers to the SCCS after being expelled by the transferor district shall be designated an expelled student by the SCCS. If the student is designated an expelled student by the SCCS due to an expulsion imposed by the transferor district, then that student and his/her parents/guardians shall be entitled to a formal hearing. If the transferring student is entitled to a full hearing, the hearing shall be conducted following the due process requirements set forth in Board policy # 233.
- D. An expelled student will only be enrolled in the SCCS and be permitted to schedule classes upon the direct written request of the Superintendent of the expelling district.
- E. If the transferor district has suspended a student, and that suspension has not been fully served by the student, the SCCS shall require that the student serve the remainder of the suspension imposed by the transferor district.
- F. If the student is required to serve the remainder of a disciplinary suspension which is more than three (3) days and less than ten (10) days, that student and the student’s parents/guardians are entitled to an informal hearing.
- G. The purpose of the hearing, whether informal or formal, is not to reevaluate whether or not the suspension or expulsion imposed upon the student was warranted based on the findings of facts made by the school board of the transferor school district. Rather, the purpose of the hearing is to determine the legitimacy of the action of the transferor district.

II. STUDENT RESPONSIBILITIES

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

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

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

III. GRADUATION REQUIREMENTS

Graduation from the SusQ-Cyber Charter School, which is accredited by the Pennsylvania Department of Education, must be in accordance with the graduation standards established by the State and the SusQ-Cyber Charter School Board of Trustees.

Graduation shall be based on the total number of 22.5 credits earned within a four year sequence consisting of ninth, tenth, eleventh, and twelfth grades. In order to graduate a student must earn a total of 22.5 credits during the 9th, 10th, 11th, and 12th grades. Two half-credit courses may be combined to equal a 1-credit course. Specific course areas are as follows:

English	= 4.0 credits
Social Studies	= 4.0 credits
Math	= 4.0 credits
Science	= 4.0 credits
Health	= .5 credits
Phys. Ed	= 1.0 credits
Arts & Human.	= 2.0 credits *
Elective	= 3.0 credits **
Total Credits	= 22.5 credits

*1 course must be Family and Consumer Science

**Graduation Project – one half credit

Credits for Promotion:

Promotion to 10th grade – 5.5 credits

Promotion to 11th grade – 11 credits

Promotion to 12th grade – 16.5 credits

To graduate – 22.5 credits

Grading System:

A = 90 – 100 B = 80-89 C = 70-79 D = 60-69 F = 59 or below

Honor Roll:

Academic achievement shall be recognized by SCCS. Students will be recognized at the end of the first semester and at the end of the school year. Honor Roll recognition will be granted to a student who:

- A. Maintains an “A” average in all course work as determined by the standards of the course provider.
- B. Completes all semester course work in a period of 90 school days.

Physical Education Requirements:

Physical Education is a required component of the PA Department of Education curriculum requirements and is a part of the graduation requirements of SCCS. Students will be required to successfully complete one and one-half credits of health and physical education for graduation. Physical Education will be assigned to all students every year and will be scheduled by the Health and Physical Education Teacher. Physical Education may be conducted through a variety of locations as well as properly monitored independent study programs accepted for credit, as well as on-line and paper courses through the various course providers.

IV. ATTENDANCE

Section 1327 of the Public School Code establishes the compulsory school attendance law. Under this section, all students under seventeen are of compulsory school age and are required to attend a day school in which subjects and activities prescribed by the standards of the Pennsylvania Department of Education are taught in the English language.

Recent publication of the Student Rights and Responsibilities states that student's responsibilities include regular school attendance, conscientious effort, and conformance to school rules and regulations. Five and one half hours per day for 180 days constitutes a year of schooling. The student is responsible to log on to courses on the SCCS website each day. The days counted for attendance are the school days on the school calendar. Absence excuses must be submitted by the parent or guardian to verify attendance. Full day attendance requires 5.5 hours of schoolwork. Three (3) hours constitutes a half-day of attendance. Failure to record attendance will be considered non-attendance for that day and depending upon age of the student will be an unexcused or illegal absence. Illegal absences will constitute truancy.

V. TRUANCY

Under Act 29 (1996), a parent who fails to comply with the provisions of the School Code regarding compulsory attendance could be ordered to pay a fine, not exceeding \$300, and pay court costs, or be sentenced to complete a parenting education program. Act 29 also provides that students convicted of a newly created summary offense related to habitual truancy will be subject to a 90-day suspension of their operating privileges by the Department of Transportation. A second conviction will require a six-month suspension period. Additionally, unlicensed juveniles may be prohibited from applying for a learner's permit for 90 days (first offense) and six months (second offense) commencing upon their sixteenth birthday. If cars are used during class cutting, it will be considered a driving violation and will result in a loss of the privilege. Students who are beyond the age of compulsory school attendance must attend regularly and submit the attendance logs. Failure to attend regularly as evidenced by the lack of submission of Attendance Reports and the lack of progress on assignments as shown by computer records and test results will result in students being dropped from the rolls for non-attendance.

VI. FIELD TRIPS

Field Trips are a method whereby students can expand the benefits of their educational experience. These trips will be carefully chosen to support the curriculum and provide valuable learning experiences. Field trips may be planned by the school to enhance the education of the students. Field trips will be at the expense of the SCCS, with the exception of meals and spending money. Parent permission is required for participation on all field trips.

Medication Policy for Field Trips

SCCS recognizes that the field trip experience is a valuable asset to the school's curriculum. It is also aware that students who receive prescription medication on a daily basis may have to continue this schedule when away from the school environment. Because a nurse may not be present on a field trip, it may be necessary for the student to self-administer his/her medication during the time away from the school. Parents are permitted to accompany their child on field trips if deemed necessary to monitor special health concerns or to administer prescriptions or to permit their child to self-administer the medication. Students are permitted to carry properly labeled prescription medication with them on the field trip.

VII. STUDENT RECORDS

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

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

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

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

Directory information is used to identify students and to provide identifying information as to name, address, telephone number, date and place of birth, sex, major field of study, activities, dates of attendance, degrees and awards, and past schooling.

Medical records are maintained by the school nurse and are used to ensure that students are properly immunized, to maintain height, weight, vision and hearing screenings as part of the student's health records which may help detect health problems as they develop, and to provide awareness of medical conditions.

Academic records are maintained to track the student's educational progress and to prepare the records for graduation and post graduation transcripts. Attendance records are maintained to permit the charter school to prepare state reports for attendance and district tuition reimbursement.

Discipline records are maintained as a record of discipline incidences, which also are used to prepare state reports regarding incidences of violence, smoking, and drug use as non-personally identifiable data. They also are used for background supporting information for future discipline hearings, which may be held if required by further discipline problems.

Court orders and custody memoranda are maintained to direct the charter school regarding parent of record and custody issues.

Special Education records are maintained and used to record that all proper procedural safeguards have been employed in the assessment and placement of students and they include assessments and evaluations relative to the student.

Educational record storage is to be maintained as follows:

- Directory information – not generally considered harmful or an invasion of privacy if released will be available as part of public record and stored in general files.
- Locked nurse’s file – medical records.
- Locked student file – Academic records: Grade transcripts, course information and progress reports, and letters regarding academic progress
- Standardized test results including IQ tests, achievement test, and PSSA test results, academic placement records, attendance records, discipline records, court orders and custody memoranda.
- Locked special education files – records related to special education services including requests to evaluate, psychological evaluations, CERs, IEPs, reevaluations, records of meetings and hearings.

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

Access to records Access to identifiable confidential educational records will be restricted to staff, who need access to such records in order to perform educational services for the student. Such access will be recorded on logs maintained with the files, which will record the name of the staff member, the files accessed, the date, and the purpose of access. Parents or eligible students may review these logs.

Parent access The SCCS shall permit parents to inspect and review any educational records relating to their child that are collected, maintained, or used by the charter school under 34 CFR part 300. The charter school will comply with a request without unnecessary delay and before any meeting regarding an IEP, or any hearing pursuant to 300.07 and 300.521 – 300.528, and in no case more than 45 days after the request has been made.

A parent or eligible student may request that records they believe to be incorrect or inaccurate be amended. The SCCS shall decide if the record should be amended and will inform the parent or eligible student. The parent or eligible student may request a hearing if the Cyber School decides the amendment is not warranted. If the hearing determines the record should be amended, the record will be amended. If the hearing determines the record should not be amended, the parent or eligible student shall have the right to attach a statement, which will be maintained along with the record and disclosed with the record.

VIII. CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all school property, books, computers, supplies, equipment, etc.. Students who disfigure property, or do other damage to school property, will be required to pay for the damage done or the replacement of the item.

Computers and books are loaned to students for use in their educational program. Computers are for the use of students only. Computers and books are to be returned at the completion of the school term or when the student leaves the program. Failure to return computers could subject the student and parent to legal consequences. Damage to laptop computers by dropping, stepping on screens or damage by small children and/or pets is the student's responsibility. Parents may need to notify their property insurance company to be sure the computer is covered. Parents that do not have home owners or renter's insurance to cover the loss of the computer should consider such coverage to avoid out-of-pocket expenses.

IX. CHANGE OF ADDRESS

It is vitally important for SCCS to maintain up-to-date records regarding a student's address and phone number. *Any change of student address* or phone number, or parent/guardian address or phone number, must be reported to the school office immediately. Students who change e-mail addresses must notify the school immediately. Change of residence from one sending school district to another must be immediately submitted to the cyber school so proper district billing is maintained.

X. HEALTH EXAMINATIONS

SCCS is required by the School Code to ensure that the requirements of the Department of Public Health and mandated health regulations are followed.

- A. The Board of Trustees shall require that students in the Cyber School submit to health examinations.
- B. Each student shall receive a comprehensive health examination if one is not completed prior to enrollment. All 11th grade students must have a physical examination. A private examination conducted by the family physician and at parent's expense will be accepted in lieu of the school examination if completed within one year of the 11th grade. The school may conduct the examinations if the parent is unwilling to provide.
- C. For each student transferring to SCCS, a certified nurse shall request the health records from the transferring district.
- D. The individual records of health examinations shall be maintained as a confidential record subject to statute and the policies of this charter school.
- E. A student who presents a statement signed by his/her parent or guardian that a medical examination is contrary to his/her religious belief shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons.
- F. Where it appears to school health officials or teachers that a child deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent or guardian of the child shall be informed of the recommendation to consult a private dentist or physician. The parents shall be required to report to the school the action taken subsequent to such notification. When the parents or guardians inform the school of financial inability to provide an examination, the school shall advise them of the availability of public assistance. Where no action is taken, the school may conduct further examinations.

- G. Parents and guardians of children who are to be examined shall be notified of such examinations. The notice shall include the date and location of the examinations.
- H. When any parent, guardian, or student refuses to present evidence of required 11th grade physical examination by their private physician and also refuses to consent or appear for a physical examination by the school physician, it shall be considered a refusal to abide by the PA Department of Health mandated rules and will result in the student being excluded from school for the next school year until the examination is properly recorded. In the case of seniors who have not complied with the 11th grade examinations, their graduation may be delayed pending the submission of the record of this required examination.

XI. AFFIRMATIVE ACTION COMPLIANCE

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

XII. STUDENT DISCIPLINE

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

- A. The following offenses may cause immediate suspension and a hearing for expulsion before the Board of Trustees:
 - 1. Sale, use, or possession of drugs
 - 2. Sale, use, or possession of illegal alcoholic beverages.
 - 3. Vandalism of school property.
 - 4. Possession of a weapon, including a look alike, at a school-sponsored activity, or on public transportation to a school site or school-sponsored activity.
 - 5. Any unlawful acts under the laws or ordinances of the Commonwealth of Pennsylvania or the local municipality.
- B. First offense for the following may require up to a ten-day suspension and multiple offenses will require a hearing before the Board of Trustees for possible expulsion.
 - 1. Smoking, use, or possession of tobacco products in a school bus, or on school property owned by, or leased by, or under the control of the School and as referenced by Act 145 of 1996.
 - 2. Persistent misbehavior and/or violation of school rules.
 - 3. Consistent absenteeism and tardiness.
 - 4. Persistent lack of effort in schoolwork.

- C. All of the above rules and regulations also apply when students are participants or spectators in any extracurricular activities (school sponsored dances, class plays, sporting events, etc.) or taking part in any field trip.
- D. The administration shall have the right to formulate other rules, regulations, and disciplinary actions that it deems necessary to conduct a well-disciplined, safe, and orderly school.

Exclusion from School

- A. Exclusions from school may take the form of suspensions or expulsions.
 - 1. "Temporary Suspension" shall mean exclusion from school for an offense for a period of up to three school days. The "Temporary Suspension" may be given by the administration, with an informal hearing for offenses, such as persistent misbehavior, fighting, smoking, and other actions on the part of the student that are deemed more serious in nature than those covered under detention. The purpose of the informal hearings is to enable the student to meet with the school administration to explain the circumstances surrounding the event, for which the student is being suspended, to demonstrate that there is a case of mistaken identity, or to show that there is some compelling reason why the student should not be suspended. Prior notice of an intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
 - 2. "Full Suspension" shall mean exclusion from school for an offense for a period of up to ten school days. An informal hearing, before the school administrator, shall be given to the student and offered to the student's parents or guardian. The "Full Suspension" may be given by the administrator for offenses deemed to be of a serious nature, such as possession, use, sale, or giving of alcoholic beverages or drugs on school property, acts of vandalism, persistent misbehavior, and those actions that persist on the part of the student after detention and a lesser suspension have failed. Suspensions may not be made to run consecutively beyond the ten school day period.
 - 3. "Expulsion" is exclusion from school by the Board of Trustees for a period exceeding ten school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing.
- B. While excluded from school, students shall have the responsibility to make up exams and be permitted to complete the assignments within guidelines established by the Board of Trustees.
- C. A suspended student is not permitted to work on his/her on-line courses from home and must report during regular school hours to one of the cyber school's test centers to complete their work under the supervision of a distance learning monitor on the test center's computers. During exclusion, the student may not access his/her courses from

home and the Internet access will be disabled. All work must be completed at the test center in a supervised setting for 5.5 hours per day.

- D. The parents and Chief Executive Officer (CEO) shall be notified immediately in writing when a student is suspended.

Regarding Expulsions

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

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

- A. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study, or through another educational program approved by the School's CEO.
- B. If the parent or guardian is unable to provide for the required education, they must within 30 days submit to the School written evidence so stating. The School then has the responsibility to make some provision for the student's education. If 30 days pass without the school receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent, and pending the parents' or guardian's provision of such education, the School must make some provision for the student's education.
- C. In the case of noncompliance with the approved education program, the School may take action in accordance with Chapter 63 of the Juvenile Act (42 PA. C.S. §§6301-6308), to ensure that the child will receive a proper education.

Hearings

- A. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
- B. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of Trustees, or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire board of trustees is required to expel a student.
- C. The following due process requirements are to be observed with regard to the formal hearing:

1. Notification of the charges and sufficient notice of the time and place of the hearing shall be sent to the student's parent/ guardian by certified mail.
 2. The hearing shall be held in private unless the student or parent requests a public hearing.
 3. The student has the right to be represented by counsel.
 4. 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.
 5. The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 6. The student has the right to testify and present witnesses on his/her own behalf.
 7. 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.
 8. The proceeding must be held with all reasonable speed.
- D. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.
- E. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- F. The informal hearing is meant to encourage the student's parents or guardian to meet with the CEO to discuss ways by which future offenses can be avoided.
- G. The following due process requirements are to be observed in regard to the informal hearings:
1. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
 2. Sufficient notice of the time and place of the informal
 3. A student has the right to speak and produce witnesses on his/her own behalf. The informal hearing will be held within the first five days of the suspension.
 4. A student has the right to speak and produce witnesses on his/her own behalf. The informal hearing will be held within the first five days of the suspension.
- H. The CEO shall in the case of an exceptional student, take all steps necessary to comply with The Individuals with Disabilities Education Act.

Special needs students The procedure to be followed for a student with a disability who has an IEP shall be in accordance with PA Chapter 14 regulations and Chapter 432 standards. A suspension of an exceptional student for more than ten consecutive school days or more than 15 cumulative school days in one year is considered a change in educational placement and, as such, requires a multidisciplinary evaluation where a manifestation determination shall be made, notice to the parents (NOREP), and a right to a hearing prior to the exclusion. The disciplinary exclusion of a student with mental retardation is considered a change in placement and requires notice to the parents (NOREP) and a right to a hearing prior to the exclusion. If the school deems the discipline problem so severe as to warrant immediate action, it may, with the approval of the Secretary of Education for the State of Pennsylvania, implement an interim change in

educational placement, including exclusion from school, as long as notice is provided to the parents (NOREP) and a due process hearing is scheduled as soon as possible.

XIII. SMOKING/POSSESSION OF TOBACCO PRODUCTS

The Board of Trustees recognizes that smoking in school buildings represents a health and safety hazard and therefore, is of concern to the Board. Act 145 of 1996 amends the Crimes Code to include language-prohibiting students from possessing or using tobacco in a school building, school bus, or on school property. Schools are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine up to \$50 plus court costs. Fines collected will benefit the student's school. The court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act. Inasmuch as the legislature has added these revisions to Senate Bill 1315, Printer Nos. 2426, which have long been sought by school authorities and District Justices enforcing possession or smoking of tobacco in schools on school premises, it is the intent of SCCS to enforce this law consistently and uniformly at all grade levels.

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

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

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

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

XIV. DRUG AND ALCOHOL POLICY

Use of drugs and alcohol by school students is illegal and counter to the proper operation of an educational program. Schools have a duty to enforce regulations controlling the use and abuse of alcohol and drugs by students. A student who while on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs, or mood altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering

substances, or any substance purported to be a restricted or over-the-counter drug, shall be subject to discipline pursuant to the provisions and procedures outlined in the SusQ-Cyber Charter School's Discipline Code. Possession shall include holding for others and does not constitute a defense.

The Board of Trustees reserves the right to use any extraordinary measures deemed necessary to control substance abuse, even if the same is not provided for specifically in any rule or regulation enumerated herein. The policy will be implemented through the cooperative efforts of the Board of Trustees, CEO, students, parents, and community agencies of the SusQ-Cyber Charter School.

XV. AGGRESSIVE BEHAVIOR POLICY

One of the primary functions of the Board of Trustees is to provide a working environment that is safe and relatively comfortable for students and staff. In an effort to provide those charged with the responsibility of maintaining a high degree of safety within the school, the following guidelines are offered. Aggressive physical behavior shall include, but not be limited to, threatening, fighting, bullying, intimidating, or slapping.

Any student involved in any form of aggressive physical behavior or bullying will receive a minimum of a five (5) day suspension from school. Said student will not be allowed to return to school until a parent conference is held. Involvement in additional aggressive physical behavior may lead to a hearing before the Board of Trustees for possible expulsion from school. In addition, any student involved in this type of behavior who is beyond compulsory school age (17 years or older) may be scheduled for a formal hearing before the Board of Trustees for the purpose of expulsion on the first offense.

This policy applies to students anytime they are on school property or at all extracurricular activities. Law enforcement officers will be contacted in the event that bodily harm or injury occurs, or if in the judgment of the administrator the situation warrants their assistance.

XVI. BULLYING POLICY

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

For the purpose of this policy,

- A. "Bullying shall mean an intentional electronic, written, verbal, or physical act, or series of acts:
- (1) Directed at another student or students;
 - (2) Which occurs in a school setting;
 - (3) That is severe, persistent or pervasive; and
 - (4) That has the effect of doing any of the following:

- (i) Substantially interfering with a student's education
 - (ii) Creating a threatening environment; or
 - (iii) Substantially disrupting the orderly operation of the school.
- B. "School Setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or an activity sponsored, supervised or sanctioned by the school.
- C. SCCS is not prohibited from classifying as bullying acts, including those involving electronic communications that occur outside a school setting, if those acts are directed at or are about another student, are severe, persistent and pervasive, or have the effect of substantially interfering with a student's education, creating a threatening environment of substantially disrupting the orderly operation of the school.

XVII. SEXUAL HARASSMENT

The Board of Trustees recognizes that sexual harassment has no place in the public school. This applies to all phases of the educational programs. It is the policy of the SusQ-Cyber Charter School to maintain a learning and working environment that is free from sexual harassment. Any student who alleges sexual harassment may file a complaint with the cyber school nurse. The right to confidentiality, of the complainant and accused, will be respected. A substantiated charge against a student in the school shall subject that student to disciplinary action.

XVIII. WEAPONS AND DANGEROUS INSTRUMENTS

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

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

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

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

A student who otherwise violates this policy or assists in the violation of the policy will immediately be suspended from school for a period of ten days pending a mandatory hearing with the Board of Trustees (or, as authorized by the Board of Trustees, a committee of the Board of Trustees, or a hearing examiner).

The Board shall expel any student found guilty of violation of this policy for a period of one school year. The CEO will review each infraction on a case-by-case basis and may recommend alternative disciplinary action to the Board of Trustees. The CEO shall in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Act. The procedure to be followed for a student with a disability that has an IEP shall be in accordance with PA Chapter 14 regulations and Chapter 432 standards. A suspension of an exceptional student for more than ten consecutive school days or more than 15 cumulative school days in one year is considered a change in educational placement and, as such, requires a multidisciplinary evaluation where a manifestation determination shall be made, notice to the parents (NOREP), and a right to a hearing prior to the exclusion. The disciplinary exclusion of a student with mental retardation is considered a change in placement and requires notice to the parents (NOREP) and a right to a hearing prior to the exclusion.

If the school deems the discipline problem so severe as to warrant immediate action, it may, with the approval of the Secretary of Education for the state of Pennsylvania, implement an interim change in educational placement, including exclusion from school, as long as notice is provided to the parents (NOREP), and a due process hearing is scheduled as soon as possible. Under no circumstances is corporal punishment permitted. The CEO shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230, 20 U. S. C. S. C. 1400 ET SEQ).

In accordance with PA Act 26 of 1995, and Act 30 of 1997, Article 13, Section 1303B, the SusQ-Cyber Charter School will "...report any new incidents involving acts of violence or possession of a weapon by any person on school property..." as required by the Pennsylvania Department of Education's Office of Safe Schools on the forms provided by the office.

According to Act 26 of 1995, and Act 30 of 1997, Section 1304-A, prior to admission to any school entity the parent, guardian, or other person having control or charge of a student shall upon registration provide a sworn statement or affirmation stating whether the pupil was previously or is presently suspended or expelled from any public or private school of the Commonwealth or any other state for an act or offense involving weapons, alcohol, or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. The registration shall include the name of the school from which the student was expelled or suspended for the above listed reasons with dates of the expulsion or suspension and shall be maintained as part of the student's disciplinary record. In addition, PA Act 26 of 1995, and Act 30 of 1997, Section 1304-B,

states that any willful false statement made under this section shall be a misdemeanor of the third degree.

The school will maintain, " . . . updated records of all incidents of violence, incidents involving possession of a weapon and conviction or adjudications of delinquency for acts committed on school property by students enrolled in the school" (PA Act 26 of 1995, and Act 30 of 1997, Article 1, Section 1307-A). These records will be maintained in a format by the PA State Police in conjunction with the office of Safe Schools. The CEO will maintain these records.

The student's disciplinary record that includes records kept on that student under PA Act 26 of 1995, and Act 30 of 1997, Article 13, Section 1307-A " . . . shall be available for inspection to the student and his parent, guardian, or other person having control or charge of the student, to officials, and to state and local law enforcement officials . . . Permission of the parent, guardian, or other person having control or charge of the student shall not be required for transfer of the individual student record to another school entity within the Commonwealth or in another state in which the student seeks enrollment or is enrolled." The student's disciplinary record shall be maintained at the central office of the Charter School.

When a student withdraws from the SusQ-Cyber Charter School, the CEO shall include a certified copy of the student's disciplinary record, along with all of the student's other records that are forwarded to the school entity to which the pupil has transferred.

When a student enters the SusQ-Cyber Charter School, the CEO shall request a certified copy of the student's disciplinary record, along with the student's other records from the school entity from which the student is transferring.

XIX. DRESS CODE

An individual's habits of dress and personal grooming are an important part of his total personality and they often determine not only his attitude toward himself/herself, but also the way others look at her/him. Based on this criteria, the following rules of dress apply to all students in grades 9-12 when taking exams at the testing centers or while attending any cyber school function.

- A. Footwear is required (students are not permitted to wear shower sandals or cleated shoes).
- B. Inappropriate attire, including: bare midriffs, see-through blouses and shirts without proper undergarments, extremely low-cut blouses, shirts, halters, and short shorts should be avoided.
- C. Clothing, buttons, or other insignias that are suggestive, obscene, or that mock, ridicule, or demean another race, religion, or national origin are not appropriate.
- D. Hats, headbands, and headwear are not to be worn during prohibited time.
- E. Extremely tattered or ripped clothing is prohibited.
- F. The administration may impose additional regulations to ensure health and/or safety.

XX. INTERNET ACCEPTABLE USE POLICY

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

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

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

Internet Acceptable Use Terms and Conditions (Internet Use Agreement Form -See Appendix B)

- A. Privileges – The use of Internet access resources of the SCCS is a privilege, not a right, and inappropriate use will result in a suspension and possible cancellation of those privileges. Prior to receiving an account, each user must participate in a discussion with a SCCS staff member regarding the proper use of the Internet. The SCCS System Administrator – in collaboration with the CEO – will deem what is inappropriate use. The System Administrator's decision in these matters is final. An Internet Access account will not be granted until the Internet Use Agreement is fully completed. Also, the System Administrator may suspend or revoke an account at any time as required. The administration, faculty, and staff of the SCCS may request the System Administrator to deny, suspend, or revoke specific user accounts when sufficient cause or evidence exists to support such action.
- B. Acceptable Use Restrictions – The purpose of supplying Internet Access within the SCCS is to support and enhance opportunities for research and education by providing access to unique resources and by providing users the opportunity for collaborative work with users at remote locations. The use of an account must be in support of education and research and must at all times be consistent with the educational objectives of the SCCS. Use of another organization's network or computing resources when accessed via the SCCS Internet Access resources must comply with the rules appropriate for that network.

The following actions are prohibited by any individual while utilizing SCCS owned Internet Access resources:

1. Transmission of any material in violation of any local, state or federal regulations or laws; including, but not limited to laws governing copyrighted material, threatening or obscene material, national security, or material protected by trade secret.
2. Intentionally accessing a site which contains threatening or obscene information, or information otherwise inappropriate to the educational setting.
3. Transmission of any information designed to deliberately misrepresent an individual, group, organization, agency, or the SCCS in general.
4. Non-school and/or personal commercial activities, including activities for profit.
5. Use for product advertisement or political lobbying.
6. Use for purely entertainment purposes using school owned equipment.
7. Engaging in electronic "chain letter", pyramid schemes, or similar activities.
8. Using SCCS Internet Access resources to violate the rights and privacy of others.
9. Sending information to another e-mail account when expressly requested to refrain from such behavior by the owner of the account.
10. Disseminating any kind of personal password, including one's own.
11. Attempting to destroy, modify, overload, or otherwise abuse any SCCS owned Internet Access resource in any way (see also Vandalism in this section).
12. Giving out personal information, including telephone numbers and addresses of any person, using SCCS Internet Access resources, except by a SCCS employee acting in an approved official capacity and transmitting to a site authorized by law to receive such information.

Network Etiquette – Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Be polite. Do not get abusive in your messages to others.
- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. "Flaming" is prohibited.
- C. Do not reveal your personal address or phone number, or those of students or colleagues.
- D. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate SCCS administrator and may be reported to legal authorities.
- E. Do not use the network in such a way that you would disrupt the use of the network by other users.
- F. All communications and information accessible via the network should be assumed to be private property.

The SCCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. The SCCS will not be responsible for any damages suffered by users. This includes loss of data resulting from delays, nondeliveries, mis-deliveries, or service interruptions caused by it's own negligence or by a user's errors or omissions. Use of any information obtained via the SCCS Internet Access resources is entirely at the

user's risk. The SCCS specifically denies any responsibility for the accuracy or quality of information obtained through its Internet Access services.

Security

Security problems identified on the Internet by a user must be reported to the SCCS Technology Coordinator. Users are not to demonstrate the problem to other users. Users are forbidden from gaining access to the system via another individual's account without permission from the individual. Attempts to log onto the Internet as a System Administrator will result in cancellation of user privileges and may result in additional penalties. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to SCCS Internet Access resources.

Vandalism

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

Revisions

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

Penalties:

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

- A. First offense of any nature* (in any school year): written warning followed by remedial training and notification of parents or legal guardians. Note: if the offense also breaks any school conduct codes, then the punishment outlined in the code handbook will also be followed.
- B. First repeat of any offense (in any school year): suspension of access privileges for ten school days. Note: if the offense also breaks any school conduct codes, then the punishment outlined in the code handbook will also be followed.
- C. Second repeat of any offense (in any school year): suspension of access privileges for the remainder of the school year. Note: if the offense also breaks any school conduct codes, then the punishment outlined in the code handbook will also be followed.
- D. Persons caught accessing SCCS Internet resources while under access privilege suspension will be subject to further disciplinary actions, including possible school suspension.

E. Persons caught accessing SCCS Internet resources without a signed Internet Use Agreement and its corresponding account number will be subject to disciplinary actions, including possible school suspension and criminal prosecution.

*Users caught engaging in vandalism, or in activities defined as illegal by local, state, or federal laws, will have Internet access privileges immediately suspended for an indefinite time period. Users caught accessing district resources to engage in activities defined as illegal by local, state, or federal laws will be subject to possible criminal prosecution at the discretion of the appropriate legal authority.

XXI. WITHDRAWING BEFORE GRADUATION

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

- A. Provide a written note or letter of approval signed by a parent or guardian.
- B. Enter your name, subjects and course provider on the note
- C. Return any property that belongs to the school and settle any financial obligations.
- D. Submit the letter to the CEO.

XXII. WORKING PERMITS/EMPLOYMENT CERTIFICATES

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

XXIII. CONFIDENTIALITY

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

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

XXIV. SERVICES PROVIDED

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

A. Special education services

1. Child Find for students who are not identified.
2. Maintenance of IEPs for identified students.
3. Evaluations of students thought to be special need.
4. Provide the needed services as outlined in the IEP.

B. Computer technology services

1. Provide computers and Internet accesses to students.
2. Provide assistance for computer or Internet problems.
3. Instruction for students and parents in basic computer and Internet access techniques.

C. Health care services

1. School nurse services.
2. Hearing and vision screenings.
3. Height and weight recordings.
4. Eleventh grade physical examinations.
5. School physician services can be arranged.
6. Immunization recording and verification if needed.

D. English as Second Language (ESL)

1. All students are required to complete a Home Language Survey.
2. All new enrollees will complete the survey as part of the enrollment package.
3. ESL services will be provided to any student who meets the need requirement.

XXV. REQUIRED TESTINGS

The following is a list of required tests and the grade level and locations where administered:

All grades: 4Sight assessment tests on-line – As pre-test for all incoming students and preparatory tests for the PSSA Math & Reading

11th grade: PSSA Writing, Math, Reading and Science – Bloomsburg office and other locations

12th grade: PSSA Retests for writing and Science, Math & Reading - Bloomsburg office and other locations – Retesting for below proficient performance on 11th grade test

12th grade: 4Sight - Bloomsburg office and other locations -Retesting for below proficient in the PSSA 12th grade retest

XXVI. MEDICATION POLICY

Students who receive prescription medication on a daily basis may have to continue this schedule when present in the school. A student that desires to possess and self-administer the prescribed asthma inhaler must:

- A. Provide the school nurse with a physician's order stating that the student is capable to self administer the inhaler at school, along with the name of the medication, the dosage, the times when the medication is to be taken and the diagnosis or reason the medicine is needed, unless the reason should remain confidential.
- B. Written permission from parent/guardian that the school complies with the order of the physician. The note shall include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledging that the school entity bears no responsibility for ensuring that the medication is taken.
- C. The school nurse will assess the student's ability to self-administer the medication. The assessment shall include the student's ability to:
 1. Respond to and visually recognize his/her name.
 2. Identify his/her medication.
 3. Measure, pour, and or administer the prescribed dosage.
 4. Inform the school nurse of use of medication.
 5. Demonstrate a cooperative attitude in all aspects of self-administration.
- D. The school nurse will document the order, and student's self-administration of prescribed medication on the student's individual health record.

XXVII. PARENT'S LIMITED RIGHT TO OPT OUT OF ESL/BILINGUAL PROGRAMS

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

XXVIII. PLAGIARISM GUIDELINES

Plagiarism is the exact copying of another's work, words or specific ideas and using them as your own without giving credit to the actual author. It may not be the exact words but may be so close as to leave no doubt as to its source. Plagiarism is the use of another's work as your own. Any work written by another and used in a paper, essay or short answer response must acknowledge the real author of the work through the use of quotation marks and citing the source. This includes photographs, tables and charts that might be used in completing a school assignment. However, students must understand that directly copying another student's answers and submitting them as your own is not plagiarism, but rather is simply cheating. Cheating is also a reason for discipline. Plagiarism and cheating are considered serious matters to the Cyber School and in

addition to loss of credit for work that is plagiarized the student is also subject to disciplinary review. Students should follow the methods directed by their teacher to document the sources of their information for each course. The standard format to be used is the MLA style that all teachers will review with their students. For some assignments the teacher may permit students to use a modified format. If the source is cited in the body of the text it only needs to be further defined in the bibliography if one is submitted. For example: “The Webster’s Fourth international Dictionary defines plagiarism as the use of another’s work as if it were your own.” or “The American College Dictionary defines a goal as an achievement to be sought after.” Just because you cite a work does not permit you to copy a whole page from that source. The exception to citing is when something is common knowledge or it is used in at least 3 other sources. Examples of this would be the date of the end of a war, birth dates, and places where people lived. The best rule to follow when in doubt is to cite a source. However, your work should not just be citation after citation. The key to avoiding the charge of plagiarism is to use your own words. This shows you know the answer and are able to discuss it. Obviously, definitions from glossaries and specific scientific definitions that must be memorized, as well as math theorems and other commonly used phrases are not considered plagiarism. Plagiarism is a serious matter and will be strongly discouraged. It could result in failing grades if continued after a warning. Students need to discuss their writing with their teachers to ensure that they do not violate this rule. Teachers have been instructed to enforce this rule by first warning a student when plagiarism is suspected, counseling students to prevent a reoccurrence and disciplining when it is repeated.

XXIX. COURSE COMPLETION GUIDELINES

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

XXX. Health Information and Portability Privacy Act

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

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

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